

**San Diego Mesa College
PIE Committee
Meeting Notes**

February 14, 2017
3:30 p.m. – 5:00 p.m., MC 211B

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

Agenda Item A: Call to Order: By Meegan Feori at 3:38 p.m. in MC 211B.

DISCUSSION	<ol style="list-style-type: none"> Approval of the December 13, 2016 Minutes <ul style="list-style-type: none"> The minutes draft was emailed to PIEC prior to the meeting for review. The minutes were M/S/C by Manuel Velez and Rob Fremland.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Post the PIEC minutes to webpage 	<ul style="list-style-type: none"> Yolanda Catano 	<ul style="list-style-type: none"> As soon as possible

Agenda Item B: Continuing Business

DISCUSSION	<ol style="list-style-type: none"> January 24 Retreat Output <ul style="list-style-type: none"> A draft of the Mesa College Strategic Plan from the January 24 PIE retreat was presented to PIE members. The information was collected at the retreat and Madeleine Hinkes created a document that includes all of the pertinent information discussed. Vetting of the Mesa College 2017 Strategic Plan needs to occur. In preparation
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	<p>for that, PIE will focus on revising the Strategic Plan. PIE members will have an opportunity to discuss additional changes or edits to the Strategic Plan at our next meeting.</p> <ul style="list-style-type: none"> • Once approved by PIE, the Strategic Plan for Mesa College will be forwarded to key participatory governance committees for discussion.
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ACTION ITEMS	PERSON	DEADLINE
<ul style="list-style-type: none"> • Review the strategic planning document. 	<ul style="list-style-type: none"> • Yolanda Catano 	<ul style="list-style-type: none"> • As soon as possible

Agenda Item C: New Business

DISCUSSION	<p>1. Review SDCCD Goals & Objectives</p> <ul style="list-style-type: none"> • Meegan Feori presented the District’s proposed 2017-2021 Strategic Plan Goals and Objectives and opened it for discussion. <ul style="list-style-type: none"> ▪ Gaps and red flags are what we are looking for in the strategic plan. • All sister colleges within the district have been asked to discuss the district’s strategic planning and report back with feedback/changes. The committee overseeing the Strategic Planning will have another meeting to discuss the comments, feedback, and changes informed by the colleges. • We (Mesa) need to see ourselves reflected in the document. <p>Proposed Goal 1: Optimize and enhance student access, equity, inclusiveness, learning and success through exemplary instructional services, support services, and effective practices.</p> <ol style="list-style-type: none"> <i>1. Implement a San Diego Promise Initiative to increase college access and affordability, and develop student supports and instruction.</i> <i>2. Actively manage growth in student enrollment through outreach and broad access to programs and courses.</i> <i>3. Enhance student and academic support services strategies that better serve a more diverse community.</i> <i>4. Ensure that districtwide enrollment management strategies are based upon the core priorities of student need and equitable access and success.</i> <i>5. Ensure accountability through active and continuous analysis of data on student persistence, success, and awards of degrees and certificates.</i> <p><u>Feedback for Goal 1:</u></p> <ul style="list-style-type: none"> • Include more equity and inclusiveness in the writing/wording. The goals should reflect that more. • Goal 1.2- Instead of growth we could focus on access. If you actively manage student enrollment to provide access and equitable outcomes for programs and courses, basic skills could be part of it. Equity could be in here somewhere. • Goal 1.4- There is no system that works to manage the services. Some of the best work that Mesa College is doing with the Basic Skills program is what brings about more change. • When we think of acceleration, would we need to be more explicit in our information? • Goal 1.5- Is missing transfer information, workforce, readiness, and equity.
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- What we are trying to get as a group is to create more equitable access for our students. That is what should be included in Goal 1.

Proposed Goal 2: Strengthen institutional effectiveness through integrated planning, innovation, internal collaboration, professional development, continuous process, and systems improvement.

