

Attending:

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

AGENDA			
Item/Comments		Time	Discussion/Outcome
1.	Welcome (Barbara to facilitate meeting)	3:30	Barbara welcomed Dr. Scroggins to the meeting.
2.	Approval of the Agenda	3:30	The agenda was approved as submitted.
3.	Approval of the <u>October 28</u> minutes	3:35	Motion to approve made by approved as submitted
4.	Announcements	3:40	
5.	Budget Committee Update (Joan and Rosa)	3:45	Rosa reported that at the last meeting only one item was discussed. <ul style="list-style-type: none"> Discussion was to be held regarding the SEAP Budget. Meeting re-scheduled for tomorrow. Budget Committee is looking at other budgets for the sake of the process and ensure that the process is transparent.
6.	PIE Update & Recommendations <ul style="list-style-type: none"> PIE 2020-2021 Process Recommendations (Michelle & Pedro) <u>Finalizing PIE Committee Purpose & Function</u> (Michelle & Chisa) 	3:50	<ul style="list-style-type: none"> Michelle shared this infographic. <div data-bbox="1079 915 1583 1240" data-label="Diagram"> <p>Unprecedented circumstances continue to impact our Planning for Institutional Effectiveness (PIE) for the 2020-21 academic year. To support our campus, the PIE process has been simplified. The deadline for Unit PIE completion is May 15, 2021. Manager PIEs are due July 15, 2021.</p> <p>2020-21 Unit PIE Updates:</p> <ol style="list-style-type: none"> Where We Make an Impact: Closing The Loop <ul style="list-style-type: none"> This section is optional. An update on progress is not required. Where We Are Now: Year At A Glance <ul style="list-style-type: none"> This section is recommended. Where We Are Going: Unit Goals and Resources Needed <ul style="list-style-type: none"> This section must be completed. Select the year 2021-22 for each Unit Goal that is still active. Add new resource requests if needed. Review and update your existing resource requests. Make sure that the new Urgent priority option is selected for essential requests. Urgent priority resource requests are those that are critical to the success of the unit. <p>Training Sessions: Training sessions are available. The focus of this year's training is provide support in completing PIE. If you are unable to attend one of the sessions provided through POD,</p> <p>Deadlines:</p> <ul style="list-style-type: none"> 2020-21 PIE Cycle: December 15, 2020 Unit PIE Submission Due: May 15, 2021 Manager PIE Submission Due: July 15, 2021 VP PIE Submission Due: October 15, 2021 </div> The PIE Team met and would like to make a recommendation regarding the 2021 process recommendations. Normally PIE opens at the beginning of November and trainings are provided. <ul style="list-style-type: none"> Recommendation made to continue to have a modified PIE for the 2021 academic year.

