

San Diego Mesa College  
PIE Committee  
Meeting Notes

December 13, 2016  
3:30 p.m. – 5:00 p.m., A-104

<b>ATTENDEES</b>	Madeleine Hinkes, Co-Chair	Pamela Luster
	Meegan Feori, Co-Chair	Andrew MacNeill
		Tim McGrath
	Rachelle Agatha	Victoria Miller (excused)
	Danene Brown (excused)	Kim Perigo
	Kristan Clark	Charlotta Robertson
	Ian Duckles	Monica Romero (excused)
	Matt Fay	Irena Stojimirovic (absent)
	Rob Fremland	Manuel Velez
	Ashanti Hands	Staff Assistant: Yolanda Catano
	Holly Jagienlinski (excused)	
	Leroy Johnson	

**Agenda Item A: Call to Order:** By Madeleine Hinkes at 3:42 p.m. in A-104.

<b>DISCUSSION</b>	<p><b>1. Approval of the October 25, 2016 Minutes</b></p> <ul style="list-style-type: none"> <li>• The minutes draft was emailed to PIEC prior to the meeting for review.</li> <li>• The minutes were M/S/C by Rob Fremland and Ian Duckles.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>• Post the PIEC minutes to webpage</li> </ul>	<ul style="list-style-type: none"> <li>• Yolanda Catano</li> </ul>	<ul style="list-style-type: none"> <li>• As soon as possible</li> </ul>

**Agenda Item B: Continuing Business**

<b>DISCUSSION</b>	<p><b>1. Follow-up Retreat</b></p> <ul style="list-style-type: none"> <li>• The large post-its from the retreat are displayed in A104.</li> <li>• One of the outcomes from the retreat was to discuss the Educational Master Plan and review the progress Mesa College has made with the 6 strategic goals. The Key Performance Indicators and the Institution-Set Standards were cross referenced in alignment with the strategic goals.</li> </ul>
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- Luster directed the conversation about each individual strategic goals.
  - Links:
    - 1) Strategic Goals: <http://www.sdmesa.edu/about-mesa/EMP%20Preliminary%20Strategic%20Directions.pdf>
    - 2) Proposed Indicators/Metrics for Strategic Directions, Goals, and Objectives: <http://www.sdmesa.edu/about-mesa/NewProposedIndicators.pdf>
- All documents were cross referenced with each other. The larger part of the discussion was linked to the Strategic Goals.
- Luster believes that the strategic goals that were proposed in the Educational Master Plan are actually strategic and give us a plan.
- Luster suggests that PIE would come together in some sort of retreat format in January and she would work with the Office of IE to put together a scorecard of all the things that are measurable. We would get an assessment of some sort and gather 'what is.' We would have a walls worth of information and make a determination of what we would do with that and how we would communicate that. After we look at that, we could advise the college that maybe we don't need as many indicators to measure the colleges' progress. We could move towards making a recommendation. We could do a mid-planning analysis of the Educational Master Plan and continue to assess what we currently have. Or, we could do something different and have an envelope of time in the 17/18 academic year before we go back into comprehensive year for Program Review cycle.
  - Fremland- I like to plan to evaluate where we are.
  - Perigo-We need to start with the goal and within the scope of the goals, are we getting the data that we need?
  - Hinkes-The student achievement measurements are easily quantifiable.
  - Luster-Once we get the information and bring that to this group in January and chew that a little bit and then present this at President's Cabinet.
- The Office of IE will have a discussion about the goals.
- Luster-We need to communicate this in less than 7-pages. If PIE takes it as part of its work during the semester then during the next President's Cabinet Retreat, they can drive the conversation.
- The Program Goals Mapped to College Goals document was briefly discussed.
  - Link: <http://www.sdmesa.edu/about-mesa/institutional-effectiveness/educational-master-plan/emps-committee/documents/Copy%20of%20GRAPH2.0.YolaEdit.pdf>
- Feori-In regards to what we as PIE would do in January, we want our strategic directions and goals managed to figure out a way to assess.
- Hinkes-Before we meet in January we will bring as much information as possible. We were considering Tuesday, January 24 from 2:00pm-5:00pm.
  - The group agreed to come together that day to discuss this.
- President's Cabinet Retreat Draft minutes of November 8<sup>th</sup> are available under the Office of the President's page.
  - Link: <http://www.sdmesa.edu/about-mesa/office-of-the-president/agenda-documents/PresidentsRetreatMinutesDRAFT11.08.16.pdf>

ACTION ITEMS	PERSON	DEADLINE
<ul style="list-style-type: none"> <li>▪ None</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

**Agenda Item C: New Business**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

**Agenda Item D: Research**

<b>DISCUSSION</b>	<p><b>VACANT (Madeleine Hinkes, Dean of IE provided status report for IR.):</b></p> <ul style="list-style-type: none"> <li>• There is a lot going on in the research office. It is mostly Alanna working on all of the projects.</li> <li>• We are close to hiring a Research Analyst. We conducted interviews on Friday and there will be second-round interviews at City on Jan 3. City College gets the first pick. We will then hire from the remaining pile of applicants.</li> <li>• The position for Associate Dean of Research and Planning just opened. We sent it to The RP Group for posting. We are hopeful the Associate Dean will be here by the end of February.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

