## Committee Name: Planning and Institutional Effectiveness Committee

**Committee Charge (Summary):** “To support and guide the implementation of the college master plan and the linkage of planning and resource allocation.”

### For Academic Year: 2012-2013  |  Date of Self Evaluation: September 4, 2013

<table>
<thead>
<tr>
<th>Month</th>
<th>Meeting Date(s)</th>
<th># Attending</th>
<th>Minutes posted?</th>
<th>Please List the Major Issues/Tasks Addressed at Each Meeting</th>
</tr>
</thead>
</table>
| August | 08/20/12       | 11          | x              | • MSP to merge the Planning Committee and Program Review Committee. Name of the new committee to be Institutional Effectiveness Committee. Approved by College Council 9/6/2012.  
• Program review process issues were discussed.  
• Assignments for the update of the Governance and Planning Handbook were distributed. |
| September | 09/05/12 | 10          | x              | • Response to Accreditation Recommendations 1, 2, &7 was discussed.  
• Program review process decisions: add 3 learning communities to the list of units conducting program review; identify program review managers and validation managers for each program.  
• Regular meeting dates and times established. |
| October | 10/03/12       | 12          | x              | • Detailed update on college responses to accreditation recommendations.  
• Program Review details discussed: kick-off will be in October, 2012; calendar timeline was reviewed; discussion of validation process and prioritization process; discussion of connection of program viability process with program review. |
| November | 11/14/12       | 8           | x              | • Matthew Lee presented his initial analysis of West’s program review process. M. Lee recommended that the college should develop an Educational Master Plan that will serve as the college’s strategic plan.  
• Purpose and membership of Planning and Institutional Effectiveness Committee was approved  
• Discussion with Peter Mitsakos, architect, about linking facilities planning with educational master planning.  
• Program review due date was established as 11/27/2012.  
• Proposal to have twice yearly joint meetings of the PIE and Budget Committees to evaluate effectiveness and process for planning and budgeting |
| December | 12/05/12       | 11          | x              | • Program review processes: decided to have a program review evaluation survey; discussion of strictness of the validation process; identified need to update the prioritization rubric  
• Discussion of the Campus Climate Survey draft, and the desire of the SLO Committee to add SLO assessment questions for Administrative Services. |
<p>| January | 1/09/13        | 10          | x              | • Wording for the Campus Climate Survey questions for SLO |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Pages</th>
<th>Votes</th>
<th>Note</th>
</tr>
</thead>
</table>
| January 1/23/13 15 x | | | • Preparation for the Joint Meeting with Budget Committee: PowerPoint, and volunteers to summarize unit responses to relevant program review questions.  
  • Date for Joint Meeting was selected  
  • Discussion of prioritization rubric that was developed by a workgroup.  
  • Deadline for program review was extended  
  • President is initiating a process to update the Educational Master Plan.  

February 2/13/13 8 x | | | • PIE Committee membership was established by the College Council as being representative of campus groups in the same way that Council is.  
  • ACCJC annual report requires some new things, such as college-established targets for various student achievement outcomes; initial discussion of how these could be set.  
  • Principles for Prioritization were approved by College Council.  
  • MSP to approve the prioritization rubric as edited.  
  • Organization of the Prioritization Retreat was set as one long meeting (retreat).  
  • A new planning diagram was presented, but not adopted.  

March 03/06/13 10 x | | | • The newly-required student achievement outcome standards were further discussed.  
  • Further discussion of process for the prioritization retreat.  

