

# SAN DIEGO MESA COLLEGE

## Planning and Institutional Effectiveness (PIE) Committee Minutes for 27 March 2012 Meeting

### College Mission:

To inspire and enable student success in an environment that is strengthened by diversity, is responsive to our communities, and fosters scholarship, leadership and responsibility.

### PIE Committee Objectives:

- Coordinate the critical planning constructs of the college (such as mission, vision, values; annual objectives and priorities; and long-term goals) and ensure their integration into the planning and operations of the entire college.
- Work in tandem with the Program Review Committee to assure that planning at the unit level is aligned with planning at the college-wide level.
- Foster the college's planning processes, informed by internal and external data.
- Foster the integration of the resource allocation recommendation processes at the college level.
- Carry out on-going assessment of the effectiveness of the alignment and integration of the college's planning activities; recommend and implement improvements.
- Facilitate the development of the college's educational master plan.
- Provide oversight for the College's compliance with WASC-ACCJC Accreditation Standards and the Commission's recommendations regarding the integration of the college's planning efforts;
- Serve as the steering committee for the preparation of reports for the Commission including annual reports, mid-term report, and the self study.

**Present:** Pamela Luster, Tim McGrath (co-chair), Ron Perez, Jill Baker, Bill Craft, Jonathan Fohrman, Monica Romero, Kari Parker, Rich Chagnon, Madeleine Hinkes, Laurie Mackenzie, Jan Ellis, and Bri Hays

**Absent:** Donald Abbott (co-chair), Angela Liewen, Michael Roth

- I. Call to Order made by T. McGrath at 3:35 PM
  - A. Announcements: T. McGrath shared that minutes were not yet available for March 13<sup>th</sup> meeting due to D. Abbott's illness
  - B. K. Parker asked when the fall 2012 PIE Committee meeting cycle would begin. T. McGrath indicated that President's Cabinet sets the fall meeting schedule and that the fall schedule is yet to be determined, but a two-week meeting cycle will continue through fall 2012.
- II. Planning Agenda
  - A. T. McGrath shared that the deans will be reviewing last year's program review recommendations on Wednesday, March 28<sup>th</sup>; the Facilities Committee will meet to review program review recommendations on Friday, March 30<sup>th</sup>. T. McGrath noted that the committees are on track to meet the April 10<sup>th</sup> deadline; first reading of recommendations to President's Cabinet will take place on April 17<sup>th</sup>.
  - B. T. McGrath asked PIE Committee members to consider attending April 17<sup>th</sup> President's Cabinet meeting.
- III. Accreditation
  - A. J. Fohrman shared that the Accreditation Committee met the week of March 19<sup>th</sup> and new committee members from Student Services were in attendance; members have been assigned to different areas, and a gap analysis template has been shared with committee members to guide inquiry; the April 24<sup>th</sup> deadline is in place so that the PIE Committee has time to discuss and decide on action plans; the Accreditation Committee is using a collaborative approach and plans on updating the College's accreditation web site with more resources.
- IV. Strategic Planning Process
  - A. J. Baker shared the timeline for the Mesa College Scorecard; the new scorecard metrics task force will convene in mid-April.
  - B. P. Luster indicated that an executive summary of the College's strategic plan and outcomes of the President's Cabinet Retreat is forthcoming.
  - C. T. McGrath proposed adding a placeholder for the educational master plan to the PIE Committee agenda. The committee agreed.
- V. Program Review Process
  - A. M. Romero described the outcomes of Program Review feedback session held on March 22<sup>nd</sup> and mentioned the two surveys that were distributed to lead writers and liaisons to gather additional feedback about the process.
  - B. J. Baker provided an update on program review reports: two department/unit reports had not yet been submitted and had not requested a deadline extension through the dean.
  - C. T. McGrath proposed that the PIE Committee discuss the issue and provide recommendations to President's Cabinet regarding policy on late program review reports. The committee discussed procedure for accepting late program review reports and agreed that the deadline should be adhered to in order to maintain the integrity of the process; the committee acknowledged that this policy would result in some program requests being excluded from the resource allocation process.
  - D. Motion to remove late program review requests from next year's resource allocation prioritization process except in the case of extenuating

circumstances/advance notice and dean approval: R.Chagnon; Second: J. Ellis; committee approved.

- E. J. Baker shared that the annual process for program review assessment is to summarize all completed program review reports, but this year's demand is much higher due to 75 programs reporting out; the Program Review Committee will complete an evaluation of the process and include recommendations to the College based on survey and feedback session data; the Program Review Committee will meet on April 13<sup>th</sup> to review and approve recommendations for next year, committee recommendations will be provided to President's Cabinet on May 1<sup>st</sup>; Cathy Palestini will send lead writers notification of any changes.
- F. T. McGrath commended the Program Review Committee for its efforts during a year of significant transition/change.

VI. Student Learning Outcomes

- A. T. McGrath asked P. Luster and B. Craft to report to the PIE Committee on their experiences as ACCJC visiting team members as they pertained to student learning outcome (SLO) assessment.
  - 1. B. Craft reported on his experience reviewing library SLO implementation and program review.
  - 2. P. Luster reported on her experience reviewing the college's mission, institutional effectiveness, and governance; confirmed that institutions must have SLOs in place for 100% of courses and programs and must have assessed at least one SLO in order to be considered "proficient."
- B. L. Mackenzie shared that faculty have expressed a need for additional clarification or training on using SLO results in program planning. J. Baker mentioned that from the program review feedback session came a request for communities of practice to engage stakeholders and share perspectives on common issues.
- C. T. McGrath asked the committee to consider inviting Executive Vice Chancellor Bonnie Dowd and City College President Terry Burgess to speak at the April 10<sup>th</sup> PIE Committee meeting about their experiences on an ACCJC visiting team. The committee agreed to invite both to speak at a future PIE Committee meeting.
- A. T. McGrath shared that he would work with P. Luster and the district office to improve the college's SLO-related technology. M. Hinkes recommended that any new system integrate with TaskStream for successful data migration. J. Fohrman recommended that the college begin diagnosing its status in SLO implementation and engage in campus-wide dialog.
  - 1. M. Romero expressed a concern regarding support for SLO assessment in Student Services and recommended engaging Student Services departments in the campus SLO conversation.
  - 2. J. Baker recommended that the college explore ways of reviewing assessment plans, providing feedback and guidance to the campus community regarding SLOs, and engaging the entire campus in dialog about assessment. The committee discussed the college's current status and mentioned a few possible strategies to engage campus community members in a discussion of assessment.

VII. Allocation Recommendation Process

- B. Due to time constraints, deferred to April 10<sup>th</sup> PIE Committee meeting.

VIII. Future Issues

- A. T. McGrath indicated the April 10<sup>th</sup> PIE Committee meeting will start with the topic of accreditation and, if possible, reports from Vice Chancellor Dowd and City College President Burgess.

IX. Adjourned by T. McGrath at 4:58PM.

Submitted by B. Hays

Approved: \_\_\_\_\_