COMMITTEE
☒ Patricia Quiñones, Co-Chair
☐ Meric Keskinel, Faculty Co-Chair

Academic Senate (4)
☐ Marguet Miller
☐ Laura Peterson
☐ Leslie Tejada
☐ Vacant

AFT Guild (4)
☒ Bonnie Blustein
☒ Ricardo Hooper
☒ Olga Shewfelt
☐ Vacant

Vice Presidents (3)
☐ Aracely Aguiar
☒ Roberto Gonzalez
☐ VPAS

AFT Classified (2)
☒ Allison Castillo
☐ Dionne Morrissette

Other Classified
Bargaining Unit (1)
☒ Helen Lin

Teamsters (1)
☒ Carmen Dones

ASO (1)
☐ Vacant

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EX OFFICIO
President
☐ James Limbaugh

College Council, Chair
☒ Carlos Sermeño
_____
RESOURCE
Accreditation Rep.
☐ Aimee Preziosi

SLO Rep.
☐ Mary-Jo Apigo

Budget Manager
☒ Rasel Menendez

Student Services Rep.
☒ Celena Burkhardt

Researchers
☒ Lydia Dong
☐ Moon Ko
_____
MEETING SCHEDULE 2019-20
4th Wed of the Month

A VISION FOR THE FUTURE
Through innovative programs and responsive community services, West Los Angeles College empowers students to succeed.

Minutes

Wednesday, September 26, 2019
1:00-3:00pm – Winlock
Meeting called to order: 1:11 p.m.

This committee is a standing committee of the College Council.

Charge: The committee's charge is to link the college's existing planning to the college's budgeting of discretionary resources.

Responsibilities:
1. Make allocation recommendations to the College Council. PIE does not itself do planning, but rather uses existing plans to establish criteria by which it makes allocation recommendations against funds identified by the Budget Committee as discretionary.
2. Monitor the policies and procedures by which program reviews and unit plans are produced and submitted to the Committee. It is PIE's responsibility to see to it that all program reviews and unit plans are submitted in a timely manner so that it can perform its major function of using these existing plans to make judgments regarding college priorities for the allocation of resources.
3. Develop and enforce policies that qualify a program or unit to apply for funding against identified discretionary resources.

Primary and Secondary Responsibility for Accreditation Standards:
I.A.   Mission
I.B.   Assuring Academic Quality and Institutional Effectiveness
II.A.   Instructional Programs
II.B.   Library and Learning Support Services
III.D. Financial Resources Planning

Quality Focus Essay Action Project 2.2.3
Establish a systematic, evidence-based process for evaluation and improvement of the major College operational processes, and for dissemination of the results.

1   # Information and Discussion Items:
2   Meeting called to order: 1:11
3
4   **ACTION ITEM: Review Meeting Minutes**
5   • Discussion re: the need to approve meeting minutes since PIE is not a Brown Act committee.
6   • General consensus that reviewing the meeting notes to catch any errors before posting the meeting minutes
7   publicly is a good idea.
8   • Committee decided that there will be a consensus approval process once meeting notes have been reviewed.
9
10
11   **ACTION ITEM: Setting ACCJC Stretch Goals for student-level outcomes**
12   • ACCJC annual data report includes a new data element called a stretch goal (a goal above our current level of
13   performance that we attempt to achieve). West must now report an aspirational goal for the following student
14   outcomes: course completion, degree completion, certificate completion, transfer, and licensure pass rates.
15   • Stretch Goal setting brought to PIE committee to begin work on setting these metrics. The committee raised
16   questions related to what are included in the metrics:
17   o Should we use data from the past 3 years to start assessing trends?
18   o Are students who transfer to out of state and private institutions included in the transfer counts?
19   o Does a student who does not pick up a degree or certificate before transfer count as transfer?
20   o There is a logical problem of always expecting growth. Eventually it will extend to over 100%
21   achievement. A more reasonable way to model out expected growth in these outcomes is a logistic
22   growth curve (up and level off). We have to consider issues like the most recent years being outliers, and
23   the reality that there is a limit to growth.
24   o What kinds of certificates are included in the certificate counts?
25   o What is attached to the aspirational goals in terms of implications to the institution if we achieve them or
26   do not achieve them? Is there a penalty? Or a benefit?
27   o
28   • The goal is to establish the stretch goals before the end of the year. What other data would we want to see before
29   the next meeting? We have to report out on this probably in March.
30   • What is the process? Once the committee decides we will report to College Council to discuss and send to the
31   president.
32   • The committee requested additional data and information from the Office of Institutional Effectiveness:
33   o Student headcounts for the past 5 years
34   o Degree and certificate counts for the past 5 years
35   o Clarify who is included in the transfer counts
36   • The goal for this action item is to have a set of stretch goals before the end of the fall semester as ACCJC annual
37   report is due in March.

38   **DISCUSSION ITEM: PIE meeting schedule**
39   • The committee was asked to discuss their meeting day preference.
40   • Prior to 2018, PIE committee met the first Wednesday of every month. However the meeting schedule was
41   changed during the fall 2018 semester to the last Wednesday of every month.
42   • The committee came to consensus on meeting every 4th Wednesday of every month, instead of every last
43   Wednesday of every month.

