PRIE Committee Agenda
September 11 2009, 9:00-10:30am City Café #1

Welcome and introductions
Committee Chairs:
• Manager: Marybeth Buechner, PRIE
• Classified: Anne Danenberg, PRIE
• Faculty: TBA

Administrative Members:
• Jim Comins, Instruction Office
• Thomas Greene, Enrollment & Student Success
• Anne Licciardi, Math, Statistics & Engineering
• Don Palm, Instruction Office (Outreach)
• Mary Turner, Science & Allied Health

Classified Members:
• Amanda Hamilton, Public Information Office
• Kelly Irwin, Information Technology
• Heather Tracy, PE Health & Athletics; Behavioral & Social Sciences
• Tracey Valverde, Learning Resources

Faculty Members:
• Dena Chubbic, Science & Allied Health
• Ginnie Gessford, Learning Resources
• Lori Delappe-Grondin
• Lonnie Larson

Student Members: TBA

Guest presentation, Cultural Democracy Initiative Advisory Group – request for representative, Holly Piscopo

Approval of minutes from May 09 (see below)

Overview of Planning Data Documents (see emailed documents)
• Data links for planning
• Desired Outcomes Report - Data linked to Goals
• Institutional Effectiveness Report – Main planning data package

Planning for this year’s committee work:
“Old” Committee charge separated into bullet points:
• Reviews and recommends changes to the campus planning process to assure that the process serves the planning and resource allocation needs of the institution;
• provides guidance for the development of college goals and recommends them to the Executive Council;
• insures that the college planning process and goals are guided by the District's strategic plans.
• Reviews and makes recommendations regarding the college research agenda including support of the grant writing function.
• Makes recommendations about what measures to use to assess institutional effectiveness and the presentation of the Institutional Effectiveness and provides periodic guidance for the review of these statements.
• Assures the continuity of the accreditation process from the self study and team findings into the planning process.
Notes submitted to Executive Council in Fall 09 (these suggestions were heard but not officially approved by the Exec. Council)

Given the importance of the planning process at SCC, the PRIE committee would like to reinvigorate its support of the SCC College Strategic Planning process. The PRIE committee can be of use within the in supporting the activities of the PRIE Dean, PRIE Office and CSPC by:

- The PRIE committee will support the work of the PRIE Dean and the CSPC to help identify key planning questions in which college data is needed to support college goals and outcome measures.
- The PRIE committee will support the work of the PRIE Dean in reviewing relevant qualitative and quantitative data that could be generated to assist the College Strategic Planning Process.
- The PRIE committee will assist the PRIE Dean as needed as to secure the identified data, conduct an initial assessment and interpretation of the data, and write an initial analysis of the data in light of the planning questions that were raised.
- The PRIE committee will support any college-wide discussions using key findings from the data analysis to address the planning questions that were identified and solicit input in the development of collegewide goals.
- The PRIE committee will assist the PRIE Dean as needed to develop a comprehensive summary of the data review/analysis for use by the CSPC.
- The PRIE committee will assist the CSPC as requested in any further data analysis and/or interpretation if necessary in order to support work in developing collegewide goals.

Discussion:

(1) What part of our “old” charge is now part of the work of CSPC?
(2) What parts of our suggestions from last year do we want to continue to try to implement?
(3) How can we “tell the story” of data and planning to the college community?

PRIE Committee, Meeting Notes, May 8, 2009

1. Next year this committee should review its charge and possibly propose to Executive Council a revision of that charge that is more suitable.

2. Marybeth provided college data organized by goal, some of which would be included in the report to the Board of Trustees. She is also preparing an Institutional Effectiveness report which will include a review of data relevant to planning efforts.

Issues to be addressed:

1. Should the college mission statement reference degrees and certificates, distance education, students (the word is not used as a noun in the mission statement). Where is the data to inform this discussion?
2. Regarding achievement of goals… the process identified by the CSPC does not speak to reflection on data; spring analysis of data – timing issues around when the updates are available.
3. There was a suggestion that the PRIE committee might be involved in communicating with the College community regarding the data relevant to institutional effectiveness…e.g. work to “tell the story” that is reflected in the data.
4. The PRIE Committee might meet this summer to form some new data and provide trend analysis that speaks to future goals, etc. Should we meet during flex week, perhaps that Monday? It was noted that some folks were gone over the summer and that the membership might change for the new academic year. It was agreed that there would be no formal meetings before the start of classes in the fall, but that data would be disseminated from the PRIE Office to interested folks as it was developed over the summer.