

SAN DIEGO MESA COLLEGE
PLANNING AND INSTITUTIONAL EFFECTIVENESS COMMITTEE
Minutes for September 6, 2011

PRESENT: Donald Abbott (Co-Chair), Jill Baker, Joi Blake, Richard Chagnon, Bill Craft, Cherie Deogracias, Jan Ellis, Madeleine Hinkes, Angela Liewen-Romeo, Laurie Mackenzie, Tim McGrath (Co-Chair), Kari Parker, Monica Romero

GUESTS: Pam Luster (President of SDMC)

ABSENT: None

I. CALL TO ORDER made by McGrath at 4:05 PM

A. Welcome & Introductions: As this was the first meeting of the Planning and Institutional Effectiveness Committee (PIEC), the co-chairs welcomed the membership and introductions were made. Pam Luster thanked the members for volunteering to serve and emphasized the importance of the work before the committee. She stressed the need to develop the Allocation Recommendation Process (which she called the “Red Zone”) of Mesa’s Integrated Planning during the coming academic year.

B. PIEC Meeting Procedures: (1) The two co-chairs will ‘tag-team’ chairing each meeting. (2) Four permanent items will appear on every agenda: Accreditation—McGrath; Strategic Planning—Baker; Program Review—Romero; Allocation Recommendation—Abbott. (3) The importance of PIEC members preparing for meetings was stressed; co-chairs promised to distribute agendas and meeting materials in a timely manner.

C. Changes to Agenda: None

II. PIEC MEMBERSHIP & FACULTY CO-CHAIR ELECTION (McGrath)

A. Membership Terms: Discussion regarding terms of service on PIEC. M/S (_____ / _____) to set term for faculty and classified members at 2 years with an option for an additional 2-year term renewal; members to be selected by respective senates; faculty co-chair to serve a 2-year term (eligible after 1 year service on PIEC). Unanimously approved. (Note that administrative members serve at the pleasure of the President of the College.)

B. Abbott was appointed as Acting Co-Chair by Interim President Armstrong at the end of the previous academic year to serve during the transition from the Strategic Planning Committee to the PIEC; the available members of the PIEC confirmed him as Acting Co-Chair at a meeting on 15 July. Hinkes nominated Abbott for Co-Chair for a regular two-year term; there were no other nominations. Unanimously elected (Abbott abstained).

III. ACCREDITATION (McGrath)

A. McGrath explained the relationship of strategic planning and accreditation, and that accreditation should not be a ‘once every six year’ action but an ongoing process.

Recommended creation of an Accreditation Sub-Committee with Dean Fohrman and a TBA faculty member as co-chair.

B. An integral piece of both accreditation and strategic planning is an Educational Master Plan (EMP). The previous EMP was written by Interim President Liz Armstrong and expires this year. McGrath recommended the creation of an EMP Sub-Committee with Dean Zappia and a TBA faculty member as co-chair.

C. Discussion of recommendations, including recommendation for the role of classified members as co-chairs of the sub-committees. M/S (Baker/Mackenzie) to create the sub-committees as proposed by McGrath; unanimously approved.

IV. STRATEGIC PLANNING PROCESS (Baker)

A. Baker explained the relationship between GAP analysis, the 'scorecard' based upon campus-wide performance indicators, and the establishment/revision of campus-wide annual objectives and priorities. She further indicated that with the loss of our campus researcher, the District was conducting research to be used in this year's scorecard. Discussion of timeline and clarification of terms.

B. Baker will begin 'mini-SCUP' review starting at next PIEC meeting.

V. PROGRAM REVIEW PROCESS (Romero)

Romero provided review of PR activities since the end of last academic year, including revision of PR Process and approval by President's Cabinet. PR is now clearly tied to the Strategic Planning Process through the use of long-term goals and annual objectives and priorities. PR is no longer a 6-year cycle but an annual process, albeit much shorter and incorporating requests for allocations. Training for Liaisons will begin shortly.

VI. ALLOCATION RECOMMENDATION PROCESS (Abbott)

Abbott reminded the PIEC that for this year's allocation recommendations, we shall be using the procedures and committees already in place. The task for the campus this year—and the particular responsibility of the PIEC—is to create participatory groups and procedures that employ rubrics clearly tied to strategic planning and PR, and that integrate requests among the various funding categories. This must be in place for use in next year's Allocation Recommendation Process.

Abbott recommended that the PIEC call a gathering of representatives from the two campus Senates and from each of the committees that currently have a hand in recommending allocations in order to 'brainstorm' ideas for a general approach to establishing these procedures and settling on a planning agenda. He asked Hinkes to take the lead in such a meeting and will coordinate with her on arrangements.

VII. ADJOURNED by Abbott at 4:32 PM.

Submitted by D. Abbott

Approved _____