

PIE COMMITTEE

Rebecca Tillberg, Co-Chair
Carmen, Dones, Co-Chair

Academic Senate (4)

Adrienne Foster (alternate)
Carmen Dones
Norma Jacinto
Joyce Sweeney

AFT Guild (4)

Olga Shewfelt
Bonnie Blustein
Alice Taylor

Vice Presidents (3)

Ken Takeda
Phyllis Braxton
Bob Sprague

AFT Classified (2)

Dionne Morrisette

Other Classified Bargaining Unit (1)

Teamsters (1)

Ara Aguiar

ASO (1)

EX OFFICIO

President
Nabil Abu-Ghazaleh

College Council, Chair

Fran Leonard

RESOURCE

Stu Serv/ Admin Serv
Program Review Rep.

SLO Rep.

Mary Jo Apigo

Budget Manager

Researchers

Agyeman Boateng
Sarah Doerrer

SS&SP Liaison

Patty Bandy

OUR VISION

WEST: A gateway to success for every student

OUR MISSION

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MINUTES

Wednesday, February 4, 2015

12:45 pm - 2:45 pm

SSB-414

Title/Role	Name	Present
Academic Senate, Faculty Co-Chair	Carmen Dones	
Academic Senate	Norma Jacinto	X
Academic Senate	Joyce Sweeney	
Academic Senate (alternate)	Adrienne Foster	
AFT Guild	Olga Shewfelt	
AFT Guild	Bonnie Blustein	
AFT Guild	Alice Taylor	X
VP, Academic Affairs	Bob Sprague	
VP, Administrative Services	Ken Takeda	X
VP, Student Services (Interim)	Phyllis Braxton	
Dean, Research and Planning, Administrative Co-Chair	Rebecca Tillberg	X
AFT Classified	Dionne Morrisette	X
Teamsters Representative	Ara Aguiar	
Ex Officio		
President	Nabil Abu-Ghazaleh	
Chair, College Council	Fran Leonard	X
Faculty Chair, Educational Master Plan Workgroup	Holly Bailey-Hofmann	
Resource		
SLO Representative	Mary-Jo Apigo	
Research Analyst	Agyeman Boateng	X
Assistant Research Analyst	Sarah Doerrer	
Visitors		

Minutes of Previous Meeting

Minutes from the January 7 meeting were approved.

Program Review Status

R. Tillberg reported that very few programs had completed the validation process, while a few others had resubmitted after being sent back from validation for revision. The majority of programs had not been validated. A. Taylor noted that if more programs did not complete the cycle very soon it could raise concerns during the site visit.

The group discussed what to do about the progress of program review and validation, especially in light of the impending meeting to prioritize resource requests, scheduled for February 27. The idea was considered to only prioritize resource requests that had completed validation. The main dilemma with this was that if implemented, those that completed their work (the program review managers) would receive a penalty because of the inaction of a different group (validation managers); however, allowing non-validated resource requests to be validated might send the message that validation was not important. The group also discussed efforts made in the past few months to aid and encourage validation managers to validate their program reviews.

Planning and Institutional Effectiveness Committee Meetings 2014-2015

First Wednesday of each month; 12:45 p.m. to 2:45 p.m.

9/3/14; 10/1/14; 11/5/14; 12/3/14; 01/7/15; 02/04/15; 03/04/15; 04/01/15; 05/06/15; 06/03/15; 07/01/15; 08/05/15

Prioritization Retreat: Friday, February 27

Joint Budget-PIE Meeting on Effectiveness Evaluation: Thursday, March 26

Joint Budget-PIE Meeting on Process Evaluation: Thursday, May 28



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F. Leonard reminded the group that the workload this past fall was punishing and encouraged kindness to our colleagues, which is not to excuse ourselves from the task.

The group's decided course of action was as follows:

- R. Tillberg will meet with senior staff on Monday to discuss the issue and announce a Wednesday validation workshop
 - Next Wednesday R. Tillberg will hold a validation workshop
- R. Tillberg will send out an email to Program Review Managers and Validators outlining the state of program review submission and the stakes of failing to correct it. In this email, she will announce that:
 - The prioritization process is moving ahead.
 - If a program has not been validated its prioritization may suffer.
 - A prioritization norming meeting will take place on Monday, February 23rd at which the currently validated resource requests will be first prioritized.
 - A list of program reviews and their validation statuses will be attached to this email.
- The meeting on the 23rd will be to norm the application of the prioritization rubric. An email will also be sent out announcing that:
 - Anyone not present at the February 4 PIE meeting or the February 23rd norming session will not participate at the prioritization retreat on Friday the 27th.
 - Anyone planning to send a designee to the prioritization retreat must ensure that designee attends the February 23rd meeting.
 - Those planning to attend the Monday, February 23rd meeting will be directed to apply the rubric to the set of resource requests from program reviews that have completed the process.
 - A worksheet and supporting materials will be sent out in the email to support attendees to apply the rubric.

The committee was reassured that some of the strategies outlined above were suggested in the "parking lot" of last year's committee meeting minutes.

Evaluating Programs: *Institution-Set Standards for Programs & Educational Master Plan*

R. Tillberg explained to the group that while PIE has coordinated the setting and review of institution-set standards, a task that needs attention is setting student achievement standards at the program level. She handed out contextualizing materials including some notes from a recent district meeting where this requirement was discussed, data on West's current institutional-level set standards, and data drafting a program level look at completion rates (one institution set standard metric). Her suggested course of action was to identify some proposed division-level standards given the appropriate metric (e.g. number of degrees and certificates awarded) and have programs confirm, adjust, and comment on these in Fall 2015 program review.

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A. Taylor suggested that this conversation go along with the conversation of reorganization. Another issue she identified was that the liberal arts degree needed a better defined line of responsibility, particularly since it was by far the most frequently achieved award. She also wondered if the work of program-set standards naturally resided with some body besides PIE, so even if PIE got the process started it might best be handed off –but to whom and how to go about it were open questions.

R. Tillberg noted that the institutional set standards were metrics for the Educational Master Plan which PIE will evaluate in the spring, so the review of program-set standards could be folded into the review of the Educational Master Plan. In closing, R. Tillberg mentioned the additional need to set (e.g. 10% improvement) for each Educational Master Plan metric. There is more thought to be done on these, and while PIE needs to address them soon, a more in-depth conversation can wait until after the Prioritization Retreat. In light of A. Taylor's comments, R. Tillberg will seek to raise the issue of program-set standards to the Curriculum Committee.

Campus Climate Survey

The Campus Climate survey is ready and scheduled to be distributed at the end of February.

MEETING ADJOURNED AT 2:47 PM.

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