44   **DISCUSSION ITEM: PIE Charge**
45   • The committee wanted to revisit the PIE mission and charge statements as they seemed narrow in scope.

46 • The committee reviewed the shared governance handbook from 2016 to see if the PIE mission and charge
47   statement were consistent with what is represented at the bottom of the agenda.
48 • Other areas of discussion included the following:
49   o Should PIE only discuss the discretionary budget as indicated in the charge? Planning is supposed to drive
50   budget. That is inclusive of all the resources of the college to meet the mission of the college and the
51   Educational Master Plan (EMP). Those are the drivers of the budget.
52   o The word "existing" in the charge is an artifact that needs to be removed. It was probably referring to the
53   planning that was in place at the time PIE was reconstituted. But the function of PIE is to conduct the
54   planning and not to link to it.
55   o Is there a minimum or maximum number of resources that can serve on a committee? Do they have
56   voting rights?
57   o Do administrative and faculty co-chairs count towards the number of administrators and faculty that are
58   required to serve on a committee?
59   o Lack of clarity if ex officio can vote.
60   o A lot of PIE members overlap with budget. It would it be a good idea to merge?
61   o There is need for clarification on which members are voting members.
62 • The committee has decided to review and update/edit charge and send to college council for approval.
63 • PIE co-chair will provide a word version of the charge statement on OneDrive, where committee members can
64   start providing feedback.

65 **DISCUSSION ITEM: Creation of Master calendar**
66
67 • The issue of having a visible and accessible master calendar was discussed as there appear to be many events
68   scheduled at the same time and in conflict with committee meetings.
69 • The committee discussed possible recommendations for opening up more time to schedule activities in which
70   faculty, staff, and administrators could attend.
71   o Making committee meetings 1.5 hours instead of 2 hours.
72   o Creating a calendar for all shared governance committees
73   o Schedule conflicts are unavoidable so prioritizing and scheduling events so they do not conflict certain
74   committees (Academic Senate, College Council, AFT Guild Meetings) could be one solution.
75   o Make existing calendars more visible.
76 • The committee reviewed the LA Trade Tech master calendar site as it was identified by a committee member for
77   being exceptional.
78 • To best get a handle on what a master calendar would look like and the technology necessary, the committee
79   decided to create an ad hoc group of the PIE committee to begin exploring these issues. The ad hoc group consists
80   of Administrative co-chair, P. Quinones, C, Dones, academic affairs dean, C. Burkhardt. Faculty co-chair M. Kesinel
81   will be invited to join to represent so that there is faculty representation.

82 **DISCUSSION ITEM: PRT/IEPI Visits**
83 • West submitted an application for IEPI PRT seed money grant. They are our colleagues, faculty, admin, staff, who
84   are experts in the fields we are applying for help. We submitted for program review and are re-hauling that
85   process and updating the educational master plan and strategic plan. Our application was accepted and we are
86   getting it. We have to go through a series of activities for the full amount 200K.
87 • A group of faculty, administrators, and staff will have to meet with the PRT team twice in the next 2 months.
88 • The first meeting is Monday, October 21st is a listening session. The PRT team will hear us out as we discuss the
89   areas we would like assistance with.

90	• The second meeting is Monday, November 18th. During this second visit, the PRT team will provide a MOO – Menu
91	of Options. The team will provide some recommended action plans based on our listening session from the first
92	meeting.
93	• All PIE and Budget committee members are invited to attend the first meeting. P. Quinones will send an outlook
94	meeting invitation by the end of the week.

95 **DISCUSSION ITEM: Feedback on Program Review**
96 • Given that one area of focus for the PRT team visit is to revise program review, the committee was asked to
97 provide feedback on what the planning cycle should look like for spring 2020.
98 • There was consensus from PIE that the next cycle should be an annual update, which will provide time for the
99 committee, in conjunction with the PRT visit to identify the idea planning cycle.
100 • Some things to consider as they relate to program review:
101 o Need to communicate better as it relates to programs who were awarded the resource requested.
102 Currently, there is an issue of divisions waiting too long to submit their paperwork to buy the item(s)
103 requested.
104 o There is a need to provide clear instructions on how to access the necessary paperwork to purchase items
105 once awarded.
106 o We need to consider the possibility of having different cycle for different programs.
107 o More feedback and transparency about how decisions are made on what resource requests are approved.

108 **DISCUSSION ITEM: Educational Master Plan**
109 • P. Quinones announces it has been successfully extended for 1 more year.

110 Meeting adjourned 2:54
111
112 **Action Items**

113 • P. Quinones will provide clarification on the stretch goals spreadsheet, including data on awards by type and
114 enrollment trends for that period. P. Quinones will check if NSC participation is mandatory or opt in, and if transfer
115 requires degree/certificate first to add to a footnote for transfer outcomes.
116 • PIE will examine the district goals related to the stretch goals.
117 • P. Quinones will upload a first draft of the revised PIE charge for the PIE committee to react to on Onedrive. The
118 feedback will be compiled and discussed at a future meeting. Then PIE will recommend to College Council to
119 change the charge.
120 • P. Quinones will bring a calendar with all the committee meetings for any given month.
121 • C. Burkhardt will interface with student services and ASO to find out more about their scheduling needs.
122 • P. Quinones to email the PRT visit schedule.