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

Guests: Virginia Burley and Lorraine Jones

1. Review of January 23, 2013, Meeting Notes

   There were two minor typographical corrections. Approved as corrected.

2. College-wide Program Review and Planning - PIE

   Virginia Burley explained the PIE Summary – 2011-12. The PIE Summary is the summary of the work done by departments across the College. This Summary is developed from the four-team PIE summary completed by the Institutional Effectiveness Committee. This is being brought forward for consideration by PAC.

   IEC is ready to roll out the PIE process to the College. They are not recommending changes to the process, only a minor recommendation for a wording change to one of the College Goals—Goal #10 (page 5 of Summary). The Strategic Objectives have been aligned with the College Goals. The Strategic Plan approach we’ve been using expires at the end of the year. Ginny pointed out that the included flow chart reflects the thinking of the IEC. The IEC has suggested the Strategic Plan should be implementing the Educational Master Plan. Dr. Scroggins explained that the Strategic Plan is the College’s plan for the next 5 years and is more specific, while the Educational Master Plan looks out 15 to 20 years and is used as a resource document. The duty of the Expanded PAC will be to make decisions about how to integrate these Plans and assign Strategic Objectives to the departmental areas that they belong to so that it can be carried out as an “action plan.” PAC will be the decision making body for the Strategic Plan.
It was recommended to put together a steering sub-committee to determine the strategic integration of these plans. The next part of the PIE process is ready to go forward and the forms and processes needs to be announced to campus, which should be done by June. The IEC Plan for Improving the PIE Process section was reviewed. It was recommended that any proposed changes to processes or program by the steering sub-committee be sent through the Academic Senate also. An e-mail will be sent out to PAC members asking for participation on this committee. It was determined that the following groups be responsible for continuing improvement in the next ePIE cycle:

**IEC**

- Provide the Vice Presidents with feedback on their individual PIE summaries.
- Decouple PIE from TracDat and maintain TracDat as a database for outcomes assessment (SLO, Program Outcomes, GEO, and Student Services Outcomes). All departments will use fillable form for their annual PIE report.

**PAC (Steering Sub-Committee)**

- Close the loop on resource requests by documenting what was done in previous years to support the requests.
- Align resource requests more closely with the budget allocation process.
- Develop a strategic plan based on college priorities and propose a way to align the Educational Master Plan and all focused plans with the PIE process.

**Questions**

- College Goal #11 (Page 33) – Why has the employee survey not been completed since 2009? It was recommended that this survey be completed again. Dr. Scroggins will ask Barbara McNeice-Stallard to work with the IEC to review the questions and conduct the survey to the campus.
- Changes in College Practice (Page 8, table) – There was a question about what “Title and responsibility changes which cause confusion” meant. It was explained that the response was a compilation of reading through the summaries. There were comments about the lack of clarity of both administrative and classified job titles and job responsibilities.
- There was a question as to why there are some Goals that do not have Strategic Objectives tied to them. It was noted that those were Goals that were added in the last cycle and Strategic Objectives were never attached. PAC is the body that will assign them. All PAC members were asked to take a look at the Goals that do not have Strategic Objectives tied to them and we will agendize this for a future meeting. In the past, Objectives were solicited from the areas who the Goals apply to. It was recommended that this process be a synergy between those that have direct responsibility and those with a campus-wide view (such as PAC).
College Goal #10 was presented to PAC for revision. Ginny commented that the revised Goal is reflective of what is going on throughout the College. Motion, seconded, and carried.

3. Instruction Team Prioritization Results – Equipment Requests

Virginia presented the Instruction Team Prioritization Results – Equipment Requests for information only. This was an experiment in using PIE to identify resource needs across different teams. There has been much talk on how to integrate PIE planning more with resource allocation. This is an example of a strong tie between the planning process and an allocation process. This has been a big challenge for the College in terms of planning.

4. Campus Equity and Diversity Committee Purpose & Function Statement and Membership

After recommendations from PAC at a previous meeting, the revised Purpose & Function Statement was presented. The Committee revised it to read like other committees’ Purpose & Function Statements. C.B. Brown has replaced Jim Ocampo as the Management representative. The Committee is requesting an additional member be added from Continuing Education. Dr. Scroggins will recruit a representative from Continuing Education. Carol Nelson will put the Purpose & Function Statement in the proper format. Motion, seconded, and carried.

5. Other

The meeting adjourned at 4:02 p.m.

Future Agenda items:

- Log of BPs/Aps and QuickR (March 13, 2013)
- College Goals and Strategic Objectives (March 13, 2013)
- Strategic Planning (March 27, 2013)
- Public Safety Officers Carrying Revolvers
- AP 6700 – Campus Events and Use of Campus Facilities Review (January 2014)

FUTURE MEETINGS:  
March 13, 2013  
March 27, 2013  
April 10, 2013  
April 24, 2013

Typically, meetings are held on the second and fourth Wednesdays of each month, 3:00-4:30 p.m., in the Administration Building, Room 2440.