PIE COMMITTEE

Members

✓Jennifer Hinostroza, *Faculty Natural Sciences,* **Co-Chair**
✓Patty Quinones, *Director, Research and Institutional Effectiveness,* **Co-Chair**
✓Meghan Chen, *Associate Vice President, Instruction*
✓Mark Lowentrout, *Dean, Arts*
Thomas Mauch, *Associate VP, Student Services*
✓Krupa Patel, *Business Analyst, IT Services*
✓Kim Leiloni Nguyen, *Faculty Outcomes Coordinator*
✓Pedro Suarez, *Instruction Business Analyst*
✓Annel Medina Tagarao, *Educational Research Assessment Analyst*
Chisa Uyeki, *Academic Senate President*
Vacant, *Instructional Services*
Vacant, *Instructional Services*
✓John Vitullo, *Associate Dean, Natural Sciences*

✓Bruce Nixon, *Technology and Health Faculty*
✓Jimmy Tamayo, *Natural Sciences, Faculty*
Vacant, *Faculty*
✓Landry Chaplot, *School of Continuing Ed, Faculty*
Bernard Somers, *Faculty-Student Services*
Anqi Zhao, *Student Representative*
Alexis Carter, *Human Resources*
Vacant, *Classified CSEA 262*
Vacant, *Classified CSEA 651*
✓Rosa Royce, *Chief Compliance Budget Officer*
✓Gary Nellesen, *Executive Director, Facilities Plan and Management*

Guests
✓Caitlin Rodriguez, Facilities Plan and Management

Meeting Agenda	ACCJC Standard	Outcomes
I. Welcome: Jennifer Hinostroza & Patty Quinones		J. Hinostroza and P. Quinones welcomed committee members. Caitlin Rodriguez from Facilities, attended as a guest.
II. Approval of Minutes: March 21, 2022		March 21, 2022 minutes were approved, as written.
III. Nuventive upgrade	III.C.2	J. Hinostroza asked P. Suarez if Nuventive confirmed PIE upgrade? P. Suarez said Nuventive has agreed to support the College with the new PIE upgrade templates. He will also confirm with Nuventive the accessibility timeline of the old PIE version. P. Suarez said the PIE upgrade will be completed in the Fall 2023, after the Accreditation process is completed, down time for the new upgrade should take 4-6 weeks down time; he will confirm with Nuventive how long the term would be on accessing the old template information.
IV. Manager PIE Goals	I.B.9	J. Hinostroza asked P. Suarez to share on Manager PIE Goals. P. Suarez shared his screen and gave a brief explanation on the first "IEC Training", "Managers PIE Goals" draft. He updated: - The character counts - Condensed the definition with key words

			• Explained instructions where the information should be added, where to refer to the information, and how this will support the College goals. The committee agreed with the updates. P. Suarez will provide the instructions to the managers and will present this information to IEC for approval.
V.	Update on creating process for operational resource request	III.C.2	J. Hinostroza asked P. Suarez to share Update on creating process for Operational Resource Request P. Suarez shared "Student Services VP Analysis & Summery report." He explained to the committee, unit planning details by college goals and asked the committee what other items would be helpful? Suggested changes: • Add more unit goal information • Linking the right information to the unit goal • Meet unit goal by adding more staffing positions P. Suarez will discuss with Nuventive on the suggested changes.
VI.	Operational vs Planning requests	I.B.9	J. Hinostroza asked P. Quinones to discuss Operation vs Planning requests. P. Quinones and J. Hinostroza met with the VP of Admin Services on creating a better operational PIE process. The VP would like to see a clear list of examples of what is a Planning/Operational requests entered in PIE, once list is received, VP and his team will discuss moving forward with this process. P. Suarez said he could possibly generate a report on most urgent requests and the VP of Admin Services.
VII.	PIE FAQ via Ask Joe function	I.B.1	J. Hinostroza said PIE information is not available in "Ask Joe", she asked the PIE committee for example questions they would like to add. Example questions: • Define what is manager, unit PIE? • Who to contact for password reset or tech support? • What is a goal? How should it be written, and where will it be assigned? • What information is not included in PIE? • Why am not able to log into PIE, how do I get access? P. Suarez said he would update "Ask Joe" with the basic questions and bring it back to the committee for further discussion.
VIII.	Identify best practices for communication	I.B.1	J. Hinostroza how can the committee create a list on best practices to share with others and what is working.

		• Add a formalized "Thank you so much in your PIE" may work. • How to know what resources are funded? • Creating a grid for reporting information to the Division chairs and Division Chairs will report the information to the Department chairs. • Use the Division minutes, communicate with Division managers on specific information about their PIE's, possibly promote practices. This information may help support all teams across campus. • As a committee, possibly gather information, show examples that are working and not working, and promote awareness with the campus community. • Add separate workshop on aligning goals.
IX. Other		<u>J. Hinostroza asked the committee if there were any other topics of discussion?</u> P. Suarez shared PIE unit Dashboard sample of Quality PIE demo. He explained where the goals and resources can be tracked.

2021-22 Meetings 11:00-12:30PM 1st & 3rd Mondays
Fall 2021 September 20 October 4 & 18 November 1 & 15
Spring 2022 March 7 & 21 April 4 & 18 May 2 & 16