



PIE COMMITTEE

May 03, 2021 Minutes

11:00 – 12:30 PM

Via Zoom Meeting

Members

X Jennifer Hinostrroza, *Faculty Natural Sciences, Co-Chair*
 X Michelle Sampat, *Associate Dean of Instructional Services, Co-Chair*
 X Fawaz Al-Malood, *Associate Dean, Business*
 Monica Cantu, *Director, IT*
 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 Gary Nellesen, *Executive Director, Facilities Plan and Management*
 X Kim Leiloni Nguyen, *Faculty Outcomes Coordinator*
 X Pedro Suarez, *Instruction Business Analyst*
 X Annel Medina Tagarao, *Educational Research Assessment Analyst*
 X Chisa Uyeki, *Academic Senate President*
 X John Vitullo, *Associate Dean, Natural Sciences*

Vacant, *Faculty*
 X Lance Heard, *Business Faculty*
 Bruce Nixon, *Natural Sciences Faculty*
 X Landry Chaplot, *School of Continuing Ed Faculty*
 X Bernard Somers, *Faculty-Student Services*
 Vacant, *Student Representative*
 X Alexis Carter, *Human Resources*
 Mark Fernandez, *Classified*
 Vacant, *Classified*
 Vacant, *Budget Committee Liaison*
 Vacant, *Facilities*
 Guests
 Morris Rodrigue, *VP, Administrative Services*
 Angel Lujan, *Counselor*

<u>Meeting Agenda</u>		<u>Outcomes</u>
I.	Welcome: Jennifer Hinostrroza, Michelle Sampat	Welcomed new committee member Gary Nellesen. Bernie Somers also introduced himself.
II.	Approval of Minutes: April 19, 2021	April 19, 2021 minutes approved with one abstention from G. Nellesen who was a guest at the last meeting.
III.	PowerBI Data Dashboards: Annel Tagarao	<p>A. Tagarao shared the various <i>Awards by Academic Year</i> data screens to show the varying data that can be reviewed by Division and academic year.</p> <ul style="list-style-type: none"> We have a lot of credit data available and are working on noncredit data. We are up to date to fall 2020. All degrees and certificates are loaded into the dashboard. You are able to choose multiple years to see the trends. <p><u>A. Tagarao will talk to the research team about:</u></p> <ul style="list-style-type: none"> Streamlining information in one location and link data in one place—Linking PowerBI Data Dashboards and integrate with the PIE User Interface. May also consider adding SCIFF to this tool. <p>M. Sampat suggested Data Coaching to show users how to use data effectively and which reports to use at varying levels of research.</p>
IV.	PIE User Interface Upgrade – Pedro Suarez	<p>S. Sampat extended an invite to users—especially new users to attend and test the new PIE interface and dashboard. Two or three dates will be scheduled to accommodate those who wish to participate in testing.</p> <p><u>P. Suarez shared his screen</u> to show the new PIE User Interface upgrades and current dashboards. The cosmetic enhancements will help make the PIE User Interface visually effective.</p> <ul style="list-style-type: none"> The first phase of upgrades is mostly cosmetic to allow a friendlier, cleaner use.

- Introduced the new hamburger menu, which replaces the dropdown menu and includes the correct flow of categories in the PIE process. These changes are cosmetic, but also allow for easier navigation through the PIE process.
- Another enhancement is the new dashboard and split screen. Looking forward we are going to tie these areas to each unit and move away from filters.

F. Al-Malood

- When will these changes be implemented?
- How far can you drill into the data?
- Can we drill down to the program or certificate level?
- We need the *Awards by Division and Program* reports from D. Berumen’s PowerBI Dashboard as well as the ability to easily filter by Division, Department, and discipline.

M. Sampat replied stating that these upgrades will be implemented with trainings in the fall, winter, and into spring.

P. Suarez confirmed that data is extracted from Argos, and can be drilled down by certificates and programs.

A. Tagarao added that there are varying levels of data that can be drilled down depending on the needs of the user.

M. Sampat commended the research team for implementing faculty requests and reminded this team that suggestions can be made to add functionalities to the PIE user interface based on what is needed.

