MINUTES
Wednesday, July 1, 2015
12:45 pm - 2:45 pm
SSB-414

Meeting Start
Meeting called to order at 12:48 by Rebecca Tillberg.

Additional Details
Iris Ingram, the incoming Vice President of Administrative Services, attended PIE for the first time.

Minutes from the Previous Meeting
Minutes from the May 6 meeting were approved

Program Review
R. Tillberg introduced a number of aspects of program review for the coming year.

Program Review Calendar
The proposed calendar was the first item for discussion. August 18 will be the Program Review Kickoff at Divisional Council. September 24 will be the Student Services Program Review Kickoff at Student Services Council. There will be a workshop during Flex Week and workshops to follow on Fridays to help individuals as needed. Validation training will take place in October. The matter of additional trainings for validation will be decided at a later date. Program Review will be due October 23, the validation cycle is scheduled to end in January and the Prioritization Retreat is scheduled for February 19.

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:
Joint Budget-PIE Meeting on Effectiveness Evaluation:
Joint Budget-PIE Meeting on Process Evaluation:
There was a discussion about the working and logic of the planning process including the Resource Request Prioritization process and FPPIP, prompted by the VP of Administrative Services. In the current process all requests are categorized at once. In this conversation, some new and longstanding members expressed the opinion that evaluating like resource requests would be an improvement over the current practice of evaluating resource requests from two different categories (e.g., an equipment request against a classified staff request). It was noted that the idea that different categories of resource requests might go to the relevant committees (e.g., technology requests to the Technology Committee) to develop a priority list as an input into the prioritization process has been attempted, but the committees did not respond. More discussion about resource prioritization and allocation followed. A suggestion to recast the Prioritization Retreat as an explicitly Joint PIE & Budget Retreat prompted conversation about the relationship between planning and budgeting, the overlap of the two, how independent the processes needed to be, and why. The VP for Administrative Services proposed asking about how the provision of the resources the unit received aided in student learning, and another question about how the process aid in the work of the unit. The Administrative Co-Chair noted that some form of these questions were being asked in Program Review.

The group worked out dates for special PIE meetings for the 2015-16 year. The Process Evaluation Joint Meeting was set tentatively for May 26th. April 28th was the date set for the effective use of fiscal resources meeting. It was anticipated that March 3rd the Prioritized List could be presented to College Council and Council could present the list to the President in April after its membership has had time to review it.

Units Conducting Program Review

The next Program Review item was regarding the list of units that would conduct program review. There was mention of the Academic Affairs division reorganization and that some of the names were in flux. J. Coleman pointed out that the proposed list needed modification. While the proposal incorporated the new division reorganization but some program review units in line with the previous year’s effort to break out units with distinct accreditation or regulatory oversight. Regarding Vice President Office Program Reviews, the VP of Administrative Services mentioned that at another institution, balanced scorecard in conjunction with other fiscal metrics were used to develop Administrative Student Outcomes.

Module Evaluation

R. Tillberg presented a proposal that some of the modules for program review be rotated from year to year to decrease the size of the questionnaire. I. Ingram proposed the need for questions that required units to reflect on the nexus between FTES, Class Size, and FTEF, prompting a discussion about productivity and efficiency. While program review currently asks units to comment on data regarding these elements, the Vice President was proposing to look at these data elements in a different way. I. Ingram asked about additional data points, including CTE completion. R. Tillberg suggested having I. Ingram and the CTE Dean review the questions to see what modifications might be beneficial.

FPPIP

The Academic Senate President requested the implementation of the FPPIP application into Program Review. The implementation of FPPIP into Program Review raises a question: if Chairs are the unit managers of program review, how can a person who is eligible under FPPIP policy (i.e. faculty member)—but not a chair—submit an FPPIP request? Some suggested that the individual in the hypothetical could submit a paper form. One response to this situation was that it sounded like/amounted to an FPPIP policy
change. In the ensuing discussion, some rationale for the change were given: i) nearly all of the questions on the FPPIP form are already asked in Program Review, which makes the FPPIP form and mandates to request the position in Program Review redundant; ii) there has been the feeling that the faculty hiring process does not reach the interview and hiring phase quickly enough and this would speed up the process; iii) currently the FPPIP committee is without a chair, so incorporating the FPPIP application into Program Review will provide it structure.

Other Agenda Items
The meeting time was drawing to a close. Quick updates were provided on the other items up for discussion:

Effectiveness Evaluation
Recommendations were discussed over email.

College Mission Statement
Academic Senate is discussing the issue of the College Mission Statement and if there are requirements that would compel the College to adjust or change it.

Program Initiation Process
R. Tillberg, A. Taylor, and the Curriculum Chair are working on a process and handbook for New Program Initiation. The draft of the handbook is hoped to be ready in September, and a curriculum website is also in the works.

MEETING ADJOURNED 2:59 P.M.