PIE COMMITTEE

April 05, 2021 Minutes
11:00 – 12:30 PM
Via Zoom Meeting

Members

X Jennifer Hinostroza, *Faculty Natural Sciences,* **Co-Chair**
X Michelle Sampat, *Associate Dean of Instructional Services,* **Co-Chair**
Fawaz Al-Malood, *Associate Dean, Business*
Monica Cantu, *Director, IT*
X Meghan Chen, *Dean, Library & Learning Resources*
X Mark Lowentrout, *Dean, Arts*
Vacant, *Associate Vice President, Instruction*
Thomas Mauch, *Associate VP, Student Services*
Kate Morales, *Coordinator, IT Services*
X Kim Leiloni Nguyen, *Faculty Outcomes Coordinator*
X Pedro Suarez, *Instruction Business Analyst*
Annel Tagarao, *Educational Research Assessment Analyst*
X Chisa Uyeki, *Academic Senate President*

John Vitullo, *Associate Dean, Natural Sciences*
Vacant, *Faculty*
X Lance Heard, *Technology & Health Faculty*
Bruce Nixon, *Technology & Health Faculty*
X Landry Chaplot, *School of Continuing Ed Faculty*
X Bernard Somers, *Faculty-Student Services*
Vacant, *Student Representative*
X Alexis Carter, *Human Resources*
X Mark Fernandez, *Classified*
Vacant, *Classified*
Vacant, *Budget Committee Liaison*
Vacant, *Facilities*
Guests

Meeting Agenda	Outcomes
I. Welcome – Michelle Sampat	M. Sampat welcomed the committee members to the meeting.
II. PIE Purpose, Function and Membership	Committee reviewed PFM
III. Manager PIE Revisions	• The committee reviewed the changes P. Suarez has made with Manager PIE. • There is a disconnect with Unit PIE and Manager PIE. Unit PIE users are not completing the sections that aren't required, but this information is what the Manager must enter for their PIE. • Summary of Notable Achievements can be deleted and the committee can circle back later to discuss if it needs to be added back or kept as no longer belonging in PIE. • The group decided to condense a few sections to reduce duplication of information entered in PIE. The three sections are: Closing the Loop – Analysis of Progress on College Goals, External and Internal Conditions Analysis and Analysis of Division Plans, Activities, Resources and Critical Decisions. • M. Lowentrout suggested the committee to attain a rubric from the VPI that provides what is needed to give guidance to deans and managers can do the same for their Unit PIE users. • P. Suarez and M. Sampat have worked with Student Services in developing special reports to streamline their PIE process to make it easier for them to get the data needed to complete their PIE. • P. Suarez shares screen to show the committee what Unit PIE users are entering. The Manager PIE mirrors what the Unit PIE are entering. The list from the right is being

	condensed to be more simplified entry field to obtain a synthesized encompassing summary of the Manager's work with input from different units.
	• M. Chen emphasized to the group regarding the details of what goes on in the department including, outcomes, effectiveness, planning, resource request is at the unit level. The managers should not recite these details unit by unit at the Manager PIE level. This would probably repeat these details imperfectly and incompletely. The job of Managers for Manager PIE is to synthesize and give the VP a global view of the key issues that affects each division/departments. M. Lowentrout added to focus on details from Unit PIE and resource request to ensure they are represented in the report, not summarized in the Narrative. He suggested having guidelines from the VP, so the managers are aware what they are looking for and this will help the managers to be more concise and to the point. It will also streamline the process, so that the VPI can provide guidance to the managers, managers can do the same for the Unit PIE users. This will allow everyone to be streamlined and focused.
	• P. Suarez shared his screen to show the proposed Manager PIE for the committee to review and recommend any edits. M. Fernandez suggested for the Analysis of conditions and resulting plans, activities, resources section to add this note: "Provide an analysis of the impact of your program on your units" in the help pop up box. The committee liked that recommendation and Pedro will add this edit to the Manager PIE. The committee approved the proposed Manager PIE. This recommendation will be shared at the next IEC meeting.
	• M. Fernandez and M. Lowentrout asked about having an Administrative PIE and an Instruction PIE since one side may not fit all. M. Sampat stated that a few years ago, the President stated that there would be one PIE. SLOs only impact Instruction and other units don't have SLOs, is an example. It is a little bit different for the various units, such as Student Services. They have different reporting requirements and have started customizing for them. We do need overarching consistent program review for the campus, but there may be unit needs that need to be addressed in the different units.
	• M. Sampat and J. Hinostroza will reach out to the VPs within the next couple of weeks to receive feedback from them and the committee was asked for additional suggestions that would be presented to VPs.
	• M. Chen suggested to the committee that she would like the VP to provide what they are looking for in the PIE process to the managers and Unit PIE completers. We need more specific information from the VPs to help streamline and cut down on the work. She also stated the challenge for deans, directors, and department chairs regarding resource request, which is being responsible for identifying the cost of something. The process is opaque and the users don't

	know even where to begin this process. The other issue addressed is if a user needs to buy equipment or software, and it's the responsibility of a director or department chair; this process needs to be transparent with support from other departments, such as IT. This challenge affects the process, which needs to be better. M. Lowentrout suggested to invite the VP to one of our next meetings to discuss these issues.
	• M. Chen recommends the PIE committee to ask for Facilities to work with us to develop a different process that involves our input from the ground up to help streamline the estimated process to be more precise.
	• M. Fernandez suggested to eliminate the estimated process in PIE due to changes of the amount of quotes by the time the PIE has been approved.
	• M. Lowentrout suggested a PIE support team that meets with facilities and Unit PIE users and can send their requests to facilities. They'll review the estimates and the team would be responsible of finding the items to ensure the estimates
	• M. Sampat proposes inviting M. Rodrigue to attend our next meeting to continue this discussion. If he is not available he can designate a member from his department to attend. J. Hinostroza suggested to find out how they use this PIE information in Facilities.
	• M. Chen suggested clarifying to the PIE completers what we are asking them to input and how is this information going to be used?
	• M. Fernandez has set up the committee website and needs the member list. For the next agenda, we will discuss the PIE Committee webpage and will invite guests from Admin Services and Facilities to the next meeting. We had an outstanding PIE data and next meeting, the committee can discuss PIE Data and Disaggregated data; what is available and what do we want to recommend as being available in the future?
IV. Other	None

2020-21 Meetings	**Fall 2020**	November 16	**Spring 2021**	April 5 & 19
11:00-12:3PAM	September 21		March 1 & 15	May 3 & 17
1st & 3rd Mondays	October 19			