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

**Meeting MINUTES - DRAFT**

**Date and Time: September 21, 2017 2:00 – 3:00 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** | **Minutes/Recommendations** |
| First Items | **Welcome & Introductions*** Approval of Minutes & Action Items
* Approval of Agenda
* Possible change in PRIEC meeting day and time?
 | Meeting changed to third Tuesday of the month from 12-1 |
| Discussion Items | **Program Review/APU: Data Dashboards and online tools*** Online tools and data are [here](http://alameda.peralta.edu/office-of-research-planning-and-institutional-effectiveness/office-of-research-planning-and-institutional-effectiveness/program-review/).
* Schedule for Validation Committee meeting (10/19/17)
 | KE presented online dashboards and tools.KE to recruit additional volunteers for Validation process.Dates set for Validation Sessions: October 17 from 12-1 and October 19 from 2-3. Need a computer lab.Is process adequate? What does it mean to validate? Checking off the box?At Laney, Curriculum and Assessment Coordinators also provided feedback. |
| **Student Learning Outcomes*** Report-out from SLO Coordinators on status of completing SLO assessment findings for 2016-17 and 2017-18
* Program Review/APU: SLO’s
* Curricunet Meta: SLO migration
 | SLO Coordinators will have a more complete report at the next meeting. They are working with faculty now to update their assessments and reports.All Task Stream SLO data will be migrated to Curricunet Meta by the end of June 2018 at which point Taskstream will not be used any longer by Peralta. |
| **Participatory Governance** * [New Handbook](http://alameda.peralta.edu/office-of-research-planning-and-institutional-effectiveness/office-of-research-planning-and-institutional-effectiveness/participatory-governance/) is available – review & discuss draft (by 12/15/31)
* Results of Participatory Governance Committee Self-Evaluation Spring 2017
* By December 15, 2017, President Karas would like PRIEC to:
* 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

Discussion will begin at this meeting and continue during subsequent meetings. | ommittee reviewed the matrix comparing charges of each committee. Will review the handbook and proposed structures for a more in-depth discussion of this issue and an evaluation of the PRIEC role and charge in November. |
| **Other Research & Planning Efforts*** Accreditation Mid-Term Report
* Guided Pathway Self-Assessment
* BSSOT Annual Report
* BSI-SSSP-Equity Integrated planning process and timeline
* Surveys:
* [CCSSE results](http://www.ccsse.org/members/reports/2017/key_findings/CCSSE2017_A70D67FB2C_ExecSum.pdf?ts=20170906200455) (spring 2017)
* SENSE (in progress)
* MMAP placement evaluation survey (text survey – completed)
* COA Strategic Plan – 2017-18
* COA Research Agenda – 2017-18
 | Interim Dean Engel gave a quick update on the items listed here. The Committee discussed the annual research agenda focused on enrollment and the many factors that influence it. Course scheduling was highlighted by the Committee’s student representative as worthy of additional analysis as many students take public transportation and end up having large chunks of time between classes because their schedules do not line up very well. Interim Dean Engel will bring the results of her research to the November and December meetings. |
| Action Items & Future Items | **Action Items****Future Agenda Items**  | No Action Items were discussed at this meeting. Program Review will occupy the October meeting. Participatory Governance, SLOs, and Enrollment related research will be prioritized for the November and December meetings. |
| Adjournment |  | Close |

**Committee Members as of September 14, 2017:**

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| **Name** | **Title/Representative** | **Present at this meeting (check)** |
| MaryBeth Benvenutti  | Director of Business and Administrative Services |  |
| Myron Jordan  | Vice President of Instruction, Co-Chair |  |
| Amy H. Lee  | Dean of Enrollment Services |  |
| Drew Burgess  | Curriculum Committee Chair |  |
| Eileen Clifford  | SLO Coordinator(s) – all |  |
| Matthew Goldstein  | SLO Coordinator(s) – all |  |
| Evan Schloss | SLO Coordinator(s) – all |  |
| Rochelle Olive  | Academic Senate President |  |
| Karen Engel  | Interim Dean of Research, Planning & Institutional Effectiveness, Co-Chair |  |
| Clemaus Ozell Tervalon | ASCOA representative (1) |  |
| Lilia Celhay | Dean of Academic Pathways |  |
| Brenda J. Lewis  | Staff Assistant |  |
| Lashawn Brumfield  | Staff Assistant |  |
| Shuntel Owens Rogers  | Classified Senate President |  |
| Peter Papas  | Faculty |  |
| Mary Shaughnessy  | Faculty  |  |
| Arthur Morgan  | Faculty  |  |

People with conflicts:

Pete has class until 2:15

Eileen has lab from 1-1:30

MB has meeting at District Office