**BERKELEY CITY COLLEGE**

**Planning for Institutional Effectiveness (PIE)**

**Meeting Minutes**

**March 30, 2017**

**PRESENT:** Lisa Cook, Pieter de Haan, Heather Dodge, Jennifer Lowood, Alejandro Perez, Alejandria Tomas

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| **AGENDA ITEM** | **SUMMARY OF DISCUSSION** | **FOLLOW UP ACTION** |
| 1. **Call to Order**
 | 12:30 p.m. |  |
| 1. **Approval of the Meeting Minutes**
 |  | Approved |
| 1. **PIE Committee’s Charge**
 | The College’s Roundtable Committee is currently updating the Shared Governance Manual. PIE was asked to review and update their charge. A copy of the current charge was disseminated. A few changes were made. More discussion is needed, so this item will be added to the next meeting agenda. |  |
| 1. **Ethics and Personal Responsibility Survey Timeline**
 | J. Lowood will be sending the announcement to BCC-FAS before the end of the week. |  |
| 1. **Next Meeting Date**
 | April 6, 2017 |  |
| 1. **Adjournment**
 | 1:15 p.m. |  |

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