**Planning, Research & Institutional Effectiveness** **Committee (PRIEC)**

**Meeting MINUTES - DRAFT**

**Date and Time: November 21, 2017 12:00 - 1:00 p.m.**

**Meeting Location: L237**

Co-Chair(s): Karen Engel, Interim Dean of Research, Planning & Institutional Effectiveness &

Myron Jordan, Interim Vice President of Instruction

Recorder: Interim Dean Engel

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| **Topic** | **Item** | **NOTES** |
| First Items | **Welcome & Introductions**   * Approval of Minutes & Action Items * Approval of Agenda | KE to correct Oct. meeting minutes to include attendance. With that correction, Eileen moved approval of minutes, Evan second. All votes in favor.  Agenda – Eileen moved to adopt, Shuntel second. All votes to approve agenda and action items |
| Discussion Items | **Program Review/APU**   * Status update on finalizing this year’s process (and outcomes) | KE provided an update on the status of program review and APU submittals. Two Instructional Program Reviews and 3 instructional APUs are late and due Nov. 30 at which time additional validation will occur (11-1). All of Student Services PR and APUs were submitted on time and are currently being validated. |
| **Student Learning Outcomes**   * SLO Coordinators’ Report | VPI Jordan spoke about efforts to update all SLO’s for the 2016-17 cycle (end of 3 years). A template was sent out re what is in Task Stream for each program. Amanda Price will work with programs that might be missing something that needs updating. |
| **Guided Pathways**   * Discuss feedback and approve draft self-assessment for Guided Pathways * Planning timeline * New webpage on COA website with links and info | KE provided an overview of the process related to the Guided Pathways Self Assessment. The Committee reviewed the summary matrix that included input by the Academic Senate and voted unanimously to accept it and forward it to the College Council and PCCD Board for approval and submittal to the State. KE also showed how the draft assessment, slides, planning timeline, and other resources related to Guided Pathways are posted on the COA Office of Research & Planning website. [www.alameda.peralta.edu/office-of-research-planning-and-institutional-effectiveness/guided-pathways/](http://www.alameda.peralta.edu/office-of-research-planning-and-institutional-effectiveness/guided-pathways/) |
| **Participatory Governance**   * Discuss the draft [Participatory Governance Handbook](http://alameda.peralta.edu/office-of-research-planning-and-institutional-effectiveness/office-of-research-planning-and-institutional-effectiveness/participatory-governance/) * Review current committee charge * Reflect on committee structure and effectiveness. Should the committee:   + Continue as a standing committee of College Council (or)   + Merge with another standing committee of College Council (or)   + Discontinue and/or be replaced by another standing committee (or)   + If merge, with which committee * Provide feedback on the Participatory Governance Handbook | The Committee discussed President Karas’ request that the Committee charge be re-evaluated and compared to those of other COA committees.  AHL: There is overlap and redundancy in the charges of Budget, PRIEC, and EMC.  EC: There is also overlap with the Accreditation Oversight Committee (esp. with respect to SLOs)  MBB: The Budget Committee is not interested in merging with PRIEC  DB: If PRIEC takes the lead on Guided Pathways, won’t we still need to go through Academic Senate?  MJ: There is overlap in committee charges, but the PRIEC’s charge: “ensure that the College maintains a set of ongoing and systematic institutional processes and practices that include planning, the evaluation of programs and services, the identification and measurement of outcomes across all institutional units” may not be the focus of the committee right now, and is very important to get right with proper input from all constituencies.  DB: Agree. For example, grants, we rarely properly vet and evaluate the impact on the classroom of various grants we pursue and we need to set time aside to do that.  MJ: Communication across the college is a constant challenge. Could PRIEC help condense and clarify changes and practices so we understand them better?  PP: Looking at pg. 12 of the Handbook, are we most focused on areas 1,2 and 5 or does PRIEC ride herd on the whole process?  AHL: We ride herd. In fact, all committees touch on all 5 areas.  ES: While there is overlap in committee charges, perhaps we could consider assigning parts of PRIEC’s charge to other committees (Accreditation, EMC) and disbanding? Also, perhaps we will need a new Committee to lead the Guided Pathways work.  Clemaus (ASCOA): Guided Pathways will lead to a lot of institutional change (eg., block scheduling) – how will we know if these changes are a good idea? Some could have negative consequences for certain student sub-populations like veterans.  MJ: Guided Pathways is a major, multi-year effort that will take time. This could be a role for PRIEC to help plan, pilot, evaluate – especially with respect to new processes, and practices. Let’s make sure PRIEC is inclusive and we don’t rush changes.  KE: Tried to sum up possible choices: (1) recommend that PRIEC *focus* better on its existing charge of evaluation and measuring impact; and (2) distributing PRIEC’s responsibilities to other committees and dissolving the committee (or morphing into something that helps lead GP.  EC: If PRIEC could help us all understand and communicate about new initiatives, that would be good.  PP: Echo Myron’s last point. Focus PRIEC on its core mission, get more voices involved in planning.  ES: Prefer distributing responsibilities to other committees and create a different (not PRIEC) committee to work on Guided Pathways.  AHL: Let’s not move SLO’s, PLO’s, and ILO’s to Accreditation. We never want those to be something we do just because ACCJC says we must. They need to be part of our regular cycle of evaluation and improvement.  SO: Suggested keeping PRIEC and taking pieces from *other* committees (Budget, Accreditation, EMC) to strengthen PRIEC’s ability to really do planning, evaluation, and change management well.  KE: Shall we take a vote on a recommendation or continue the discussion next time?  All: continue the conversation in December. |
| Action Items & Future Items | **Action Items**   * Provide feedback on and approve draft self-assessment for Guided Pathways funding   **Future Agenda Items**   * **CCSSE survey results and draft BSI-SSSP-Equity Integrated Plan** | PRIEC approved Guided Pathways self-assessment for submittal to state  Future item: continue work on committee charge changes. |
| Adjournment |  | All |

