

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

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

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

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

DISCUSSION	<p>1. Approval of the February 28, 2017 Minutes</p> <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 Ian Duckles and Kris Clark.
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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	<p>1. Strategic Goals for PIE:</p> <ul style="list-style-type: none"> Are there any additions that we should include? Any suggestions? <p><i>Feedback for Strategic Goals:</i></p> <ul style="list-style-type: none"> <u>Strategic Goal 4.1:</u> <ul style="list-style-type: none"> Events and activities by Student Services should be included.
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- Add the faculty support services in the LOFT. This is the work that is developed from Katie Palacios.
- We are planning adjustments to the support staff. As we are creating hybrid courses, we are discussing how this would move forward.
- Add CORA and certificate programs.
- Administrative Services-Our MIT committee should be included here.
- The Distance Education Committee is offering monthly workshops for best practices. The person overseeing the committee is Donna Duchow.
- Counseling hot spots should be included.
- The languages conferences could be included on goals 4.1 and 4.2. The organizer is Michael Harrison.
- The Honors program should be included. Pegah Motaleb and Susan Hogan are the representatives.
- The tutoring center and part of that is teaching strategies.
- Mesa Research conference will be happening soon.
- Strategic Goal 4.2:
 - Student Services information from Strategic Goal 4.1 could overlap here.
 - The MIT would also fit in here.
 - Mesa Online Academic Counseling should be incorporated.
 - For strategic goal 4.4 we could add the Academic Senate President.
- Strategic Goal 4.3:
 - Administrative Services is currently working this goal.
 - The event portal that going from paper to online.
 - The Office of IE has made updates to Taskstream and are in the process of researching software systems. A TracDat user team will be on campus on March 24. eLumen and other software users and vendors will also be on campus.
 - PeopleSoft is in full swing. The district is working on the student portion.
 - Enrollment management.
- Strategic Goal 4.4:
 - The senate brings a lot of the conversations to the district.
 - The Chancellor's Cabinet and the District Governance Council (DGC) should be included.
 - The Office of IE is looking into new software that incorporates enrollment management.
- Strategic Goal 5.1:
 - We just hired a professional learning coordinator. The 'how' under 5.1 has been resolved.
 - Add the New Faculty Institute.
 - Monica Romero will send a list of all of the activities in the LOFT. The LOFT is providing professional development activities. The district provides professional development activities as well.
- Strategic Goal 5.2:
 - We've had CCEAL representatives Dr. Luke Wood and Dr. Frank Harris attend our last convocation.
 - We've just issued teachers and administrators learning. When we make the move to Canvas we will be somewhat introduced to it. Other groups are also planning some professional development.
 - Under who, we could include HSI Title V and Title III.

- Tutoring does a lot of professional development.
 - Strategic Goal 6.1:
 - The waste management and Mesa Moves should be included. We should move towards environmental sustainability.
 - Strategic Goal 6.2:
 - Assessing best practices could be included. That happens everywhere.
 - UCLA Tab-Honors program.
 - Strategic Goal 6.3:
 - This is where PIE should take accountability. This is where we acknowledge everyone's goals.
 - The Facilities Committee is making changes to the online student orientation. The students are suggesting ways to keep the campus clean.
 - We are starting to gauge how often we are engaging in these services/activities.
 - There are a couple of sections that are a little empty. We should keep this a little reasonable.
 - We have a huge integrated planning calendar. We should assess a way to measure it by the dates. There are milestones that exist, that the Office of IE could identify by dates and then populate a new grid.
- 2. SP Grid #4-6:**
- Strategic Goal 1.6, PIE would adopt.
 - There are other goals that PIEC should adopt. This could help us track what we are doing and help us measure our outcomes. We are trying to harness the outcomes from that. It is a large task.
- 3. Questions from Accreditation Team:**
- Can you tell me a little bit of how the committee started?
 - Madeleine Hinkes gave some historical background on the creation of the committee.
 - As a participatory committee, do all its constituents report back?
 - The idea is that the people serving this committee will report back to their departments. We have individuals from all areas on campus representing this board.
 - This is the central committee that links everyone together.
 - This committee also helps shape the PCab retreats.
 - Academic Senate president is the active representative on behalf of the faculty.
 - Is there student representation on the committee?
 - We tried to get a student representative, but the attendance for this committee is pretty steep. We have had student representation in the past.
 - Is this a metrics committee?
 - We use our researchers for that. We are a little short on researchers until April 7.
 - Are there abilities for you to share at the district level from this committee (DGC)?
 - On particular topics we may share on the board depending on what it may be. It's not a robust link. If there is something that impacts directly, we may report to the district.
 - Annually the board of trustees meets at the campus and that is a result of effective practices. I would not call it a formal link per se.

