Members

X Jennifer Hinostroza, *Faculty Natural Sciences,* **Co-Chair**
X Fawaz Al-Malood, *Associate Dean, Business,* **Co-Chair**
Monica Cantu, *Director, IT*
X Meghan Chen, *Associate Vice President, Instruction*
X Mark Lowentrout, *Dean, Arts*
Thomas Mauch, *Associate VP, Student Services*
X Krupa Patel, *Business Analyst, IT Services*
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*
John Vitullo, *Associate Dean, Natural Sciences*

X Bruce Nixon, *Technology and Health Faculty*
X Lance Heard, *Technology & Health Faculty*
Vacant, *Faculty*
X Landry Chaplot, *School of Continuing Ed Faculty*
Bernard Somers, *Faculty-Student Services*
X Anqi Zhao, *Student Representative*
Alexis Carter, *Human Resources*
Mark Fernandez, *Classified*
Vacant, *Classified*
X Rosa Royce, *Budget Committee Liaison*
Gary Nellesen, *Executive Director, Facilities Plan and Management*

Guests

Meeting Agenda	ACCJC Standard	Outcomes
I. Welcome: Jennifer Hinostroza & Fawaz Al-Malood		J. Hinostroza welcomed members to the meeting.
II. Approval of Minutes: October 18, 2021		Approved
III. Recommendations for the VP PIE Update – Jennifer Hinostroza	I.B.9	VPs are needed for input regarding VP PIE for this year's PIE. The goal is to align VP PIE with Manager PIE. We will need to review goals that aren't being met, create a focus group; but decide whether the focus group is created before we receive feedback from VP PIE, or do a mock up. P. Suarez shared screen for committee to view VP PIE Analysis PowerPoint which dealt with the following: • What analysis is needed? • Streamline? • Mirror Manager PIE Recommendations: • Focus Groups • Mock Ups F. Al-Malood – Suggests to present something for VPs to view, getting their input and receiving a final okay moving forward. VPs input is essential in the planning phase. He is planning on scheduling a meeting with the VP User group to receive feedback on current experience with last pilot and any thoughts on maintaining what they're currently doing and whether they'd like to see improvements with the current process. M. Lowentrout – Agrees with F. Al-Malood to present a potential solution to the VPs as a starting point. Next Steps: P. Suarez will create a mock up for VP PIE, and present to group for next meeting.

| IV. 2021-22 PIE Training – Pedro Suarez & Jennifer Hinostroza | I.B.9 | Training Process:
P. Suarez walked committee through PowerPoint explaining PIE process and asked committee for input/feedback. Three major areas of PIE have been updated:
1. Where we are now?
2. Where we make an impact?
3. Where we are going?

Contact method for PIE Inquiries:
For PIE Content Questions, M. Chen will no longer be the contact person; a link will be provided in place of contact name. PIE User will be able to ask questions via PIE Support Requests smartsheet. The requests will be routed to appropriate persons, all committee members will have access to the smartsheet and once request has been answered, it will provide a check to indicate it's been answered. A team of experts that are responsible for certain areas would be helpful and the committee volunteered as a rep for the area they are familiar with.

Volunteers to address questions on smartsheet:
• Non Credit Faculty – L. Chaplot
• Research – A. Medina Tagarao
• Classified – P. Suarez
• Instruction: F. Al-Malood & M. Chen (Back-up)
• Credit Faculty – J. Hinostroza & B. Nixon (Back-up)
• Admin Services – R. Royce & P. Suarez
• Student Services – T. Mauch

Update on PIE Support Request smartsheet:
R. Royce – Based off of form, there are 4 division areas, but there really are 6, which are Admin Services, Human Resources, Instruction - Credit and Noncredit (which count for two areas), Student Services and the President's Office. P. Suarez will update the form to reflect this information.

Training PowerPoint Updates:
P. Suarez shared screen to allow committee to review PowerPoint of the PIE process for training and to show updates, which are:
• New feature allows user to upload links
• Status can be indicated as "active" or "inactive"
• Types of requests can be updated
• Reports and estimates will be available on the right hand side of screen for better estimates
• Ability to copy resource
• Related documents can be added as attachments

Feedback:
A. Medina Tagarao – Suggests to add a link to our committee website as a resource for information regarding PIE training and inquiries about the process.
B. Nixon – The more information on the slides, the better. He found it helpful, especially in the early stages. He also liked the slide that shows the split screens and suggested equity data to be looked at as part of an outcome, to show |

			where we are making an impact. He also wonders about the "Where We Are Going – Manage Assignment" feature and what it's intended for. P. Suarez explained the process: an email is sent to the PIE user. They'll need access to the Unit level and it can be assigned to appropriate persons and a reminder is sent so they can begin working on PIE. M. Chen – What departments think about goals, retention and student success is information that should be known prior to outcomes and equity data to ensure we capture what is needed in PIE. The equity data may not be articulated in the PIE process currently and it's something the committee should look at. Suggested highlighting changes. F. Al-Malood – Suggests using the updated dashboards for equity data questions/goals. J. Hinostroza – Agrees with B. Nixon with leaving the extra information on the slides; Unit users aren't familiar with the process and the busyness is helpful. Equity should be incorporated in this year's PIE; we shouldn't wait since equity is something everyone is working on currently. L. Nguyen – Suggests adding another slide to the last section on the PIE Training PowerPoint for mapping, to remind the them it's appropriate to include outcomes, especially when user is asking for resources and planning for the future. <u>Timeframe of PIE Training:</u> PIE training will be virtual this year due to Covid and usually is conducted in December/January. B. Nixon suggested training in January. C. Uyeki suggested to begin in December to allow more time and likes the idea of integrating equity into PIE for Flex day to show how it's being done. L. Heard and M. Chen suggested using Flex day in Spring for 2 hour training/overview of PIE. PIE training will begin in January and will have ongoing trainings through May 2021. Video PIE trainings will be available in December and hosted within the PIE system. <u>Next Steps:</u> P. Suarez will create a mock up for Equity Data in PIE, receive clearance from committee, present to IEC, once approved by IEC; he will implement into PIE. Emphasize Equity Data in the training material; add a few slides. P. Suarez will work with Research using updated dashboards for equity data questions/goals. P. Suarez is waiting to submit dashboards to the vendor before go-live date. The data will be accessible so users can utilize it as they're closing the loop through their PIEs. He will also add updated College Goals in PIE to reflect the updated IEC's current goals.
V.	Revisions for 2022-23 PIE Process - Jennifer Hinostroza		Moved to next meeting.
VI.	Other		None

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