1. *Align organizational and business processes through integrated planning and collaboration for greater effectiveness and accountability in achieving student learning and administrative outcomes.*
2. *Improve multi-directional communication and active engagement of stakeholders in systems improvement and responsiveness to business and community needs.*
3. *Expand the continuum of professional development opportunities for all faculty, staff, and administrators to integrate equity perspectives and respond to evolving student, business and community needs, as well as measures of student success.*
4. *Develop innovative approaches, leveraging technology as appropriate, to expand learning, teaching, delivery, and student support.*

Feedback for Goal 2:

- Goal 2.1- It would be helpful for us to align the business and processes.
- Goal 2.2- For the stakeholders, does that include Faculty? Stakeholders should be included in all the processes.
- Change the wording to clarify when community refers to external community on internal community. What do they mean by community needs? Are they talking about us? Having a goal that includes both internal and external community involvement. This can be its own sub goal.
 - Goal 2.2 needs an A and a B. Internal communication with the stakeholders within the districts. Then B would be something along those lines with 'external' included. Or, take idea from Goal 2 and place it in Goal 3.
- Goal 2.4- Change the wording to 'support development of innovative approaches.'

Proposed Goal 3: Enhance collaborations with the community for increased responsiveness to its needs and for improving San Diego's vibrant economy.

1. *Advance diversity, inclusiveness, equity, and social justice through internal and external communication, collaboration, and practices.*
2. *Strengthen articulation and pathways between credit, noncredit, business, and the community.*
3. *Maintain active engagement with business and industry to develop solutions for workforce preparation.*
4. *Broaden and strengthen outreach efforts and community service which highlight diversity and equity.*

Feedback for Goal 3:

- Goal 3 is more about the external communication and processes.
- Add K-12, transfer, and service learning to Goal 3.
- Goal 3.2-A comment about separating 3.2 ensued. Articulation is one and articulation with Pathways is another. Separate Pathways with CTE because they are different focuses.
 - Add K-12 in here. To the untrained eye, articulation is not that far away from Pathways.
- If we also include CSUs and UCs to the 'community', then that needs to be

clarified.

- Goal 3.3 and 3.4-Can we use service learning? Service learning is specific. Students are receiving credit through an entire class. It is not community service per se. Maybe add a separate sub-goal.
- Goal 3.4-Remove 'highlight' and add 'broaden and strengthen diversity and equity.'

Proposed Goal 4: Ensure fiscal solvency through sound fiscal planning, management, and pursuit of alternate sources of revenue.

1. *Maintain a balanced districtwide budget that aligns with state and other revenue allocations and that is integrated with planning.*
2. *Sustain an annual Cash Reserve of a minimum of 5% of general operating funds in addition to maintaining other reserves as appropriate.*
3. *Continue to strengthen internal controls districtwide to ensure annual audits meet federal and state compliance mandate requirements.*
4. *Increase districtwide advocacy efforts for improved state budgets at the state level in support of institutional effectiveness.*
5. *Evaluate systems districtwide and create best practices to facilitate effective, equitable, and sustainable resource allocation.*
6. *Pursue alternative sources of revenue beyond the state revenue allocation to include leasing of surplus property in order to provide a continuous revenue stream for maintenance and operations of District facilities.*

Feedback for Goal 4:

- What is glaringly missing from Goal 4 was the integrated piece for budget development. The Mesa budget should be informing the district budget.
- Goal 4.4- Instead of institutional effectiveness, add support of student success.
 - It would be important to include students.
- Goal 4.6-Remove leasing of surplus property.
- Grants needs to be included. The district takes it indirectly, but we do the work. They are already talking about increasing revenue streams. We need to figure out where it fits. There is a disconnect between different pieces operating different parts and that makes it harder for us. Instead of management, maybe coordination of grants. Local coordination and support of grants is better than resource allocation.

Proposed Goal 5: Lead in sustainable policies and practices.

1. *Encourage and champion District and campus policies which promote and reinforce principles of sustainability.*
2. *Maintain leadership, advocacy, and stewardship efforts on campus, across the curricula, in the classroom, and in the community.*
3. *Continue to incorporate consideration of the environment, community welfare, and future impacts on all infrastructure, operations, and maintenance plans.*
4. *Continue to develop and incorporate sustainability content across the curricula.*

Feedback for Goal 5:

- Goal 5.1-Sustainability means that we find a way to institutionalize it.
 - For example Mesa Moves is part of the sustainability. It is more for environmental purposes.
- Consider expanding the scope of sustainability by employing the term triple bottom line practices. Triple bottom line practices address the environmental, social and fiscal ramifications of sustainability.

