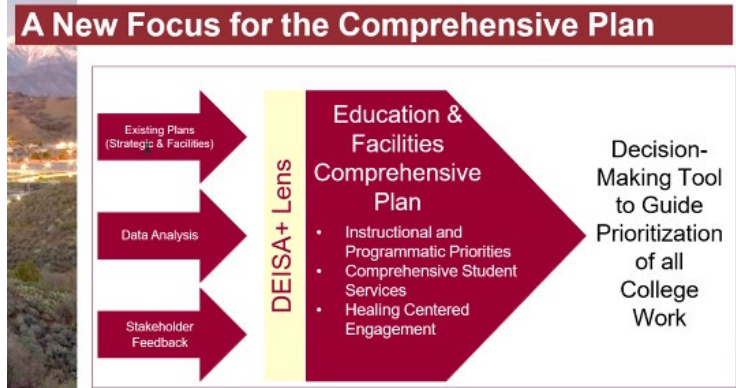|					
Vice President, Instruction (Co-Chair)	Kelly Fowler	X	PIE Liaison	Krupa Patel	X
Director, Research & Institutional Effectiveness (Co-Chair)	Patty Quinones	X	Budget Committee Liaison	Rosa Royce	X
Faculty Outcomes Coordinator (Co-Chair)	Kelly Coreas	X	Dean, Instruction	Sylvia Ruano	X
Academic Senate President or Designee	Tania Anders	X	Instructional Services (appointed by the VP, Instruction)	Andi Sims	
Faculty Noncredit (appointed by AS)	Landry Chaplot	X	Student Services (appointed by VPSS)	Lina Soto	X
Associate Vice President, Instruction	Meghan Chen	X	Director of Human Resources or Designee	Ryan Wilson	
Classified (appointed by CSEA 262)	Yvette Garcia		Faculty – Student Services (appointed by AS)	Sara Mestas	X
Faculty Credit (appointed by AS)	Tiffany Kuo	X	Classified (appointed by CSEA 651)	**Vacant**	
Faculty Accreditation Coordinator	Allie Frickert		Faculty	**Vacant**	
Student (appointed by Associated Students)	Sean Moon		Guest – Senior Research Analyst	Cathy Stute	X
Information Technology (appointed by VP Admin Services)	Kate Morales	X	Guest – Assistant Dean, Accreditation and Planning	Lianne Greenlee	X
			Recorder	Wendi Alcazar	X

AGENDA		
Topic	**Time**	**Discussion/Outcome**
1. **Welcome**	1:30	
2. **Review of the Agenda**	1:33	• Reviewed.
3. **Approval of the May 22nd Minutes**	1:38	• Reviewed. Add K. Coreas' attendance Motion to approve the minutes with the above-listed update made by T. Anders, second by L. Chaplot, approved with one abstention.
4. **IEC Purpose and Function / Membership**	1:43	• Purpose second sentence: Can we change compliance to adherence? Compliance is the act of following instructions. Adherence is us choosing to adhere to them. Adherence is a better word. It would be adherence to Accreditation as well as policies and standards. • There are federal policies that we have to comply with. Part of this is about adhering to the standards. • We do more than complying. • "The Committee is also responsible for monitoring institution-wide compliance with policies and adherence to Accreditation Standards related to its purpose and function." • Do we need to define what type of policies? • Lack of compliance is a problem if we don't. • There is an advantage of leaving it broad without listing it as regulatory or federal policies. • Perhaps there is a word that encompasses all types of policies that we could use. • We may return to this after our next agenda item.

5.	**PIE Recommendation to Merge Committees** • [Membership Updates](#)?	1:58	• **Recommendation from PIE: To merge the Planning and Institutional Effectiveness Committee (PIE) into the Institutional Effectiveness Committee (IEC).** • We had some discussions about what IEC's role is and what PIE's role is. • A lot of what PIE does is centered around the PIE tools. • The PIE Committee was formed about 3-4 years ago. • IEC was more involved but PIE did more of the heavy lifting about what we wanted to be in the PIE process, templates, etc. • We've started to discuss how many committees are needed and what can we streamline. • If PIE is going to work on tools, do we really need two separate committees? • The PIE committee voted to merge with IEC and have one planning committee. • Could PIE just turn into an IEC workgroup that works on Nuventive. • If we do merge we would need a workgroup to make sure that Nuventive is working effectively. • There must have been a reason for the two committees. Will merging the two cause too big of a task for IEC? • PIE was created to assist with making sure the software was working well and offer training. • Rolling out the process and how to simplify things. • Additionally, PIE and IEC have an overlap of membership. • Generally workgroups are formed to work on tasks that will take up too much time in a committee meeting. Also, when a workgroup is needed they will be able to call in experts to assist. • Can the workgroup consist of people who are not on IEC? Yes. • There was often a conversation about whose responsibility certain tasks belong to, IEC or PIE. • This shift supports that we need to focus on program review. • A workgroup does not have to only include IEC members. • For instance Monica Cantu-Chan can assist with the workgroup when needed, but she doesn't need to be on IEC. • Jennifer Hinostroza has been very valuable on PIE and she should be moved over to IEC. • We need to look at the positions that will be on the committee and not the person. We need to be aware of having a quorum and that the committee doesn't get too large.

