

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

February 13, 2018  
3:30 p.m. – 5:00 p.m., MC 211B

<b>ATTENDEES</b>	Madeleine Hinkes, Co-Chair	Tim McGrath
	Meegan Feori, Co-Chair (excused)	Andrew MacNeill (absent)
	Danene Brown	Victoria Miller
	Yolanda Catano (excused)	Kim Perigo
	Kris Clark (absent)	Charlotta Robertson (excused)
	Ian Duckles	Monica Romero (absent)
	Ashanti Hands	Irena Stojimirovic
	Ed Helscher	Chris Sullivan
	Bridget Herrin	Manuel Velez
	Holly Jagielinski	David Fierro
	Leroy Johnson	
	Leticia Lopez (excused)	Staff Assistant: Sahar King (excused)
	Pam Luster (absent)	NANC Aide: Sandra Perez

**Agenda Item A: Call to Order:** By Madeleine Hinkes at 03:36 p.m. in MC211B.

<b>DISCUSSION</b>	<p><b>1. Approval of the December 12, 2017 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 by Danene Brown and Ed Helscher and approved.</li> </ul>
-------------------	---

<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<ul style="list-style-type: none"> <li>Post the PIEC minutes to webpage</li> </ul>	<ul style="list-style-type: none"> <li>Sahar King</li> </ul>	<ul style="list-style-type: none"> <li>As soon as possible</li> </ul>

**Agenda Item B: Continuing Business**

<p><b>DISCUSSION</b></p>	<p><b>1. Committee evaluations (Bridget)</b></p> <ul style="list-style-type: none"><li>• Governance evaluations task force met with samples from other colleges to create a basic structure for a survey has been drafted and will be ready by next meeting.</li><li>• Will start with a subset of the bigger governance committees.</li><li>• Would propose to assess committees on a cycle so not every committee would be assessed every year. Any recommendations from this group about how this cycle would look?</li><li>• Survey Structure:<ul style="list-style-type: none"><li>• It would be a survey of ratings that will hopefully take 5 minutes or less to complete.</li><li>• Three broad categories: Committee culture, committee operations, and campus integration.</li><li>• Vision is one survey completed per committee. So one person on three committees could complete a survey for each committee.</li><li>• Basic information about the respondent would be collected.</li><li>• Pull out information about chairs? There might be some way to capture the role of the person taking the survey.</li></ul></li><li>• How do we intend to use the results and in what format?</li><li>• Administration of the survey: a handful of committees (this spring), do an analysis over summer so committees can have their results handed back to them for their first meeting in the fall.</li><li>• Goal is to have it ready for administration by late April.</li><li>• Low participation is a concern. Maybe there should be a dedicated time where everyone does it together. Or have the survey compatible for tablet/phone use.</li></ul> <p><b>2. Mesa Pathways (Ashanti) [Guided Pathways 101 PPT]</b></p> <ul style="list-style-type: none"><li>• Important to see where we were in the process as far as the state goes.</li><li>• [SLIDE 2] This is an ongoing process. We have completed the workshop and we have submitted the self-assessment.</li><li>• We are in the process now of completing the multi-year work plan. It is due March 30<sup>th</sup> and we expect to get our funding allocation on April 30<sup>th</sup>.</li><li>• [SLIDE 3] This is self-assessment or an overview of where we landed in terms of the 14 elements. This is where we are to prepare for the work plan phase.</li><li>• [SLIDE 4] In December, Pam called for taskforce appointees. The committee was formed by faculty, classified professionals, administrators, and students. The staff that is actually doing the work will be meeting between now and March 30<sup>th</sup> when the plan is due.</li><li>• [SLIDE 5] The multi-year work plan follows the outline for the assessment, we have to look at the 14 elements, we have to prioritize those and we need to come up with plans of action that will take us through the next 18 months.</li><li>• We know that at some point we will have to hit on everything but we just have to identify a place to start to get us started. That is the work that we are doing now.</li><li>• [SLIDE 6] This is an idea of what the template looks like, so the first column are the elements, the second will auto fill in terms of the scale of adoption (where it is that we said we were with our self-assessment), the third column</li></ul>
--------------------------	--

