

## PBIE Minutes February 5, 2009

Present: Paul Basinski, Michelle Tubbs, Beverley Marchesani, Gabriele Triefenbach-Kramer, Diane Bliss, Nadia Rajs, Christine Work, Susan Parry, Mindy Ross, Cynthia Richichi, Max Schaefer, Tom Stack

1. Review of minutes: the minutes were approved by vote.

\*Diane Bliss reported that a meeting will occur with a few members Executive Committee and Cabinet concerning the items presented for approval through PBIE. Paul summarized that spring is the time for the committee to refine processes and procedures.

2. PIP calendar for 2010-2011: Paul reported that the President has requested that the committee move ahead with business. Christine discussed the follow up survey; Christine will bring a copy of the past survey for review and modification to the survey tool. Paul and Michelle emphasized that items can be loaded to the system on an ongoing basis. Public access is available on the site to view any plans and initiatives. Michelle will revise instructions so that an instruction for viewing initiatives is clear to all stakeholders and the public. The dates for the calendar were reviewed by the committee. Michelle and Paul will meet with those parties responsible for loading initiatives onto the site to ensure that they are aware of the ability to load at any time. Susan raised the issue of people viewing initiatives before they are fully prepared for review. Committee members spoke to the issue that the procedure is only truly transparent when the initiatives can be viewed at any time. Paul summarized the fact that there is a valid issue concerning perceptions of initiatives if those parties loading onto the system do not believe that their proposals are ready for review. Christine emphasized that all initiatives are considered to be a draft, until it is time to rank them. Michelle pointed out that we have made the PBIE ranking date earlier, and extended the committee's time for preparing for the presentation of rankings for the Cabinet meeting. Mindy requested that the Open Forum Date be set now. There will be only one (1) open forum in the upcoming academic calendar. Michelle and Paul will make the revisions to the calendar, and post it to the PIP system.

3. Policies and Procedure Manual: Paul spoke to the issue of the need for a standardized policy/procedure for the work of the committee. Michelle shared a copy of the table of contents for Curriculum Committee, to use an example of what needs to be included in the PBIE manual. The Co-chairs requested that a subcommittee be formed to develop the manual.

Volunteers: Tom Stack, Max Schaefer, Cynthia Richichi; The Co-chairs will also contact Alex Jakubowski and request his input on the subcommittee.

Discussion ensued regarding the content of the manual. Paul suggested that we begin to Clarify what we need to include in the manual. Paul emphasized that the manual will have to be based on current workings of the committee-revisions will be ongoing. The subcommittee will develop the manual, and report back to the committee for approval of the draft.

4. Update of Feb 4<sup>th</sup> meeting to revise PIP. Paul reported that the outcome of the meeting was a consideration to focus more emphasis on strategic planning for the college and less on actual number rankings of individual items. Paul raised the issue of using the manual to explain the potential of the PIP process to encourage collaborative strategic planning college wide. Paul emphasized that Artur Charukhchyan and Angela Elia have explained that the system is presently underutilized in terms of it's current technical capability as an effective tool. Paul and Michelle will be meeting with the AVP's to discuss the effective use of the PIP system.

5. At Executive Committee meeting, participants discussed the items cited above \* (by Diane Bliss)

6. Christine Work reported on the Assessment Committee meeting. She emphasized that the PBIE needs to assess it's effectiveness. The Assessment Committee has few members. Paul suggested that we review and revise our already existing surveys. Christine emphasized that she is available as our consultant. Michelle stated that she believed that we should go forward with our own assessment, and be open to suggestions which may be forthcoming from the Assessment Committee on how to improve our assessment process.

The meeting was adjourned by Co-chair Michelle Tubbs at 12:30 p.m.

Respectfully submitted,

Beverley Marchesani