F. Al-Malood PLO Coordinator Training? – M. Sampat clarified that this is about the unit PIE instead of the outcomes piece. PLO Coordinators will be invited to test the outcomes functionality when we arrive at that point.

S. Sampat suggested a smaller weekly focus group to ensure we are asking the right questions.

C. Uyeki suggested including Bruce Nixon in the focus group. He has not been able to attend meetings due to class conflicts.

M. Sampat asked the committee to submit the names of people who would like join to or who would benefit from participating in the focus group.

A. Tagarao – When is feedback due? After PIE is due (May 15th)?

M. Sampat suggested having an idea of what the focus group will look like, and then initiate a weekly focus group. Input should be submitted ASAP.

PIE Due Dates – Although the due date is May 15th, there is flexibility to Unit PIE due dates.

V. PIE Resource Requests: Budget, and Facilities Continued – Michelle Sampat and Jennifer Hinostroza

Direction, guidance, and training to reduce frustrations for all involved.

- What types of facilities request need to go into PIE?
- How do we complete those requests when submitting the PIE?

What should/should not be in PIE - G. Nellesen - Basic services such as cleaning; grounds; warehouse items; or minor modifications in physical teaching materials should go through the regular work order system, and can be addressed reasonably quickly—usually in a matter of days.

Flagging needs - G. Nellesen - If the fundamental workspace of a classroom (indoor or outdoor) needs to be changed, this request should be flagged. In addition, all new programs need to go through PIE and should also be flagged. Anyone on campus can call and ask questions when questions arise early in the PIE process.

	<p><u>Discussion regarding the timing of requests as they relate to quotes and when to obtain/submit them for approval - J. Vitullo.</u></p> <ul style="list-style-type: none"> • Is it possible to get an estimate rather than a quote so that projects can be ranked? M. Sampat <p><u>Deans must be included when considering costs - G. Nellesen M.</u></p> <ul style="list-style-type: none"> • A ROM (rough order of magnitude) is something that can be, and is often used in project management. There are also projects where costs are known and can be preloaded in PIE. • There are levels of institutional planning where money can be saved by working on projects concurrently <p><u>Moving Forward – M. Sampat</u></p> <ul style="list-style-type: none"> • This committee will funnel requests to where they need to go. • We will work with G. Nellesen on drafting the prebuilt items into PIE. • Clarify what would become work order requests and blending that into training for next year. 			
<p>VI. Other</p>	<p><u>Accessibility of Disaggregated Data – M. Sampat</u> shared the concern and continued need to protect faculty and students and stay away from identifying individual faculty and students. We would like to make data available to individual faculty for their respective classes without feeling as if they are being evaluated for it.</p> <p><u>Cleaning up the Moldy PIEs – J. Vitullo</u> proposed that this group take on a philosophical approach to program planning and reframing the purpose of PIE:</p> <ol style="list-style-type: none"> 1. What should be in PIE? 2. What does not need to be in PIE? 3. How to clean up the outdated PIE? <p>M. Sampat supported this proposal and concurred with C. Uyeki that a part of planning means ensuring that resources are readily available.</p> <p><u>PIE Redesign in the Future – M. Sampat</u> shared that the Strategic Plan is currently being reimagined and developed through IEC. PIE uses the Strategic Plan as a guiding framework. The hope is that in a year or two we can launch something to meet the unit PIE users’ needs as well as our accreditation program review needs. The goal is to make this a meaningful process.</p> <p><u>Model PIE for reference - A. Tagarao</u> reminded the group about a quality PIE unity that shows a great example.</p> <p><u>Last Meeting May 17th:</u> We will be inviting the new VPI, Kelly Fowler and Dr. Yamagata-Noji. Please submit any topics you would like to discuss.</p>			
<p>2020-21 Meetings 11:00-12:30PAM 1st & 3rd Mondays</p>	<p>Fall 2020 September 21 October 19</p>	<p><u>November 16</u></p>	<p>Spring 2021 March 1 & 15</p>	<p><u>April 5 & 19</u> <u>May 3 & 17</u></p>