	<p>is the plan we will have for each area (we will only fill out this section if we identify it as a priority), the fourth column will give us the opportunity to talk about existing initiatives/efforts and we're also going to align it with other elements.</p> <ul style="list-style-type: none"> <li>• The outcomes sections will be able to briefly talk about what outcomes we plan to see and if we anticipate any change in scale of adoption.</li> <li>• We will complete this form for each area we have identified as a priority.</li> <li>• [SLIDE 7] The work plan also calls for us to then give an idea of when we plan to address each of the elements.</li> <li>• We will be able to give an estimate of where we think our funding will go for the first 18 months.</li> <li>• There was an additional question that asked how it is that we incorporate assessment and placement and what we do with the high school grades internal process and then we can provide any additional feedback that might help them know how to support us with our next steps.</li> <li>• [SLIDE 11] It will be done now through March 20<sup>th</sup>, we are meeting weekly. If you see other prioritized elements, this is where the group has actually identified the areas that we will be addressing.</li> <li>• [Key Elements Sheet] Highlighted portions will be what the group will address first. The group will be giving more to these areas over the next couple of weeks</li> <li>• Faculty, staff, and students are all engaged within these areas. Any thoughts or suggestions from this group would be appreciated.</li> <li>• Next thing that we will be doing is outlining the plans, doing the implementation timeline, and verifying information.</li> <li>• Estimate GP Allocations: we will be getting \$1.6M dollars and our first allocation will be \$421,000 to spend over the course of 18 months to help support our efforts and outcomes.</li> <li>• We know that there are several groups that we want to share the information with and so people will get it in some shape or form, and then we will submit it to president's cabinet for approval. <ul style="list-style-type: none"> <li>• <a href="#">Guided Pathways 101 PPT</a></li> </ul> </li> </ul>
--	--

ACTION ITEMS	PERSON	DEADLINE
1. Taskforce to create the self-assessment document for committee evaluations 2. Add Cabrillo survey link	1. Ian, Ed, Charlotta, Andy 2. Mona King	April 2018

**Agenda Item C: New Business:**

<b>DISCUSSION</b>	<p><b>1. Mission statement Review</b></p> <ul style="list-style-type: none"> <li>• We are required to look at our mission statement every couple of years.</li> <li>• We don't have to change it but take it around to see if anyone has interest in changing it.</li> <li>• This mission supports our vision.</li> <li>• We will bring this back next meeting.</li> </ul>
-------------------	--

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

**Agenda Item D: Research (Bridget): Preparation for Retreat (April 6<sup>th</sup>)**

<p><b>DISCUSSION</b></p>	<ul style="list-style-type: none"> <li>Two big things that we are asked to do each year (that this group asks to give feedback on) that goes to the President’s cabinet retreat for broader conversation and approval are developing our IEPI goals (what we’re aiming for) for the chancellor’s office and ISS (where we are or where we start) that are for ACCJC.</li> <li>IEPI framework was created in order to encourage colleges to be more data informed to be thinking about goals and benchmarks and to be measuring themselves against those goals on a regular basis.</li> <li>Each year, the chancellor’s office has made minor changes to the IEPI framework</li> <li>There are areas where we are required to report goals and others are optional. Last year, we only did the required ones. This year there are areas where they have added some requirements.</li> <li>IEPI and Guided Pathways have some overlap</li> <li>Propose to look at the guided pathways framework as we are thinking about what we want to submit for our IEPI goals.</li> <li>We are asked to do both a one-year goal and a 6-year goal.</li> <li>These metrics are also present in the student success scorecard.</li> <li>Do we have thoughts about how we want to tackle the development of the goals and standards? How might we move this information forward?</li> <li>How do we set up the goals? We might be creating a new process.</li> <li>One year rates were created to prevent delay.</li> </ul> <p>***Just received an email from the Chancellor that IEPI goal planning has been temporarily suspended***</p> <ul style="list-style-type: none"> <li>We might still look at student success scorecard at retreat. There will also be some talks about Mesa Pathways.</li> <li>It might be okay to table institution set standards (ISS) to see what comes from the guided pathways group to see if we can align all of this.</li> <li>We can pick things from existing metrics that we are using that align with work that is happening elsewhere.</li> <li>Can we add to the Indicators Dashboard? Should Skills Builder be added into this?</li> <li>Can this group come back to this meeting with a list of metrics that you’re involved with that might feed into ISS, Guided Pathways, and shared metrics?</li> <li>We’re trying to find where all the paths cross and what are the big leverage points of the work we are doing.</li> <li>Part of the partnership with CUE is one of the representatives will be coming tomorrow and again in March. We will be doing a crosswalk of the outcome metrics and goals that are associated with all the plans that have an equity emphasis.</li> </ul>
--------------------------	---