**Agenda Item E: Accreditation**

<b>DISCUSSION</b>	<p><b>Danene Brown:</b></p> <ul style="list-style-type: none"> <li>• Danene Brown is currently working on Accreditation. Luster will meet with the Accreditation team on Thursday, December 15 to review the document page by page.</li> <li>• The board has accepted all of our self-evaluations. We will be conducting a final review on January 9<sup>th</sup> with original signatures and a USB with all of the evidence. It has to be electronically available. We are working on the logistics and hotel rooms in preparation for the visit.</li> <li>• We will be put together a guide that will be posted on the web. The team will likely want to meet with PIE because the committee is central to what we do for accreditation.</li> <li>• We are having a district wide meeting on the Sunday of the visit.</li> </ul>
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<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

**Agenda Item F: Student Success/Equity/Title V:**

<b>DISCUSSION</b>	<p><b>Monica Romero (Ashanti Hands reported on behalf of Monica Romero):</b></p> <ul style="list-style-type: none"> <li>• We are shifting the name from Summer CRUISE to CRUISE because it will be available year-round.</li> <li>• The STAND is taking off and opening in the spring. We had a very successful food drive and in the process of clothing drive. We are working with student equity and looking at the information to collect data.</li> <li>• We have a new policy that is going to go into effect about the homeless student population. EOPS will be the place where we will direct our homeless student population. We want them to know what resources they have available at Mesa College.</li> <li>• First-year students who have received a PROMISE will be receiving a second-year. We have expanded our target of 200 to 675 new students.</li> <li>• Equity has received an approval to provide book and backpack support and now we will have bus-passes and transportation support.</li> <li>• We hired new tutors for a total of 20 tutors.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

**Agenda Item G: Program Review**

<b>DISCUSSION</b>	<p><b>Madeleine Hinkes:</b></p> <ul style="list-style-type: none"> <li>• Liaisons are currently doing their Peer Review. We are working with them and nudging them. The Liaison review has to be submitted by December 19 and then the Managers review. Lead Writers will have 2 weeks to include any additions based on comments provided by the Liaisons and Managers.</li> <li>• The BARC, CHP, and FHP forms will go to the committees afterwards for scoring.</li> <li>• The integrated planning survey will be sent to all participants of Program Review. <ul style="list-style-type: none"> <li>▪ Zoom training was available and will be included on the survey. The second part of the survey will include information on the data warehouse.</li> </ul> </li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

**Agenda Item H: Committee on Outcomes and Assessment (COA)**

<b>DISCUSSION</b>	<p><b>Kris Clark:</b></p> <ul style="list-style-type: none"> <li>• Thursday, January 26<sup>th</sup>, the campus-wide assessments will take place in the afternoon. We are working through the logistics.</li> <li>• Kris will meet with DOCs on Wednesday before the programs meet. They will have</li> </ul>
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	<p>a lot of training during the year. We will work hard with Administrative Services.</p> <ul style="list-style-type: none"> <li>• The Guide is up on the webpage. We will request that the DOCs provide a schedule to keep track of the courses that will get evaluated during what semester. Some programs have a lot of courses. As soon as the official changes from the Classified Senate come through, The Guide will be forwarded to Academic Senate for additional feedback.</li> <li>• We are starting to spend the money we received from the IEPI funds.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>• 1. Email Charlotta Robertson the list of DOCs.</li> </ul>	<ul style="list-style-type: none"> <li>• Yolanda Catano</li> </ul>	<ul style="list-style-type: none"> <li>• As soon as possible</li> </ul>

**Agenda Item I: BARC**

<b>DISCUSSION</b>	<p><b>Rachelle Agatha:</b></p> <ul style="list-style-type: none"> <li>• We are requesting \$400,000 for PC replacement. We want to purchase over the break.</li> <li>• Ian Duckles and Tim McGrath M/S/C to approve the BARC request. Request was approved.</li> <li>• This money comes off the top before BARC requests are filled.</li> </ul>
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<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

**Agenda Item J: Faculty Hiring Priorities Committee (FHPC)**

<b>DISCUSSION</b>	<p><b>Rob Fremland: No report</b></p> <ul style="list-style-type: none"> <li>• Luster-We used the prioritization list and one of the positions that had been approved was funded.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

**Agenda Item K: Classified Hiring Priorities Committee (CHPC)**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Luster-The money we have received from Strong Workforce is good. I am thankful we are using the processes that we put in place.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>

**Agenda Item L: Goals for 2016-2017**

<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>Monitor and support progress of our equity initiative and institution-set standards</li> <li>Communicate institutional efforts through the Institutional Planning &amp; Governance Guide (IPGG)</li> <li>Advance the planning work of the College using data-informed dialogue and decision-making</li> <li>Re-evaluate College-wide goals and assess whether current Educational Master Plan still fits</li> <li>Maintain our sustained continuous quality improvement as we move through the accreditation process</li> </ol>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>

**Agenda Item M: Adjournment**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>Meeting was adjourned by Madeleine Hinkes at 4:49 p.m.</li> </ul>
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**Next Meeting is on February 14 at MC 211B**

Submitted by: Yolanda Catano, Senior Secretary

Approved on: February 14, 2017