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*

✓Christopher Jackson*, Outcomes*

✓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*

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✓Rosa Royce*, Budget Committee Liaison*

Gary Nellesen, *Executive Director, Facilities Plan and Management*

Guests

Meeting Agenda	ACCJC Standard	Outcomes
I. Welcome: Jennifer Hinostroza & Patty Quinones		J. Hinostroza & P. Quinones welcomed committee members
II. Approval of Minutes: April 4, 2022		April 4, 2022 minutes were approved, as written
III. Managers Monthly Meeting – Feedback for PIE Report	I.B.1	<u>P. Quinones said she has monthly meetings with managers; she asked the committee to provide her feedback for the PIE report.</u> Managers level training is accessible through POD and the training will be available in June and July. Managers PIE should be completed by July 15, 2022. Unit PIE training is also accessible through POD, training is available in May, Unit PIE should be completed by May 15, 2022 Six College goals are also part of the training process and available on Managers level check list. P. Suarez will update Manager level check list and will send it to the managers via email. Information is accessible via PIE website.
IV. Identification of operational and planning requests	I.B.9	<u>J. Hinostroza asked the committee to identify what is Operational/Planning and what should be entered in PIE?</u>

			P. Suarez – shared Nuventive, PIE system. He discussed the priority level of the description, justification, and categorization. He also shared facilities resource requests, facilities project initiation form, and 21-22 instruction resource equipment. He asked the committee for thoughts on identifying what is Operational or Planning?
			After review and discussion, the committee suggested: • Review AP 6610 of Facilities Project Prioritization, this AP references campus needs, College goals, and compliance with codes and regulations. AP 6610 also references the PIE process. • Nuventive may be able to identify operational and planning from other schools • Adding a separate operational category on resource requests. • P. Suarez suggested adding a question at the end of the resource request. Is this resource request operational? • Review of the Accreditation process. P. Suarez will discuss with Nuventive on operational and planning items used for other schools.
V. PIE FAQ via Ask Joe function – Next steps	I.B.1		J. Hinostroza shared questions for "Ask Joe" with the PIE committee, this file is in TEAMS, all committee members have access to this file and can add additional questions as needed. J. Hinostroza will review the file periodically on question updates. P. Suarez said once questions are available, he will work with the committee in adding the additional questions for "Ask Joe".
VI. Identify best practices for communication – additional suggestions	I.B.1		J. Hinostroza asked the committee members if they had any additional suggestions on communication to the unit member completing their unit PIE. For example, what information is working, and what can be shared across the College? Suggestions: o Thanking Unit members for their PIE information via email, phone call, or one-on-one discussion would help them identify the correct or incorrect information entered in PIE. o Create a feedback chart for PIE. o When reviewing PIE, possibly creating Smartsheet to fill out PIE information.

VII.	Other		

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