The meeting was called to order at 3:04 p.m.

Guests:  Ginny Burley  
Barbara McNeice-Stallard

1. **November 7, 2007 Meeting Notes**

   Meeting notes were approved as presented.

2. **Budget Update**

   Dr. Nixon said there is no news to report.

3. **Report from Institutional effectiveness Committee**

   Dr. Ginny Burley presented the Institutional Effectiveness Committee’s (IEC) evaluation of the 2006-07 Planning for Institutional Effectiveness (PIE) process. There was significant improvement in alignment of unit goals with College goals, as compared to the 2005-06 process. A component added for 2006-07 to the PIE process was the option of reporting goals not aligned with College goals. Those goals were broken down into eight basic categories and shared with PAC members.

   In assessing compliance with ACCJC expectations for effectiveness in program review, IEC believes we have established criteria in four of the six categories in Proficiency; however, under Sustainable Continuous Quality Improvement, IEC believes we are meeting the criteria in only one of the three categories. In order to be in full compliance, the College needs to clearly establish ongoing, complete full assessment cycles so that we have data that we can directly connect from PIE for the improvement of student learning and achievement. IEC hopes that, next year, it will be able to include documentation in its annual report that establishes a stronger link between program-level planning in PIE and the allocation of resources at the College.
Dr. Burley shared copies of the “Breakdown of Department Goals Connected to College Goals” pointing out that it is not all inclusive. Selected examples were included to convey the kinds of goals reported by academic departments.

Dr. Burley presented PAC with the proposed PIE form for 2007-08, pointing out the changes made this year. The timeline for the PIE process this year is as follows:

- December 2007 – Departments and administrative units receive forms.
- May 2, 2008 – Completed forms are due to division office or appropriate manager OR are completely entered in TracDat.
- May 23, 2008 – Deans/managers prepare a summary of the PIE forms they received and submit to appropriate Vice President.
- June 13, 2008 – Vice Presidents prepare a summary of reports they have received for consideration in establishing institutional priorities.
- July 3, 2008 – IEC reviews all submitted summaries to prepare a year-end report to PAC on progress made in meeting College goals.

In an effort to create stronger linkages between PIE and existing resource allocation processes, an additional level of “team” goals will be implemented. Beginning with input from this year’s unit PIE documents, each team will set goals and create priorities that will be used to drive resource allocations. Since our existing processes for allocation of new resources occur predominantly at the team level, it is believed that this change will greatly strengthen the connection between unit-level planning and resource support.

It was the consensus of PAC members to recommend to Dr. Nixon that the new PIE form be implemented.

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**Action taken:** PAC members recommended that Dr. Nixon approve implementation of the new PIE form.

4. **ARCC Report**

Barbara McNeice-Stallard reminded PAC members that, at the October 17 PAC meeting, she shared information on the College’s 2007 final report to the ARCC (Accountability Reporting for the Community Colleges) program. Since that meeting, Ms. McNeice-Stallard has shared the 2008 draft report electronically with PAC members.

Director McNeice-Stallard shared copies of a draft College Self-Assessment/Response to the 2008 report. PAC members offered comments that would provide diversity in what we are highlighting in the response. Realizing we can’t include everything, it was suggested that we try to include information on our K-12 articulation agreements, vocational programs, and re-entry students.

5. **EAS Update**

Professor Grimes-Hillman was not at the PAC meeting; however, Dr. Nixon provided the following update:

Dr. Nixon said that while many of us don’t work with Banner every day, it is a massive conversion of the College’s IT system. Banner components include Student Services,
Human Resources, and Fiscal Services, with Student Services being the largest component. The original timeline for the Student Services component to “go live” was this summer. After considerable discussion, Dr. Nixon said that timeline has been postponed for a year (to summer 2009). Given the number of issues that need to be resolved and work in programming, as well as training, it was felt that we should wait a year and have everything ready at once.

6. **Board Policy Updates**

Dr. Nixon reminded PAC members that the College’s Board Policies and Administrative Procedures are fluid documents and, therefore, never done. We work closely with the CCLC to maintain current policies and procedures. Board Policies are a more general statement and Administrative Procedures are generally more specific. Diana Casteel has been given the responsibility of keeping College policies and procedures current.

Board policies are the purview of the Board; however, before they go to the Board we use PAC as the venue to share proposed changes.

Diana reported that the CCLC provides districts with an update on policies and procedures twice a year. Diana will take the proposed revisions to Cabinet for distribution to the appropriate Vice President. The vice president will then work with other constituent groups on campus, as appropriate, e.g., the Academic Senate.

7. **Other**

- Barbara McNeice-Stallard said it had been several years since the College has reviewed its Mission, Vision, and Core Values. She distributed copies of the current statements. Dr. Nixon said these are the “root” statements that guide the College and should be periodically reviewed. Dr. Nixon suggested that PAC members familiarize themselves with these three statements and, at the January PAC meeting, we can have a general discussion about them and establish a sub-committee for a more in-depth review.

  **Action requested:** PAC members are asked to study the College’s Mission, Vision, and Core Values for discussion at the January 2 meeting.

- Dr. Nixon handed out goals received from the following committees:
  
  Assessment and Matriculation Committee  
  Budget Committee  
  Developmental Education Study Team  
  Student Equity Committee  
  Student Preparation & Success Council

8. **Next Meeting**

The next meeting will be held January 2, 3:00-4:30 p.m., in Founders Hall.

The meeting adjourned at 4:30 p.m.

JSN:dc