	<ul style="list-style-type: none"> Goals 5.2 and 5.4- -Change the verb to active. Change 'maintain' and 'continue'. Goal 5.2- The pathway idea is missing here. Sustainability needs to be clarified and include all levels and not just to the environment. We are looking into another facility Master Planning. For Mesa, we need to keep these goals lively. There is nothing in these goals that talks about being leaders in anything. We've declared ourselves to be the leading college of excellence and equity. There is no overarching statement included in the strategic planning. Where is the inspirational and aspirational included here? These are strategic goals. Perhaps there is a leading statement that contextualizes this, the 'so what' and the 'why.' The informational statement that includes that we are the largest district in the nation. Fremland will inform DGC (District Governance Committee) that the Strategic Goals were discussed at PIE.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Send Rob Fremland a copy of the minutes. 	<ul style="list-style-type: none"> Yolanda Catano 	<ul style="list-style-type: none"> As soon as possible

Agenda Item D: Research

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

Agenda Item E: Accreditation

DISCUSSION	Danene Brown: <ul style="list-style-type: none"> The guide for accreditation is posted on the website. There are 14 members who will be part of the visit. We are working on the logistics. The visitors will meet in LRC 435. We are working on the schedule for the team. All PIE members are being asked to be available for the visit. Luster-People's responsibility will be to read the guide. That is the collective responsibility, to be familiar with the content that is available in the guide.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A

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

DISCUSSION	<p>Monica Romero & Leticia Lopez:</p> <ul style="list-style-type: none"> • What type of information would be beneficial to PIE on behalf of student services? This item was previously placed on hold. <ul style="list-style-type: none"> ▪ Be able to call out the results. Perhaps a more quality focused report that would add to the dialogue. Madeleine Hinkes has been in contact with Deanna Cherry to capture what the strategic planning for Mesa. It is that type of output piece. • When things are new, ongoing State monies, grants, and initiatives we wanted to integrate them into our planning and strategy process. Now that these functions are up and running, included in our processes, how could their involvement and reporting obligations to PIE evolve? Now that we are shifting to maintaining these we could begin to look at the horizon for what's next for PIE in regards to Students Services. • Hands-We just got an announcement from State, they will be combining the reporting for SSSP. We will have two years to expend funds and it is not an annual funds. That will help with this conversation that we just had about reporting out. That would be a different date for our calendars.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item G: Program Review

DISCUSSION	<p>Madeleine Hinkes (Meegan Feori reported on behalf of Madeleine Hinkes) :</p> <ul style="list-style-type: none"> • Program Review is closed. • We are very excited because we are hiring an Associate Dean and a Research Analyst for the Office of Institutional Research. • IEPI survey has been sent out. All participants in Program Review are encouraged to fill out the survey.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

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

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

Agenda Item I: BARC

DISCUSSION	Rachelle Agatha (Tim McGrath reported on behalf of Rachelle Agatha): <ul style="list-style-type: none"> • BARC is waiting for the forms submitted via Taskstream.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Office of IE will provide forms 	<ul style="list-style-type: none"> • Charlie Lieu 	<ul style="list-style-type: none"> • As soon as possible

Agenda Item J: Faculty Hiring Priorities Committee (FHPC)

DISCUSSION	Rob Fremland: No report <ul style="list-style-type: none"> • FHP is also waiting for the request forms that were submitted via Taskstream.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Office of IE will provide forms. 	<ul style="list-style-type: none"> • Charlie Lieu 	<ul style="list-style-type: none"> • As soon as possible

Agenda Item K: Classified Hiring Priorities Committee (CHPC)

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

Agenda Item L: Goals for 2016-2017

DISCUSSION	<ol style="list-style-type: none"> 1. Monitor and support progress of our equity initiative and institution-set standards 2. Communicate institutional efforts through the Institutional Planning & Governance Guide (IPGG) 3. Advance the planning work of the College using data-informed dialogue and decision-making 4. Re-evaluate College-wide goals and assess whether current Educational Master Plan still fits 5. Maintain our sustained continuous quality improvement as we move through the accreditation process
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A

Agenda Item M: Adjournment

DISCUSSION	<ul style="list-style-type: none">• Meeting was adjourned by Meegan Feori at 4:55 p.m.
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Next Meeting is on February 28 at MC 211B

Submitted by: Yolanda Catano, Senior Secretary

Approved on: February 28, 2017