

Director, Research & Institutional Effectiveness (Co-Chair)	Patty Quinones	X	Instructional Services (appointed by VP Instruction)	Sylvia Ruano	
Associate Dean, Natural Sciences (Co-Chair)	Jimmy Tamayo	X	Academic Senate President or Designee	Roger Willis	X
Faculty Outcomes Coordinator (Co-Chair)	Kelly Coreas	X	Director of Human Resources or Designee	Ryan Wilson	
Faculty Noncredit (appointed by AS)	Landry Chaplot	X	Faculty – Student Services (appointed by AS)	Vacant	
Associate Vice President, Instruction	Meghan Chen		Faculty Credit (appointed by AS)	Vacant	
Classified (appointed by CSEA 262)	Yvette Garcia	X	Student Services (appointed by VPSS)	Vacant	
Faculty Accreditation Coordinator	Barbara Mezaki		Classified (appointed by CSEA 651)	Vacant	
Student (appointed by Associated Students)	Sean Moon	X	Guest – Assistant Dean, Accreditation and Planning	Lianne Greenlee	
Information Technology (appointed by VP Admin Services)	Kate Morales		Guest – Senior Research Analyst	Cathy Stute	X
PIE Liaison	Krupa Patel	X	Guest – Senior Facilities Planner	Megan Moscol	
Budget Committee Liaison	Rosa Royce		Recorder	Wendi Alcazar	X

AGENDA			
	Topic	Time	Discussion/Outcome
1.	Welcome	1:30	
2.	Review of the Agenda	1:33	<ul style="list-style-type: none"> • Reviewed and accepted.
3.	Approval of the October 11th Minutes	1:38	<ul style="list-style-type: none"> • Motion to approve the minutes, K. Patel, 2nd L. Chaplot, motion approved.
4.	EPAC – Brief Update	1:43	<ul style="list-style-type: none"> • It’s a little tricky to schedule EPAC because PAC used to meet twice a month but now, they meet once a month. They are looking at their schedule to determine when we can present.
5.	PIE Workgroup – Update	1:45	<ul style="list-style-type: none"> • PIE formed a small workgroup to research 4-5 areas of PIE. • Thus far, they have met twice. • Program review or PIE cycle. Annual or a multi-year cycle. With mini pies in between which would give divisions the opportunity to submit resource requests. • VP PIE is another area of discussion. It would be great to get their feedback so that we can implement changes. • There is a desire to publicly share the ranking of resource requests. <ul style="list-style-type: none"> ○ The budget committee has stated that it would really help them. ○ It’s possible that there are resources that were requested that no one even sees.

			<ul style="list-style-type: none"> ○ In the past the Division PIE has not been shared with departments, however that may change. ● The workgroup has looked at other colleges to see what they do, and what their cycle is. ● The workgroup will put together a plan, once approved by the PIE committee it will come to IEC and then go to PAC. ● The Senate will inform the faculty once it goes to PAC. <ul style="list-style-type: none"> ○ Department chairs do it every year and we would like their feedback. ○ The Senate can be a resource to improve or trouble-shoot the proposed new process. ● Next, they will focus on what a comprehensive PIE is. ● We should have pieces of pie and a rotating pie that tells everyone which part they need to complete for the year and when the whole pie is due. ● The College needs to be reminded why we are doing this is important. ● This group will also investigate a rubric and how each request aligns with college goals. This would help everyone understand why a resource was not granted. ● We need to reframe PIE so that it is seen as beneficial and doesn't include requests for items that the department should be taking care of. ● If you have any questions, please contact K. Patel or P. Quiñones.
6.	Space Utilization	2:05	<ul style="list-style-type: none"> ● Tabled until the next meeting.
7.	Creation of a Data Source Document	2:15	<ul style="list-style-type: none"> ● We have a lot of available data sources. ● Does the campus know about them? ● What if we created a repository for all of them? ● Does IEC want to take this task on? ● This is a great idea, but what about keeping the information up to date? That seems like it would be a huge task to keep it updated.
8.	Review <u>Communication Recommendation</u> to PAC	2:30	<ul style="list-style-type: none"> ● It might be helpful just for guidance for whoever ends up working on this, should each unit have its own internal plan?

			<p>Perhaps, division by division. Each major unit has its own so that it determines who calls who.</p> <ul style="list-style-type: none"> • Individual as well as global: putting together the division plans to make the larger plan. • Who do we call first? What’s the email blast? What is allowable information that can be sent out? • Don’t some areas have a plan already? During COVID there was a plan for communication. Can’t we use the same process? • Does it live with Risk Management? Maybe we can use their system. • Y. Garcia will contact Risk Management to see what process they have used in the past. • Add utilize any plans previously used. • Consider the development of a communication plan to ensure timely and accurate dissemination of information when situations occur on campus. The communication plan shall include: a decision tree offering various contingencies, and inter and intra-divisional expectations, and invite open and authentic communication. • January 24th is the next regular PAC meeting. • We will work on wordsmithing this and bring it back to IEC.
9.	<u>Purpose and Function</u>, and <u>Goals</u> – Final Review	2:40	<ul style="list-style-type: none"> • P&F: Add Sean Moon as the Student Representative. • Goals: Remove unnecessary caps. • Goal 6: Make actionable recommendations for campus-wide communication plans to stakeholder groups that support the College’s strategic priorities 2 and 6 as well as The Chancellor’s Office Vision 2030 Action 11. • New Goal 6: Added and approved.
10.	PIE Update (Krupa)	2:50	<ul style="list-style-type: none"> • Working with the units on submitting their PIEs. • Working on some of the reports that will be needed for the VP PIEs.
11.	Budget Committee Update (Rosa)	2:55	<ul style="list-style-type: none"> • Update will be given at the next meeting.
Fall 2023 Meetings: November 8th, November 22nd, December 13th.			