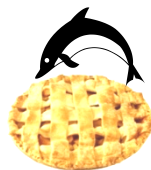


PLANNING, INSTITUTIONAL EFFECTIVENESS, AND ACCREDITATION COMMITTEE

(PIEAC)



September 18, 2013

College Center / Fourth Floor Conference Room

Minutes

Present	Member	Present	Member	Present	Member	Present	Member
x	L. Adrian		E. Garcia	x	L. Kuntzman	x	H. Rothgeb
x	D. Aistrich	X	S. Gonzalez	x	L. Lee		C. Ryan
x	C. Arellano	X	J. Groot	x	R. Lockwood	x	W. Sacket
	G. Berggren	X	P. Gutierrez		V. Lopez	x	J. Sanchez
	J. Colson		N. Hoang	x	L. Melby		R. Shiring
	S. Davis	X	M. Halverson	x	C. Nguyen	x	C. Stewart
x	K. Erdkamp	X	A. Holliday		C. Oberlin	x	L. Wilkerson
x	M. Fry	X	N. Jones	x	V. Rodriguez		
		X	N. Kabaji				

Mandate: *To provide oversight and leadership in support of institutional effectiveness and, through ongoing intentional College-wide evaluation, dialogue, planning, coordination, and use of systematic data to ensure student learning, ensure that the College fulfills its mission and meets or exceeds institutional accreditation standards. PIEAC makes recommendations to the President through College Council and through appropriate bodies as necessary, and all bodies provide reports to the PIEAC.*

Co-chair, Dr. Pedro Gutierrez called the meeting to order at 1:32 p.m. in the 4th Floor Conference Room of the College Center.

AGENDA:

The agenda, with the addition of discussion of reports, mandate, Winter Intersession, and President's report items, was approved by the committee.

MINUTES:

The committee approved the revised Minutes of the September 4, 2013, meeting with the following changes:

- Page 3: uncapitalize the word *college* in the seventh paragraph
- Page 4: Add STEAM in parenthesis after Science, Technology, Engineering, Arts, and Mathematics
- Page 6: Add an apostrophe to *districts*

Motion carried with the following vote:

Yes: Twenty two (22)

No: None

Abstention: One (1)

President's Update

Dr. Lori Adrian, President, noted that under the President's areas of responsibilities also include:

- Instruction
- Student Services
- Foundation
- Research and Planning
- Administrative Services

L. Adrian reported that the three (3) vice president model was voted on at College Council and unanimously approved.

Dr. Andrew Jones, Chancellor, also approved the three (3) vice president model and supports recruitment for the position to take place during the spring semester.

Coastline will hire an interim vice president as soon as possible, to be retained through June 2014.

Administration Services

Christine Nguyen, Vice President Administration Services, reported that at the Land Development Committee there was a discussion on Measure M, and that we are getting ready to start the projects that were slated to be the first through Measure M.

Coastline currently does not have any construction projects pending.

C. Nguyen reported that according to the IRS ruling we must spend 80% to 85% within the first three years of issuance. Summer 2013 was when the first series of Measure M bond was issued, which means that by Summer 2016 we must have spent 85% of the \$200 Million bond issuance in Series A. However, some of the projects listed under Series A also included a match from the State bond in order to complete the projects. At this point, there is no indication that there will be a State bond passing in 2014. The challenge here is that if we start accessing the Measure M fund prior to the passing of the State bond, we will forfeit our rights to the State bond. For this reason, the district may need to reprioritize the list of the construction projects to ensure that while we meet the IRS ruling of spending down 85% of the Measure M fund, at the same time we also maintain our priorities ranking for funding from the State bond.

C. Nguyen reported that our debt on the Newport Beach Center has been retired.

Instruction & Student Services

Dr. Vince Rodriguez, Vice President of Instruction and Student Services, reported that enrollments continue to be strong, but that there was a change after census due to teachers dropping students and students dropping classes. We might want to have a discussion with the Academic Senate on how we can retain some of the students who have dropped from the 1st day of class through the census date.

DegreeWorks is a great tool to increase student completion, but as we implement it we are finding that it is taking more time than originally expected to complete the evaluation of transcripts and enter information into the system.

Jennifer McDonald, Dr. John Colson, and Dr. Vince Rodriguez will be attending the Student Success Services Program in Sacramento from 9/23 through 9/24/2013.