March 3/08/13 14 x | | | • Prioritization Retreat  

April 04/10/13 14 | | | • Selection of PIE Faculty Co-Chair: Carmen Dones  
  • Discussion of the Joint Meeting evaluation.  
  • Discussion of program review evaluation survey results.  
  • Established the Program Review Workgroup.  
  • Discussion of training for program review and involvement in flex week activities  
  • Evaluation of resource request prioritization process.  
  • MSP a motion to work with EPSC to do an Educational Master Plan Update.  
  • Program viability requests from HLRC and Applied Technology that arose from program review will be presented to Academic Senate by Carmen and to Council by Rebecca  

May 05/01/13 11 | | | • Program Review Workgroup presented issues it addressed based on Matthew Lee’s comments.  
  • Prioritized List of Resource Requests has been presented to the Budget Committee  
  • Composition of group to update the Educational Master Plan was discussed.  
  • ARCC data presented and discussed  
  • Recommendation: The college should explore developing a General Education cohort program. Adopted and forwarded to College Council.  

assessment was edited. Edited Survey wording was approved.  
• Program review: presentation of current completion rate; discussion of ways to ensure full compliance; quality of program reviews and role of validation cycle was discussed.  
• Edited program review evaluation survey.  
• An extra meeting was scheduled for 1/23/13
Changes in units to conduct program review were discussed and approved

| Average Attendance | 11 |

### Major Committee Accomplishments & Achievements in Past Year

- Worked to combine Planning Committee and Program Review Committee to create new Planning and Institutional Effectiveness Committee
- Selected faculty co-chair
- Managed Program Review process, including:
  - Training
  - Validation cycle
  - Prioritization rubric development
  - Prioritization retreat
  - Program viability indicator review
- Recommended modification of the planning process to assign PIE the responsibility to prioritize resource requests
- Supervised the Campus Climate Survey, Spring 2013
- Prepared Program Review Handbook
- First Joint Meeting with Budget Committee in February to evaluate the effective utilization of financial resources.
- Second Joint Meeting with Budget Committee in July to evaluate planning and budgeting processes
- Began work with EPSC to update Educational Master Plan
- Responded to major obstacles from prior year

### Major Obstacles/Problems with Committee Function

- Scheduling meetings when faculty can come
- Timely response to resource prioritization recommendation

### Recommendations for Improving Committee Process/Efficiency

- Define role and duties of co-chairs and members
- Move the ‘Second Joint Meeting’ to April to allow for changes in program review processes, if necessary. (4th Thursday in April, Budget Committee meeting)
- Review and revitalize the membership (constituent groups)
- Try to limit meeting times to 90 minutes
- Review and update PIE Committee charge to reflect role in developing Educational Master Plan update
- Faculty co-chair of the EMP Workgroup will be an ex officio resource on the PIE Committee

### Committee Assessment of Goals for Past Year

1. Address the accreditation recommendations related to planning
2. Conduct Campus Climate Survey in Spring 2013
3. Work to combine the Planning Committee and Program Review Committee
4. Update the Participatory Governance & Planning Handbook

| | 1. Done | 2. Done | 3. Done | 4. Not done |

### Committee Goals for Coming Year

1. Update the Program Review Handbook
2. Through the established Educational Master Plan Workgroup, work with EPSC to develop a college/educational master plan
3. Update participatory governance/planning handbook
4. Track accreditation reporting requirements
5. Work to complete the program review-prioritization-allocation cycle in time to include the prioritized and funded resource requests in the Tentative Budget, which is due May 9, 2014
Co-Chair Names:

Rebecca Tillberg, Dean of Research and Planning
Carmen Dones, Allied Health Division

Members:

Academic Senate (4): Adrienne Foster, Carmen Dones, Judy Chow, Joyce Sweeney
AFT Guild (4): Olga Shewfelt, Bonnie Blustein, Alice Taylor
Vice Presidents (3): Ken Takeda, Phyllis Braxton, Bob Sprague
AFT Classified (2): Dionne Morrissette, Ashanti Lyles
Other Classified Bargaining Unit (1): Vacant
Teamsters (1): Judith-Ann Friedman
ASO (1): Vacant

Ex Officio
President: Nabil Abu-Ghazaleh
College Council, Chair: Fran Leonard

Resource
Division Chair Rep.: Vacant
Stu Serv/ Admin Serv Program Review Rep.: Celena Alcala
SLO Rep.: Mary Jo Apigo
Budget Manager: Maureen O’Brien
Researcher: Agyeman Boateng