Attending:

X	Joumana McGowan (Co-Chair)	X	Michelle Sampat (Co-Chair)	X	Kristina Allende	X	Alexis Carter
X	Meghan Chen		Gary Enke		Grace Hanson	X	Barbara McNeice-Stallard
X	John Barkman	X	Kate Morales	X	Emily Woolery	X	Chisa Uyeki
X	Joan Sholars (Liaison)	X	Rosa Royce (Liaison)		*CSEA 651, Vacant*	X	L.E. Foisia (Non-Credit)
X	Pedro Suarez (Guest)		Student Rep, *Vacant*				
					X	*Lisa E. Jackson (Recorder)*

AGENDA

	Item/Comments	Time	Discussion/Outcome
1.	Welcome and approval of the November 14 minutes:	5 mins	Michelle welcomed the group and introductions were made. The group was informed that Interim Vice President of Instruction Virginia Burley has designated Associate Vice President of Instruction Joumana McGowan as the Co-Chair of IEC for Spring 2019. The following correction to the minutes was noted: • No. 5 – Expanded PAC replace *AV109 with AB109*. Minutes of the November 14 meeting were approved with corrections.
2.	Budget Liaison Report: (Joan and Rosa)	5 mins	Joan Sholars reported that the Budget Committee is currently working on the Purpose, Function & Membership statement; however, it's not finished yet, but should be completed soon. We are one of the few community colleges that have two planning committees; Budget Committee and IEC. • Budget Committee wants to work collaboratively with IEC to ensure that the work isn't duplicated and information is being shared. Hence, the rationale for liaisons from Budget Committee attending IEC meetings and vice versa. • There was a review of the purpose statement with the suggestion that it read…."*procedures relating to planning all aspects of College finances.*" • Budget Committee will share the final version of its Purpose, Function & Membership statement.

			• The group discussed the "10 plus 1 rule which establishes that faculty must be included in the budgeting process.
3.	Purpose, Function & Membership: (Michelle and Joumana) (attachment) • Meeting schedule • Review Budget Committee P&F Statement	15 mins	There was a review of the Purpose, Function & Membership Statement. It was finalized last semester, but was not forwarded to PAC. The following changes were made to the functions: • Function No. 2 – specifically named reports removed. • Function No. 3 – removed the word *assure* and replaced it with *evaluate.* The following changes were made to the Membership: • Vice President of Instruction or Designee will be Joumana McGowan. • Removed the word Co from Co-Coordinator • Removed Marty Ramey and replaced with Chisa Uyeki as the Academic Senate President or Designee • L.E. Foisia is the Noncredit Faculty appointee. • Membership increased from 15 to 16 members. It was noted that there is no representation from Human Resources. The Committee voted to add Human Resources appointed by the Vice President of Instruction and the term is ongoing. The Committee discussed the current meeting schedule. In the past, we've had 2 meetings per month. Throughout the last year, attendance was poor and there was trouble meeting quorum. The Committee considered whether the meetings should be scheduled once per month. Meeting once per month would accomplish the following: 1. More likely to have quorum

			2. Improve attendance
			3. Ensure the 1.5 hour meeting time is productive
			The Committee consensus is to meet the 4th Wednesday of each month during the Spring 2019 semester. Should there be a need to more often, Committee members will be notified ahead of time. • Lisa to send updated calendar invite to remove meetings scheduled for the 2nd Wednesday of each month. **Expanded PAC has been scheduled for April 10.**
4.	Local Goal-Setting Guidance per AB109: (Barbara) (attachment) • Student Success Metrics (formerly called Simplified Metrics)	20 mins	Barbara reminded the Committee of what was presented during the last Expanded PAC meeting. As a result of that meeting we were asked to map the college goals to each of the Chancellor's Office goals. There was a review of the handout "*Chancellor's Vision for Success Goals Mapped to College Goals and Indicators.*" • Barbara also reviewed Mt. SAC's Key Performance Indicators and explained how those numbers were determined. • These goals are not set in stone and can be revisited and changed next year. • **This document needs to go to Board by May 8 and also needs to go to ASC as an action item.** Barbara briefly reviewed of the Chancellor's Memorandum dated February 13, 2019, regarding "*Coherence in Goal-Setting and Planning.*" The group discussed the timelines and deadlines for submitting Vision Goals. Members were asked to review the documents moment to review and see Barbara if you have any questions. • Vision Goals due to Board May 8, 2019 • Vision Goals due to Chancellor's Office May 31, 2019

			• On Thursday, March 14 a group will attend an IEPI Workshop in Riverside, CA focusing on integrated planning. • Click here to view the Chancellor's Office 2018 Student Success Metrics Launchboard. Meghan shared her concerns with determining the accuracy of those numbers and how realistic the goals are. • She stated that it's important to know the context and not react to what looks like low-ball numbers. • We should be diligent in documenting how we arrived where we are. Barbara stated that at Expanded PAC and PAC, the goals were deliberated upon and evaluated based on many aspects including: • Knowledge around the table (CTE Deans, faculty, managers, staff, researchers, and other administrators). • Data sources such as statewide employment data and quality of the data. • The Chancellor's Office is still working to come up with a better data set.
5.	PIE Update: (Michelle and Pedro)	15 mins	Michelle and Pedro provided an update on PIE training. Pedro shared the different aspects of the unit PIE training. **<u>Unit PIE</u>** • Training began in October and November 2018. • "Friday PIE Day" – 2 hours are allocated as a work session for users to work on their PIE. • A commitment was made to do a *quality PIE* in which previous goals that were entered and re-evaluated and try to find ways to synchronize more over-arching goals and will assist in making the reports cleaner. • From the vendor point of view, PIE is now ADA compliant.

