

**Planning & Institutional Effectiveness (PIE) Committee
Meeting Minutes
September 16, 2011**

Co-Chairs Randy Barnes and Buran Haidar

Present: Randy Barnes; Brett Bell; MaryAnn Guevarra; Dan Gutowski; Buran Haidar; Denise Kapitzke; Dennis Sheean; Katinea Todd; Sandi Trevisan.
Guests: Ana Bravo; Daphne Figueroa; Lawrence Hahn; Patricia Hsieh.

Call to Order: Co-Chair R. Barnes called the meeting to order at 1:05 p.m. and introductions were made.

I. Agenda. It was moved, seconded and carried to approve the Agenda of September 16, 2011.

II. Minutes. B. Haidar recommended revisions to simplify Paragraph I.C. of the draft Minutes of May 13, 2011, and it was moved, seconded and carried to approve the revised Minutes.

III. Old Business.

A. Review Final College Integrated Planning Process. R. Barnes presented a graphic which illustrates the college integrated planning process approved by the College Executive Committee. It will be posted around the campus within the next two/three weeks.

IV. New Business.

A. Membership and PIE Committee Charge.

1. Membership. B. Haidar reviewed the CEC approval of the name and membership change in March 2011 as recommended by the Institutional Effectiveness (IE) Committee in fall 2010. The current membership consists of four administrators, six classified staff, eight faculty and one student. She informed that the Classified Senate has requested a slight language modification to add "or designee," and the request will be addressed at the College Executive Committee. The committee quorum will consist of one-half the membership plus one, but only the positions that are filled will count toward the quorum, and the vacant positions will not.

2. Charge. B. Haidar reviewed the committee goals and procedures specified in the IE Committee page in the College Governance Handbook (CGH). She presented proposed changes for consideration, including:

- a. Update of name from IE Committee to Planning and IE committee (PIEC) and membership changes
- b. Edits to reference the college integrated planning and to replace all reference to the Campus-wide Master Plan with the College Annual Planning Cycle.
- c. Consideration of clarification or deletion of procedure #4.
- d. Adding two new procedures in line with the added "planning" component to the committee's name regarding the Mission Statement, the review of the Strategic plan, and alignment of the college plans and their time frames.

C. Fall 2011 PIE Tasks.

1. Division Plan Development and SWOT/TOWS Analysis – Postponed to a later meeting

2. Communication Plan for Disseminating Integrated Planning Process – B. Haidar proposed a role of the PIEC and its members in the Self-study agendas involving integration of the college shared governance processes through: Training and acting as "ambassadors" for other shared governance committees

3. Development of Integrated Planning Document. Development of the college integrated planning document is in process and will be finalized sometime after the division plans for Administrative Services, Instructional Services and Student Services are completed in the fall of 2011. The PIE Committee will seek to align the integrated planning document with the ACCJC standards and to ensure consistency with the college's follow-up report to the ACCJC. This topic will continue at the next meeting.

4. Future PIE Website Discussion– Plan for a College Planning webpage to access all planning documents is under consideration and will be further discussed further at a future meeting.

V. Next Meeting. September 23, 2011, 10:00 a.m.-12:00 p.m., Rm. M-110.

VI. Roundtable/Discussion. B. Haidar proposed future discussion of adoption of the car logo with planning terminology used during convocation as a new logo for the PIEC.

VII. Adjournment. The meeting was adjourned at 2:35 p.m.