			<ul style="list-style-type: none"> • The simplified PIE will look much like it did last year. With the following deadlines for completion: <ul style="list-style-type: none"> ○ PIE completions with the modifications due May 15. ○ Manager PIEs due July 15, 2021. • The first section in PIE is closing the loop – if any resources were received, this section provides space for an update. The section is optional, an update on progress is not required. • For the <i>Where We Are Now</i> year-at-a-glance section, completion is recommended, but not a required section to be completed in PIE. • <i>Where We Are Going</i> - the goals and resources section must be completed. If a goal is still active, PIE users must select the year 21-22. If there are new resource requests, those can be added. <ul style="list-style-type: none"> ○ Resource requests should be updated and checked in case there are some requests that no longer apply. Those can be removed ○ Urgent, high, and low priority requests should be indicated. ○ Goals that aren't current should be inactivated. • Online training sessions will be available. Work sessions will be available for PIE completers to receive live support. • Will send to campus if approved today. • Feedback from PIE completers stated that it was difficult to think about not completing a section of PIE and felt the need to complete all of the sections. Others indicated that they could just complete the goals and resources requested. <ul style="list-style-type: none"> ○ Decision made to not to do a survey in fall so they feedback that is typically received was not received. • Barbara made a motion to approve. Joan Sholars moved to approve of the recommendations of the PIE Team. The motion was seconded by Meghan Chen. There being no further in discussion, all in favor said aye. There were no nays and no abstentions. • PIE Committee will report to IEC. • There was discussion regarding each of the functions. <ul style="list-style-type: none"> ○ Membership can be revisited if it's not functional. ○ Suggestion was made to add two additional managers as well as a representative from Budget Committee perhaps a budget liaison. ○ Joan Sholars agreed to be the Budget Liaison. ○ Recommendation was made to move the document forward to PAC for approval.
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			<ul style="list-style-type: none"> • IEC will meet twice per month during the spring semester – 2nd and 4th Wednesday of each month from 1:30-3pm. Calendar invites to follow. • A motion to approve the Purpose, Function & Membership for the PIE Committee was made by Chisa and seconded by Kristina. All in favor said aye. There were no nays and no abstentions. • Michelle to make updates and edits and will then share with the IEC chairs and then send to PAC. • Mark to set up webpage for PIE Committee – will go live once it's an official committee.
7.	Strategic Planning (Dr. Scroggins) <i>Before meeting: Please go to http://padlet.com/cuyeki/ExpandedPAC & review content from Expanded PAC, add to it and identify themes to discuss at IEC on 12/1/2020</i> <ul style="list-style-type: none"> • Drafting Strategic Plan- Skeleton: <ol style="list-style-type: none"> 1. Mission, Vision, Core Values 2. College Goals (the 4 questions asked of everyone) <ul style="list-style-type: none"> ○ <i>What is the primary goal of the project?</i> ○ <i>What direction are these projects leading us?</i> ○ <i>How will the implications of the projects guide the future direction of the college?</i> ○ <i>What data guides these projects?</i> a. Discuss themes from Expanded PAC Padlet b. Note takers present goals gleaned from Equity Summit breakout notes c. How do we expand this model to the rest of the college? d. What additional initiatives need to be included? 3. Strategic Objectives and Key Performance Indicators (KPIs) 	4:	<p>Dr. Scroggins joined the meeting to discuss his vision for Strategic Planning. IEC has played a strong role in campus planning for a long time. The President's Advisory Council (PAC) depends on input from IEC. Expanded PAC includes IEC as partners with PAC in advancing institutional strategic planning with both fall and spring meetings.</p> <ul style="list-style-type: none"> • Last version of the strategic plan expired 3 years ago. The planning process developed from an institution-wide perspective and attempted to look at initiatives the college thought were important. • We've had important things happening, such as accreditation EFMP, vision for success – these are all planning activities, but not strategic in nature. • We are challenged in having a campus-wide perspective in those plans and work doesn't always get knitted together. • We have a vision but it doesn't always get translated into strategic action. • What are those planning processes across campus and how can we take a different approach to building the strategic plan? Look at the work happening across the campus and see if we can knit that together in the goals and objectives. • Asking for involvement at the program level - what's going on? What are your perspectives, how are you using data, etc., • Impressed with commonality of the elements being reported on. The idea is to see if the strategy of knitting together planning work now and if vision and research methods that go along with it can be a basis for a grass roots approach to the college strategic plan. • We have a planning process like that part of the charge IEC works with – the PIE process which is an integrated planning and budget process has lots of history and effective history as well; however,

	<p>4. Prioritizing Resource Allocations</p> <p>5. Timeline for evaluating the plan & reporting out (Expanded PAC Spring '21)</p> <ul style="list-style-type: none"> • Feedback about the format of Fall '20 Expanded PAC. 		<p>it suffers from two ailments; it doesn't capture institutional perspective and it is year-to-year – no extended ramification.</p> <ul style="list-style-type: none"> • How do we knit them together to create an institutional strategic direction and look at data for decision making process – look at how data is used to guide processes? • PIE can benefit from this reflection as well – how do we go beyond year-to-year planning and think ahead? • How does IEC fit into this? There are three (3) levels that would benefit from additional discussion and recommendations to develop the college strategic plan: <ol style="list-style-type: none"> 1. What did we learn from those who are reporting to us at the recent EPAC – can you see themes both in terms of goals and objectives and activities – strategies that are short term and long term what can we learn from folks? 2. The second element would be to take and create the next step for Spring Expanded PAC. 3. The third element is the PIE process. If we are going to evolve this large strategic plan, we need to ensure that the PIE process can evolve as well. • Don't want to create SP process not honoring that work – can't be overly structured. Must be flexible. • We have a planning and budgeting process with elements of flexibility and transparency but at the programmatic level and long term strategic level – we need both of those elements of data that is summative and formative. • That's first take a look at what's going on and don't disrupt the grass roots level of planning – what can you find that creates college level goals objectives • Template to be discussed at spring expanded PAC. • Discover this fall and now we want to create template for expanded PAC in spring and evaluate to see if it works. • One thing we've heard about PIE – put requests in PIE to get resources, but also, the requests aren't always granted. Sometimes we have to wait until the elements of pre-planning are in place. <ul style="list-style-type: none"> ○ Structured feedback – people want to hear back as to why they did not get what they requested. How do we cycle back and let people know ○ These are things he would like for the team to discuss and WHY we need to do this. Top down doesn't work. Grass roots needs to be a key element of how to integrate and
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			<p>make that work. Why are we planning year-to-year? How and why are we using data to inform why?</p> <ul style="list-style-type: none"> • Next step is a template for us to discuss in spring not a full blown SP will take a year and half step by step process – it's never a final document, it's evolving.
	<p>Recommendation to PAC to update AP 3250 to include IEC members.</p> <p>AP 3250</p>		
<p>Future Meetings: TBD</p>			



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

Instructions: Due by **November 2, 2020**: Columns 1 and 2
Due by **June 1, 2021**: Column 3
Please enter your committee's outcomes and accomplishments in Column 3 and submit electronically to bhebert3@mtsac.edu (on behalf of the President's Advisory Council).

(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	