- Speed increased, so there is a higher increase in performance.

- 13 types of requests were identified and standardized. Now there are only 9 which are defined and very specific.

- Friday PIE Day has been slow. About 2-3 people per training session have participated. A campus-wide Memorandum to be sent as a reminder.

- Unit PIEs are **due May 15** – about 15 attendees in the most recent trainings in October, November, and December. Several have reached out for 1:1 training.

- Offers have been made to the various Divisions for trainings. There has been a presentation to the Arts Division.

Manager PIE

In terms of the resource allocation portion, the unit levels need to enter the information correctly so that managers are able to extract a resource allocation report that is in Excel format and complete their ranking and prioritization for their respective Divisions.

- Associate Dean John Vitullo has been trained on how to extract these reports. Additional training for other department managers to be held in the near future.

- This is for Instruction Unit PIE so that faculty can categorize the type of resource requests accurately and share with Division offices which allow them to rank effectively.

- This report is being automated so that it's easier for the Instruction Units and Managers to get the reports to Laura Martinez.

- Special shout out to IT for assisting in securing more support and funding for Power BI. An additional $9000 was secured.

			• Barbara suggested that our Ninja Team review all that's available now in PIE for Power BI and determine what can be made publically available.

<u>VP PIE</u>

    • A few individual users were trained. Training was also held for Human Resources and Admin Services.

    • Due date is October 15.

Same reports are not available at the VP level. More work is required for them to summarize the information in Manager PIEs.

Michelle stated that they have continued their very personal approach in training and outreach and it appears to be more successful. The Goal is to ensure utilization and effectiveness. |
| 6. | Strategic Plan Process: (Barbara) (attachment)
    • Review Strategic Plan | 15 mins | A white-board exercise was conducted with the task of noting three things group members get from the Mt. SAC Strategic Plan 2017-21.

The ticker was supposed to represent something you would see on the stock exchange floor. The problem is that it's good for a second in time and not long term.

    • Suggestion: leave the ticker off the chart and put it on when there is a presentation and can be explained better and with more context.

Group 1:

1. Link between Strategic Plan and College Goals

    • How are goals connected to GP and SEAP

    • Goals should be fully written out on the document

2. Unclear if the college is attached to a specific PIE or all PIEs.

3. Needs more clarity as to what it all represents. |

| | | • More definitions and clarifications needed. For example, PIE, units , subject-specific plans.

• Where do we start?

• Legend

Group 2.

1. Ticker at the bottom (if those are our goals then the ticker should be at the top?)

   Eliminate ticker. Unclear, needs to be clear.

2. How does it all connect?

   We've talked about that – flow chart idea

   Graphic does not represent something that they can visualize e.g. vase

3. Are we focused? Change to Student Achievement Goals so that it's more clear

4. Consistency of + and up arrow

5. Ticker: Goals – where are we?

   We mean metrics

6. Are these the right goals?

7. Ticker timeline

Is there anything else

Joumana: 2nd time we looked at
1. **Ticker no one wants it.**
2. **Goals – maybe we need to list in entirety and make sure they are connect to GP and SEAP.** |

			3. Map goals to GP and SEAP 4.

			Shold g1 and g5 be separated
			
			The Co-chairs have requested a meeting with John Lewallen to re-envision the Strategic Plan document.
			
			The Committee participated in a second exercise to identify "What are the sections of the Vice Presidents PIE?"
			
			Group 1:
			  1. Summarize Resources
			  2. Mapping
			  3. Reports
			
			Group 2
			  1. Internal and External Conditions
			  2. Outcomes
			  3. Accomplishments
			  4. Critical Decisions
			  5. Progress on college goals
			  6. Suggestions for Improvements
			  7. Executive Summary
			  8. Resources
			
			Barbara stated that she met with Dr. Scroggins and he stated that he wants to continue to have a President's PIE; however, he does not want Committee matters assigned to a part of the President's PIE. He has requested the Committees be assigned to each of the Vice President that oversee those areas.
			  • He has suggested that all Committees be mapped to the VP PIEs.
			
			  • Purpose and Functions will go to PAC and the goals will go to the VPs.

7.	Expanded PAC – April: (Barbara and Joumana)	10 mins	**Scheduled for April 10, 2019**

8.	Future Agenda Items:	5 mins	1. Updated ACCJC Accreditation Document

Future Meetings: 2nd & 4th Wednesday of each month from 1:30pm-3:00pm – Building 4 Room 2440
March 27
April 10 & 24
May 7 & 22
June 12 &