



## PIE COMMITTEE

October 2, 2023, Minutes  
11:00 – 12:30 PM  
Via Zoom Meeting

### Members

Jennifer Hinostroza, <i>Faculty Natural Sciences, Co-Chair</i>	✓	Krupa Patel, <i>Instruction Business Analyst</i>	✓
Patty Quinones, <i>Director, RIE, Co-Chair</i>	✓	Vacant, <i>Faculty - credit</i>	
Meghan Chen, <i>Associate Vice President, Instruction</i>		Stacy Bacigalupi, <i>Psychology, Faculty</i>	✓
Vacant, <i>formerly Associate Dean, Business</i>		Pauline Swartz, <i>Library/Learning, Faculty</i>	✓
Annel Medina Tagarao, <i>Educational Research Assessment Analyst</i>	✓	Landry Chaplot, <i>School of Continuing Ed, Faculty</i>	
Christopher Jackson, <i>Faculty Outcomes Coordinator</i>	✓	Vacant, <i>Student Services, Faculty</i>	
Roger Willis, <i>Academic Senate President</i>	✓	Cathy Hayward, <i>Facilities – CSEA 262</i>	
Clarence Banks, <i>Director, Student Services</i>	✓	Vacant, <i>CSEA 651</i>	
Lance Heard, <i>Associate Dean, Humanities and Social Sciences, Instruction</i>	✓	Brandon Yee, <i>Student Representative</i>	✓
Sarah Plesetz, <i>Associate Dean, Technology &amp; Health, Instruction</i>		Rosa Royce, <i>Budget Committee Liaison</i>	✓
John Vitullo, <i>Associate Dean of Natural Science, Instruction</i>		Tika Dave-Harris, <i>Human Resources</i>	
Vacant, <i>formerly Dean, Natural Sciences</i>		Megan Moscol, <i>Senior Facilities Planner</i>	✓
Pedro Suarez, <i>Assistant Director Academic Technology, IT Services</i>	✓		

### Guests:

<u>Meeting Agenda</u>	<u>ACCJC Standard</u>	<u>Outcomes</u>
<b>I. Welcome &amp; Introductions</b>		<ul style="list-style-type: none"> <li>• Welcome committee members.</li> <li>• No changes to the agenda.</li> </ul>
<b>II. Approval of Minutes: September 18, 2023</b>		<ul style="list-style-type: none"> <li>• September 18, 2023, meeting minutes were approved with the following corrections to the minutes.               <ul style="list-style-type: none"> <li>○ On Section III. VP PIE Due Date. Remove: PIE committee may want to delay the upgrade until all evidence has been provided. Update to: <b>The PIE committee moved Nuventive platform upgrade to August.</b></li> </ul> </li> </ul>
<b>III. Committee membership discussion</b>	IB.9	<ul style="list-style-type: none"> <li>• Patty Quinones mentioned there are two Instructional manager vacant positions available. Would committee members be opposed to having Minerva Avila, the manager of the School of Continuing Ed (SCE) fill one of the vacant positions?               <ul style="list-style-type: none"> <li>○ Committee members agreed to appoint Minerva Avila, (SCE) manager to membership.</li> <li>○ Member, Lance Heard and Academic Senate President, Roger Willis mentioned any changes to membership would need to be approved by President’s Advisory Council (PAC). Minerva will serve as a guest until her membership is approved.</li> <li>○ The second vacant position should be filled by a faculty member.</li> <li>○ Roger Willis explained, appointments are awaiting full Senate approval and those who are most qualified will be appointed to PIE.</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>• Jennifer Hinostroza mentioned that since there are several vacant manager and faculty positions that need to be filled, is there a need to fill all the positions? <ul style="list-style-type: none"> <li>○ Lance Heard stated the PIE committee meetings were formerly a “Ninja small group” committee, so it was unknown how many members should be appointed.</li> <li>○ It was suggested to invite Michelle Sampat and Fawaz Al-Malood who were also part of original “Ninja small group.” So, they can provide more detailed information on the origin of membership.</li> <li>○ Roger Willis stated. Faculty members who miss more than three PIE meetings, Academic Senate is available to assist with reaching out to them to confirm continued membership or finding a replacement.</li> </ul> </li> </ul> <p>Once the Purpose &amp; Function membership is available, the appropriate changes will be made to the document and committee members will approve it.</p>
<p><b>IV. Nuventive update &amp; demo</b></p>	<p>IB.9</p>	<ul style="list-style-type: none"> <li>• Krupa Patel gave a brief update on the new version and explained the following information to committee members.</li> </ul> <p><u>PIE Menu information:</u></p> <ul style="list-style-type: none"> <li>○ Click on the hamburger menu on the left-hand side of the screen to access within the Unit PIE and how to access the menus:</li> <li>○ PIE Dashboards</li> <li>○ Unit Goals &amp; Resources and Closing the Loop</li> <li>○ Year at a Glance</li> <li>○ Mapping</li> <li>○ And Reporting – Where We Make an impact: Closing the Loop on Goals and Plans.</li> </ul> <ul style="list-style-type: none"> <li>• During the meeting, the committee members had some questions and would like to see edits to the new version.</li> <li>• Krupa plans on meeting with the Nuventive representative to discuss the edits.</li> <li>• It would be helpful to have a Nuventive representative attend one of the PIE meetings for more detailed training.</li> <li>• The new version is not yet available to users; once it becomes available, a campus-wide announcement will be emailed out.</li> </ul>
<p><b>V. Nuventive training</b></p>	<p>IB.9</p>	<ul style="list-style-type: none"> <li>• Training is not available on the new version of Nuventive. PowerPoints, videos, and the PIE website need updating.</li> <li>• Once updates become available, Krupa Patel will work on scheduling training for users.</li> </ul> <p><u>Next steps for PIE training:</u></p> <ul style="list-style-type: none"> <li>○ For faculty: Schedule a department chair PIE training meeting.</li> <li>○ Announce training during the Instruction Leadership Team (ILT) meeting.</li> <li>○ If announced through Professional &amp; Organizational Development (POD), description should note that this is a new version of Nuventive and that it will benefit those who have already had PIE training.</li> </ul> <p>Committee members will work with Krupa Patel on training schedule.</p>

<b>VI. Workgroup meeting schedule</b>		<ul style="list-style-type: none"> <li>• The PIE workgroup is planning on meeting the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month to discuss revising the PIE process.</li> <li>• A doodle poll will be sent out to the workgroup volunteers.</li> </ul>
<b>VII. Other</b>		Nothing to report.

2023-24 Meetings 11:00-12:30PM 1st & 3rd Mondays

**Fall 2023:** September 18, October 2, October 16, November 6, November 20, December 4