Accreditation

Dr. Vince Rodriguez, Vice President of Instruction and Student Services, reported that during the Accreditation Steering Committee meeting, teams were set-up to work on each standard; they are due to present draft reports by next month.

Mandate

Dr. Pedro Gutierrez, co-chair, reported that there was a discussion and vote during our last meeting to change the last sentence of the committee mandate to "PIEAC makes recommendations to the president through College Council."

Dr. Vince Rodriguez, co-chair, made a motion to send all recommendations through College Council for final approval during the next meeting.

Ann Holliday amended the motion by adding "and through appropriate bodies as necessary."

Motion carried with the following vote:

Yes: Twenty two (22)

No: None

Abstention: None

Ann Holliday amended her motion by adding "and all bodies provide reports to the PIEAC."

Motion carried with the following vote:

Yes: Twenty two (22)

No: None

Abstention: None

Temporary Employees

Ann Holliday, expressed her concern about Coastline relying too much on temporary employees.

Helen Rothgeb, noted that it is budget driven and that hourly employees and professional expert positions are currently being reviewed at the District.

Lois Wilkerson, suggested that we allow hourly employees to work 194 days, since it is what the Ed Code permits.

Pedro Gutierrez, co-chair, noted that the above suggestions should be included in Program Review and then reported to the PIEAC.

Ann Holliday, requested that a report be provided to the PIEAC on a continuous basis regarding temporary employees.

Review of the Planning Process

Cheryl Stewart, went over a handout that was passed out during the September 4th meeting titled “Planning Assumptions.” The handout states the objectives, goals, activities, initiatives, standards, benchmarks, key performance indicators, milestones, and trip-wire events for the PIEAC. The handout also includes a five-year comprehensive program/department self-study timeline and annual planning calendar for the Program Review Committee and the PIEAC.

Helen Rothgeb, noted that all dates listed need to align with the tentative budget deadline.

Dr. Vince Rodriguez, Vice President of Instruction and Student Services, reported that he will be meeting with Cheryl Stewart and Wendy Sacket on September 25th to discuss the timeline, make edits to the Planning Guide, and make recommendations. He invites anyone who is interested to join the meeting.

The handout can be obtained from Cheryl Stewart’s office.

Reports from Other Areas

Dr. Vince Rodriguez, co-chair, would like to have a standing report from Program Review during PIEAC meetings. Vice President, Christine Nguyen agrees that all committees report back to the PIEAC.

Dr. Pedro Gutierrez, co-chair, noted that all participatory governance committees at the college should report back to the PIEAC.

Discussion on Committee Goals

Dr. Vince Rodriguez, Vice President of Instruction and Student Services, reported that it is important to have goals that guide the committee.

GOALS:

1. Agendas and minutes to be posted/distributed a minimum of three (3) days prior to each meeting.
2. Meet PIEAC timelines and deadlines.
3. Update and complete Scorecard Measures.
4. Evaluate and refine our Planning Guide.

The PIEAC will review the goals listed and vote on them during the October 2nd meeting.

Review of Master Plan

Dr. Vince Rodriguez, Vice President Instruction & Student Services, provided the committee with a handout titled "Goals for this Education Master Plan."

V. Rodriguez reminded the committee that as part of the Master Planning process, the college is scheduled to review the College Education Master Plan to make appropriate updates and changes to the Education Master Plan. He suggested that review and update be completed during spring 2014.

Cheryl Stewart, suggests creating a subcommittee to provide a review of the status of all the initiatives that are in the current Master Plan and to determine where we are on the initiatives.

Christine Nguyen, Vice President of Administrative Services, and V. Rodriguez will work with managers to compile information on what we are doing and what have we have already done in accordance with the Master Plan.

V. Rodriguez requests that Laurie Melby have her staff create a Wiki with a timeline that is due before resource allocation.

The handout can be obtained from the Office of the Vice President.

MAJOR AGENDA ITEMS FOR October 2, 2013 MEETING:

- Program Review
- Budget Committee
- Other Committees
- Staffing Report (Temporary Employees)
- Goals
- Planning Guide Timeline
- Members of the Budget Committee
- Community College Advisory Board
- Meeting the Completion Agenda

NEXT MEETING:

October 2, 2013 / 1:30 p.m. to 3:30 p.m. / 4th Floor Conference Room / College Center

ADJOURN

There being no further business, the meeting adjourned at 3:30 p.m.