

**SAN DIEGO MESA COLLEGE  
PLANNING AND INSTITUTIONAL EFFECTIVENESS COMMITTEE  
Minutes for 18 October 2011**

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PRESENT: Donald Abbott (Co-Chair), Jill Baker, Richard Chagnon, Bill Craft, Jan Ellis, Madeleine Hinkes; Angela Liewen-Romeo, Laurie Mackenzie, Tim McGrath (Co-Chair), Kari Parker, Monica Romero

GUESTS: None

ABSENT: Joi Blake (excused), Cherie Deogracias

I. CALL TO ORDER made by Abbott at 3:35 PM

A. M/S (Liewen-Romeo / Ellis) to approve minutes of meeting of 4 October 2011 with one change; approved.

B. Announcements: Abbott announced that the ASG had named an alternate for their PIEC rep: Zacchary Sapp.

Abbott announced that he had been informed that President's Cabinet (PC) would be meeting on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of the month (which would set the PIEC meetings for the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays). There was some confusion over whether that schedule had actually been adopted by PC; sense of the committee to hold our next meeting on the second Tuesday of November (8 November) and hold off further scheduling until PC's decision can be determined.

Abbott announced that President Luster had agreed to set in motion with the District the research that the PIEC will need for its Spring Retreat. Baker pointed out that she has assumed the research role of the Dean of Instructional Services/Resource Development & Research and that she would coordinate that research for our committee.

Abbott asked the Classified Senate reps to move ahead with their proposal for a Classified Staff Prioritization Committee by submitting the plan to the PIEC at the next meeting.

C. Changes to Agenda: None.

II. ACCREDITATION (McGrath)

McGrath announced that several PIEC members would be attending an accreditation assessment conference; they will report back to the committee at the next meeting.

III. STRATEGIC PLANNING PROCESS (Baker)

NTR.

#### IV. PROGRAM REVIEW PROCESS (Romero)

Romero announced that two more training sessions are scheduled for PR. She reported that she had received very positive feedback from the PR training sessions held thus far. She also announced that Data Integration Workshops for PR writers would be offered in November.

#### V. ALLOCATION RECOMMENDATION PROCESS (Abbott)

A. Abbott concluded the planning training sessions (conducted in previous meetings by Baker) with a description of the Integrated Planning model adopted by the campus last year (incorporated in the *SDMC Institutional Planning Manual*).

B. Abbott continued with his proposal for developing the Allocation Recommendation Process for adoption during this academic year (to be implemented in 2012-13). The principal innovation in the proposal is the creation of an Allocation Recommendation Coordinating Committee (ARCC) to fill the function of integration across budget categories and dissemination to the 'silo' committees (where alignment with campus-wide objectives and priorities would occur). The ARCC would also work with the three VPs to integrate the silo committees' recommendations among the three functional areas of the campus before submission to President's Cabinet. The ARCC would be made up of the leadership of the silo committees so that they will already be informed about integration issues when they meet with their respective committees.

There was considerable discussion that included concerns about how long-term IT and facilities planning fits into the model, as well as questions about the roles of the various silo committees. It was pointed out that the members of the silo committees must develop their rubrics this year; they will have to coordinate with the PRC to disseminate that information. The sense of the committee was that the proposal was sound and the approach worth further consideration.

C. PIEC members asked Abbott to e-mail the proposal for internal use by the committee; Abbott asked to meet ASAP with any members of the committee who were knowledgeable about the work of the silo committees. The proposal will be discussed further at the 8 November meeting.

#### VI. ADJOURNED by Abbott at 5:15 PM.

Submitted by D. Abbott

Approved \_\_\_\_\_