**Committee Members as of November 21, 2017:**

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| **Name** | **Title/Representative** | **Present** |
| [MaryBeth Benvenutti](mailto:mbbenvenutti@peralta.edu) | Director of Business and Administrative Services | X |
| [Myron Jordan](mailto:myronjordan@peralta.edu) | Vice President of Instruction, Co-Chair | X |
| [Amy H. Lee](mailto:ahlee@peralta.edu) | Dean of Enrollment Services | X |
| [Drew Burgess](mailto:dburgess@peralta.edu) | Curriculum Committee Chair | X |
| [Eileen Clifford](mailto:eclifford@peralta.edu) | SLO Coordinator(s) – all | X |
| [Matthew Goldstein](mailto:mgoldstein@peralta.edu) | SLO Coordinator(s) – all |  |
| [Evan Schloss](mailto:jmears@peralta.edu) | SLO Coordinator(s) – all | X |
| [Rochelle Olive](mailto:rolive@peralta.edu) | Academic Senate President |  |
| [Karen Engel](mailto:kengel@peralta.edu) | Interim Dean of Research, Planning & Institutional Effectiveness, Co-Chair | X |
| Clemaus Ozell Tervalon | ASCOA representative (1) | X |
| Lilia Celhay | Dean of Academic Pathways | X |
| [Brenda J. Lewis](mailto:bjlewis@peralta.edu) | Staff Assistant |  |
| [Lashawn Brumfield](mailto:lbrumfield@peralta.edu) | Staff Assistant |  |
| [Shuntel Owens Rogers](mailto:sowensrogers@peralta.edu) | Classified Senate President | X |
| Peter Pappas | Faculty | X |
| [Mary Shaughnessy](mailto:mshaughnessy@peralta.edu) | Faculty |  |
| [Arthur Morgan](mailto:amorgan@peralta.edu) | Faculty |  |