Attending:

X	Irene Malmgren(Co-Chair)	X	Bernard Somers– Student Services (Senate appointee)		TBD (CSEA 651)		Joan Sholars (Budget Liaison)
X	Barbara McNeice-Stallard (Co-Chair)	X	Barbara Mezaki (Faculty Accreditation Coordinator)	X	Michelle Sampat, AD Instructional Services	X	Rosa Royce (Budget Liaison)
X	Chisa Uyeki (Co-Chair)		TBD (Assistant Faculty Accreditation Coordinator)		Alexis Carter (HR)	X	Kristina Allende, Faculty Credit
	TBD (AS President or Designee)		TBD (Student Rep)	X	Meghan Chen, Instructional Services	X	Pedro Suarez (Guest)
X	Landry Chaplot (Faculty Noncredit)	X	Mark Fernandez (CSEA 262)	X	Tom Mauch (AVP Student Services)	X	Sophia Ruiz (Student Guest)
X	Loni Nguyen (Faculty Outcomes Coordinator)	X	Kate Morales (IT)		TBD, AVP, Instruction		*Lisa E. Jackson (Recorder)*

AGENDA		
Topic	**Time**	**Discussion/Outcome**
1. **Welcome**	1:30	• Chisa reported that Kristina Allende will step into the role Co-Chair, and that she will move back into the Academic Senate President role. • A vacancy exists for a credit faculty position. If you know of someone who would be interested in serving on IEC, please contact Chisa. • Barbara Mezaki was introduced as the Faculty Accreditation Coordinator. • The midterm report was mailed and received by ACCJC.
2. **Approval of the Agenda**	1:30	• Agenda approved as submitted.
3. **Approval of the December 1 minutes**	1:35	• Minutes approved as submitted.

4. **PIE Update**
 	
    ○ **PIE Committee Purpose & Function** (Michelle & Chisa)
	1:40	• Michelle reported that PIE Committee is now an official committee and will operate as such this semester.
		• The terms for all positions have been noted.
		• There are still a few positions to be filled. Faculty positions are going through Senate right now.
		• PIE Committee met last week and reviewed the schedule for this term.
		    ○ PIE trainers are working with Divisions.
		    ○ Fridays are PIE days for anyone needing live support from research. Pedro is available to assist with any technical issues.
		    ○ Continuing with recommendations of a modified PIE.
		    ○ PIEs are due for unit PIE completers on **May 15.**
		    ○ Manager PIEs are due **July 15.**

			• Also discussed during the last meeting was what is called *PIE-to-be*. There was discussion about what is currently working, spaces for improving the process, and what they would like to see in the future. • PIE training was held for the Arts Division last week. o Faculty completed a survey with the same questions discussed in PIE Committee. This may be done with a broader audience going forward.
5.	**Strategic Planning** (Irene, Barbara, and Kristina) o **Committee and Plan Goals** o **Expanded PAC – April 14** o **Coding Summary** (Kristina)	2:00	• Kristina provided some background on what has been done to prep for strategic planning and how the discussion has been to drive the strategic plan from the bottom up rather than the top down. • IEC to reach out to existing committees to gather their plans and see what their goals are and determine what our foundation would be to build this plan based on the goals that are being strived for in goals and in plans. • Kristina thanked Barbara McNeice-Stallard, Marcel Gilmore and Vera Froman for their assistance with coding. o The workgroup reached out to committees and plans with a Smartsheet to submit goals. o Sessions were spent looking at goals and themes. A summary was created from the raw data. o A Smartsheet was created to determine how many plans aligned with the different goals. o 20 plans and 10 committees submitted goals prior to last Friday when the coding began. A few more have since been received. o The coding of committee goals resulted in 39 themes. o The coding of plan goals resulted in 70 themes. o Once those were determined, they looked at them both to see which ones were in common – things that both committees and plans were working towards. o 23 were found in common.

- o Of those not in common, there were 2 that were goals and plans that weren't in committees but were significant. . Those two were sustainability and curriculum.
  - o Those with higher number of mentions are highlighted in the document.
- Now that we have these goals, the next step is to use that information create some goals for our strategic plan. We currently have 23.
- We need to look for gaps and determine what may be missing. What do we want to consider that hasn't come through yet?
- The discussion that followed included adding the following themes (click here for updated list:
  - Technology
  - Access
  - Community
  - Funding/Budget
  - Facilities
  - Awards/Recognition
  - Recognition
  - Social Justice
  - Culture
  - Diversity
  - Entertainment
  - Accessibility
  - Collaboration
- These aren't themes – they are subject matters. They become thematic when we ask what about this theme? When say "what about…" is when it becomes a theme.
- Hoping to find at Expanded PAC is that all of these different perspectives will allow things to bubble up that really are indicative of what we as an institution are doing in terms of strategic planning.
- **Expanded PAC is April 14 from 2-5pm**
- Next meeting we will revisit the list that will be taken to expanded PAC.
  - o IEC Members are encouraged to attend this meeting. Meeting notification is forthcoming with time confirmation from the President's Office.

			o Discussed how much time would be needed during presentation. 1.5 hours should be sufficient. This will include 15 minutes for a report out and 5 minutes to wrap up.
			    • Intro (10 minutes)
			    • Gap analysis (20 minutes and for group work)
			    • 15 minutes – report out
			    • 5 minutes to wrap up

6.	**Budget Committee Update** (Joan and Rosa)	2:45	• Last meeting was held December 2.
			
			• Three themes were discussed during this meeting:
			  o January proposal - there is money available for students for basic needs. It's restricted, even the early action and Cal Grants have to be given to students earlier.
			  o Student Centered Funding Formula proposal of increasing rates by 1.5% COLA is a preliminary calculation. These numbers change with the May revise.
			  o The state has $1.4 billion in deferrals. Mt. SAC hasn't received any cash since January.
			    • February through June we will not receive any cash.
			    • Deferrals will go from $1.4 billion to $323 million next year which means additional deferrals for the 21-22 fiscal/school year.
			  o CARES Funds and HER funds – these funds were received last year. This amounted to $17.5 million. After the second relief package was signed, Mt. SAC was allocated $34.3 million.
			  o New funds are more flexible. We can do more than we did with the CARES Act Funds.
			
			• Audit Report – this report was presented at last Board meeting. The audit is extremely important for our accreditation. Overview provided as to why this report is so important.
			
			• We had no findings and received a very good audit opinion.

7.	**Announcements**	2:50	

Future Meetings: March 24, April 14 & 28, May 12 & 26, and June 9

Committee Goals and Progress Report
2020-21

Committee name: _Institutional Effectiveness Committee_

Name of person completing the report: _Richard Mahon, Vice President, Instruction and Barbara McNeice-Stallard, Director, Research & Institutional Effectiveness, Chisa Uyeki, Faculty_

(EXPAND AS NECESSARY)

Committee Goal		Link to College Goal #	Completed Outcomes/Accomplishments (descriptive bullet list)
GOAL # 1:	**Committee website up-to-date**	6, 11, 15	
GOAL #2:	**Develop/Clarify the Strategic Plan Process (integrated planning process) and updating the College Strategic Plan**	1, 3, 12, 14	
GOAL #3:	**Review Unit Manager & Vice President PIE Templates**	1, 3, 12, 14	
GOAL #4:	**Prioritize equity in the development of planning processes and college plans**	4, 5, 6, 9	
GOAL #5:	**Review & make recommendations to update AP 3250 "Institutional Planning" to reflect current processes**	3, 12, 14	
GOAL #6:	**Document where ACCJC standards map to committee agenda items in agendas and minutes**	14	