

PBIE minutes of Thursday, March 5, 2009

Present: Cynthia Richichi, Beverley Marchesani, Michelle Tubbs, Paul Basinski, Gabriele Triefenbach-Kramer, Nadia Rajs, David Kohn, Christine Work, Ming Wang, Tom Stack, Alex Jakubowski

1. The minutes were approved by vote, with a minor correction to be done by Michelle Tubbs.
2. Revisions to the Assessment Tool: Christine presented the proposal for changes to the assessment tool for the PIP system. Discussion ensued regarding the clarification of the “year” vs. “cycle”. For example: Items approved in the 05-06 cycle is implemented in 06-07. The Co-chairs will draft a memo explaining the cycles when the current schedule of cycles is sent out to the college community.

Discussion ensued concerning possible changes to the questions on the tool. Currently two (2) yearly follow up progress reports are requested per each initiative. The long form is requested at the end of the first year after approval. The short form is requested at the end of the second year after approval. Christine clarified that the broad initiative may have several sub-parts, i.e. having most current equipment in the Dental Hygiene Department has a sub-part of requesting updated dental chairs. The sub-part may need to be tracked for progress on implementation.

- Paul summarized that the current 2nd

Year form is one page, concise, and addresses the appropriate items.

-The 1st year form is more lengthy, owing to the need to assess anticipated and actual outcomes.

- The committee is in agreement to retain the forms in their current format with the current questions.

The committee further discussed accountability for use of funds in some way other than to fund the original approved initiative. Paul commented on the need to preserve the perception of openness and transparency of the process by requesting feedback on whether or not the funds were used for the initiative for which they were appropriated. Paul will confer with Rich Heppner concerning the issue.

3. Suggestions for the PBIE Procedure Manual are due to Paul and Michelle by next week.

4. Update of the Cabinet Meeting: Resolutions was not forthcoming regarding what items should be on the PIP (i.e. should staffing be on the system) Michelle and Paul reported that they will meet with the Cabinet on April 8th at 8 a.m. to further explore the issue and come to a resolution.

5. Open Forum:

- The next meeting will be on March 26th at 11:00 a.m. in the Music Room.

-Michelle reported that additions to the ex-officio membership were approved by vote at yesterday's meeting

-Gabrielle raised the issue of incorporation of upgrading the Nursing multisensory lab with other initiatives, and whether such items should be reloaded if they are not funded when bundled with other initiatives. Discussion ensued, but the issue is not yet resolved.

Respectfully submitted, Beverley Marchesani