	<ul style="list-style-type: none"> ▪ Most recently we looked at the strategic plan from the district. The link is growing. • Does the district strategic planning first, or does college planning come first? <ul style="list-style-type: none"> ▪ A reference to “the chicken and the egg” was made. • At the end of the year do you assess the goals? Do you have this for all committees? <ul style="list-style-type: none"> ▪ Goals should be part of every committee. All shared governance committees have goals and report back to PCab. ▪ The major governance committees that report to PCab do. The staff in the Office of the President separated the governance committees from the operational committees on campus to streamline the process. The committees that actually have policies and guidelines that report to PCab are considered governance committees. The operational committees are doing operations (i.e. commencement and scholarship). • Do you have bargaining representation on this committee? <ul style="list-style-type: none"> ▪ We don’t for this committee. We do at the district level.
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ACTION ITEMS	PERSON	DEADLINE
• None	• N/A	• N/A

Agenda Item C: New Business

DISCUSSION	<ol style="list-style-type: none"> 1. IEPI Workshop 3/29 Huntington Beach <ul style="list-style-type: none"> • The IEPI workshop at Golden West College is going to be held during spring break. It’s an interactive workshop about strategic planning. • There is a \$50.00 registration fee and the Office of IE would cover the registration costs for those who would like to attend. Hinkes will be attending. 2. Review Vision Statement <ul style="list-style-type: none"> • The current vision statement and the proposed vision statement were projected. • The Academic Senate will review the vision statement. • This is something that we’ve unofficially embraced. This is what we are striving to do. • Proposed-“San Diego Mesa College shall be the leading college of equity and excellence in order to become a key force in our community and to educate our students to shape the future.”
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

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"> 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 F: Student Success/Equity/Title V/Title III:

DISCUSSION	Monica Romero & Leticia Lopez: <ul style="list-style-type: none"> Monica Romero provided a full report. Student Monthly Services Link: http://www.sdmesa.edu/student-services/reports/Monthly%20Update%20Feb%202017.pdf
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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 G: Program Review

DISCUSSION	Madeleine Hinkes: <ul style="list-style-type: none"> Associate Dean for the Office of IE has officially accepted the position.
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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 H: Committee on Outcomes and Assessment (COA)

DISCUSSION	Kris Clark: <ul style="list-style-type: none"> N/A
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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Agenda Item I: BARC

DISCUSSION	<p>Rachelle Agatha:</p> <ul style="list-style-type: none"> • We had 177 one time requests. The committee held their first review today. The second review will happen in April.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item J: Faculty Hiring Priorities Committee (FHPC)

DISCUSSION	<p>Rob Fremland:</p> <ul style="list-style-type: none"> • Rob Fremland provided a full report on behalf of FHP Committee. • The FHP committee met to discuss the FHP requests they received. • A copy of the San Diego Mesa College Faculty Hiring Priority Committee 2017 Draft Prioritization List was provided for the group. • The process for the rubric in Program Review was cleaned up to help the scoring process. The changes to the rubric will be discussed at the next FHP meeting. • The Program Review Steering Committee would notice the trends with issues. They decided to report a statement on behalf of all of the committees that participate with Program Review. Some recommendations on behalf of FHP will be reported to the Program Review Steering Committee. • Recommendations from PIEC: <ul style="list-style-type: none"> ▪ The FHP statement will be included as an attachment with the prioritization list. ▪ Change ratio to percentage in the FHP statement. • Charlotta Robertson and Ian Duckles M/S/C the list. • The documents will be forwarded to PCab.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item K: Classified Hiring Priorities Committee (CHPC)

DISCUSSION	• N/A
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• 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 standards2. Communicate institutional efforts through the Institutional Planning & Governance Guide (IPGG)3. Advance the planning work of the College using data-informed dialogue and decision-making4. Re-evaluate College-wide goals and assess whether current Educational Master Plan still fits5. 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 4:46 p.m.
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Next Meeting is on April 11 at MC 211B

Submitted by: Yolanda Catano, Senior Secretary

Approved on: April 11, 2017