- Currently we meet twice a month now, would we need to meet longer? We currently meet for 1.5 hours.
- ***Motion to accept the merger of the Planning and Institutional Effectiveness Committee (PIE) into the Institutional Effectiveness Committee (IEC). Motion made by K. Morales, seconded by S. Ruano. Motion approved.***
- We may be able to get this on the next PAC meeting agenda.
- **New membership review:**
- The difference between #3: Dean of Instruction and Instructional Dean.
- Which positions should say or designee?
- Or designee gives flexibility.
- Should #3, 9, etc. state who they are appointed by?
- #8 The CE stands for Career Education. We wanted to add a CE faculty member, but they have different requirements.
- Can we resort to the membership order so that all Academic Senate positions are together, etc. that will assist with determining where gaps are?
- Sort by area so that it's easier to read.
- #21 Research Analyst - should be ongoing, it's a good position to have ongoing on IEC.
- #23 Senior Facilities Planner – ongoing and add "or designee".
- This is needed since we will be doing a lot of work on the Education and Facilities Comprehensive Plan (EFCP).
- Instructional Services is an old name for the Office of Instruction.
- What would this person represent?
- It seems we have representatives from each major area of the college. Instruction, Admin Services, IT, Facilities, Research, etc.
- Maybe we bring it back to the next meeting so that the committee can think about the makeup of the committee with the PIE & IEC merge in mind.
- Change Instructional Services to Instruction and replace A. Sims with L. Maldonado-Greenlee.
- Looking at the numbers of each group, is this problematic to anyone?
- Is it too top-heavy? 7 faculty is a good amount of faculty for a committee. Thank you for bringing this up. But it doesn't make sense to have more faculty. The only option might be to lower the number of managers.
- Is there a set amount of representatives for this committee?

			• The membership should fulfill the purpose and function needs of this committee.
			• What are the different roles that can round out our collectivness?
			• We just merged two groups. That is a bit unusual. The bigger the committee the harder it is to find a good time to meet and to meet quorum.
			• From the standpoint of the Purpose & Function of the role of this committee, what type of membership do we need?
			• It's a healthy group in terms of representation. But what do the committee members think?
			• PIE had 23 members, which was a large committee.
			• We've only added 4 positions to IEC when merging the two committees.
			• The importance of the representation of the work, IEC will become even more important.
			• EFCP goals will be implemented and aligned with the use of resources and how the resources are aligned with our plan.
			• What we have put together is our best estimate of what we will need for the coming workload.
			• Cleaned up document review at the next meeting.
6.	**Educational Facilities Comprehensive Plan (EFCP) Update** • **EFCP Task Force Charge**	2:15	• EFCP is our overarching plan to support students for the next 9-10 years. • It's a broad-based long-range plan. • Healing Centered, will focus on the students that have been disenfranchised. • We haven't been structuring our services to provide for their needs. We have room for improvement. • This is centering on student voices. • The task force has met twice and we will be rolling it out soon.

			- Next week we will start to advertise. We are starting with input from the students with listening sessions. What they like, what works for them, etc. - We are building this for the students. - We are flipping the narrative. Don't feel left out, we usually ask the campus for input first but we are asking students first since it will be focused on students. **October 11th, IEC will be invited 8:30 am-12:30 pm. It will be an action-oriented workshop.** - We need to have some messaging to the campus before 10/11 so that employees feel kept in the loop. - We will have a clear message following each task force meeting. A message will be out around 10/4. - Do we need to do a blast for faculty so that they can plan and then hopefully more will be able to attend?
7.	**Prioritization Rubric and Templates**	2:25	- We would like to plan for the entire semester. - At the end of the semester we would like to have the revised PIE templates. - Do we want to tackle the rubric as well or should we hold off? - This item will be brought back at our next meeting for further discussion.
8.	**Institutional Equity Focus**	2:40	- We need to be more intentional about equity. - We need to start this work now and not wait for the EFCP. - Why are we doing what we do? We do it to improve equity across the campus. This gets lost in all the work that we do. - When we focus on work due to new legislation. We focus on the task and not how to implement it through an equity lens. - We should have these discussions about why we are doing this, and it's because of equity. - This item will be brought back at our next meeting for further discussion.
9.	**PIE Update** (Krupa)	2:50	Tabled until next meeting
10.	**Budget Committee Update** (Rosa)	2:55	Tabled until next meeting.

Fall 2024 Meetings: September 25th, October 9th, October 23rd, November 13th, November 27th.