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• N/A	• N/A	• N/A

**Agenda Item E: Accreditation (Danene): Work on Recommendations**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Report: Have the recommendations and quality focus essay elements to address.</li> <li>• We would like to put them all together in one grid and create a status update for the district office by May 4<sup>th</sup>.</li> <li>• We want to create a template for the different committees that will be tasked to monitor their progress in addressing the recommendations and the quality focused essay elements.</li> <li>• We are also working on a list to identify which committees and groups will be tasked for these recommendations. We would like to bring it to this group to see if we're missing any pieces.</li> <li>• The group would like to establish a standing accreditation committee that is campus inclusive. They feel it is important for people to feel empowered and knowledgeable about accreditation. This will help so it is not something that comes once a year with one or two people and it is something that is being worked on year-round.</li> </ul>
-------------------	---

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• Accreditation Visit Progress Update	• Danene, Madeleine, Kim, Meegan, Ian, Yolanda, Lisa	• May 4

**Agenda Item F: Student Success/Equity/Title V (Ashanti) [Mapping Assets PPT]:**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• The CUE partnership.</li> <li>• There are 6 campus initiatives that are involved with this partnership.</li> <li>• They will provide us with some internal reports about some things they are seeing and some insights to how we can infuse equity with the things we do.</li> <li>• This semester there are 3 things we will be focusing on. One of them is a proposed definition of equity.</li> <li>• We hope to have something that we can present to the campus.</li> <li>• It has not been decided where it will "live" but we will get to decide later on.</li> <li>• Why are we defining equity? Because it is the basis of the group, it was also a different vision for all 6 campus initiatives.</li> <li>• To date we haven't had an overall definition of equity for the campus.</li> <li>• How do you operationalize equity within new and existing initiatives? This is something we are asking each of the initiatives this semester.</li> <li>• Mesa College Equity Crosswalk: This is how we can say we know we are achieving equity.</li> <li>• We're hoping these things can lead us closer to our vision.</li> <li>• We meet about every three months. We will have a retreat this summer and again in April or May.</li> </ul>
-------------------	---

	<ul style="list-style-type: none"> <li>We will put this out to create more of a discussion about how the definition of equity can be applied all across Mesa. As of now it is only being focused on the six initiatives.</li> </ul>
--	---

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 G: Program Review (Madeleine):**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>Program review closed last Monday. Within 4 days, the resource request lists were done and sent out to the different committees.( FHP, CHP, BARC)</li> <li>There were 44 requests for new faculty (only 42 actual positions).</li> <li>Each of the three committees will read, rank, and prioritize each list. Afterwards, the list will return in about 4-6 weeks and then they will go up to President’s Cabinet for review.</li> <li>Compared to other years, the numbers are about the same but the requests are better written.</li> <li>CHIP requests are harder to fill because there is not a funding source unless it is coming out of a grant.</li> <li>BARC was split into One-time, Facilities, and Budget Augmentation.</li> <li>Deans take a look to set priorities from their school.</li> </ul>
-------------------	--

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 H: Committee on Outcomes and Assessment (COA) (Kristan):**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>No Report</li> </ul>
-------------------	---

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 I: BARC (Agatha): Budget Allocation & Recommendation Committee**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>No Report</li> </ul>
-------------------	---

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
--------------	--------------------	----------

• None	• N/A	• N/A
--------	-------	-------

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

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>No Report</li> </ul>
-------------------	---

<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
• None	• N/A	• N/A

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

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>No Report</li> </ul>
-------------------	---

<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
• None	• N/A	• N/A

**Agenda Item L: Announcements:**

<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>Next meeting, February 27<sup>th</sup></li> <li>Retreat, April 6<sup>th</sup></li> </ol>
-------------------	---

<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
• None	• N/A	• N/A

Submitted by: Sahar King (Mona)

Approved on: