

**SAN DIEGO MESA COLLEGE**  
**PLANNING AND INSTITUTIONAL EFFECTIVENESS COMMITTEE**  
**Minutes for 23 October 2012**  
**DRAFT**

PRESENT: Donald Abbott (Co-Chair), Richard Chagnon, Bill Craft, Jan Ellis, Jonathan Fohrman, Ashanti Hands, Brianna Hays\*, Madeleine Hinkes, Angela Liewen, Terry Kohlenberg\*, Pamela Luster\*, Laurie Mackenzie, Tim McGrath (Co-Chair), Kari Parker, Monica Romero, Denise Whisenhunt\* (\*indicates non-voting member/consultant)

ABSENT: Roberto Rosas (excused)

I. CALL TO ORDER made by McGrath at 3:32 PM

- A. Changes to Agenda: Add TaskStream Task Force (TSTF) report before "Roundtable."
- B. Announcements: McGrath announced that the new Student Services Building is open and is being well received by users, staff and students alike. A small number of glitches are being worked out, but the building and all its services are in full operation
- C. Discussion on upcoming PIEC meeting dates owing to Thanksgiving break. Sense of the committee to meet 13 & 27 November.
- D. President's Cabinet Fall Retreat Discussion. McGrath and Abbott presented proposed agenda for upcoming PCab Retreat (see bottom of this meeting's agenda).

II. ACCREDITATION (Fohrman)

Fohrman reported on the progress of the reports that will respond to the four recommendations being addressed in the forthcoming Mid-term Accreditation Report:

- 1. Integrated Planning—out for review by stakeholders (Fohrman facilitating);
- 2. SLOs—underway (Sullivan facilitating);
- 3. Technology—first draft completed (Craft facilitating);
- 4. Admin Services—out for review by stakeholders (Wells facilitating).

III. MASTER PLAN (Luster)

Nothing to report.

IV. PROGRAM REVIEW PROCESS (Romero)

Nothing to report.

V. ASSESSMENT (Fohrman / MacKenzie / Hinkes)

A. Fohrman, MacKenzie, and Hinkes reported on the recent work of the Learning Assessment Task Force (LATF). The issues under consideration include assessment of Institutional Learning Outcomes (ILOs); the LATF is looking at ways of using TaskStream data to generate such an assessment. Other tools might include student exit surveys and group discussions/workshops. The LATF also plans on putting the ILOs before the campus community through the campus web site accreditation page. Discussion followed on methods of tying course SLOs with ILOs.

B. General discussion of SLOs followed. The committee considered ways of demonstrating use and effectiveness of SLOs on campus, including a proposal to hold a 'showcase day'. It was emphasized that we need to create timelines and records of these various efforts in order to build an institutional memory of planning and SLO efforts.

#### VI. ALLOCATION RECOMMENDATION PROCESS (Abbott)

A. Abbott reported that the Budget and Allocation Recommendation Committee (BARC) had been presented to PCab and will be considered at their next meeting.

B. Luster explained that McGrath will chair BARC until we have a permanent appointment for a Vice President of Administration (who will act as standing chair of BARC). McGrath pointed out that—although the BARC will conduct its allocation recommendation function in the Spring semester—we need to start the process of identifying members and setting deadlines now.

#### VII. FUTURE ISSUES (Abbott)

Committee renewed discussion on the need for a Research Advisory Committee or Group. Members pointed out that we no longer need a standing, prescriptive committee to drive research; research has become part of all planning and we have a full-time Campus-based Researcher who presents a research plan to the campus every year. Moreover, each group that requires research makes its own needs known to the appropriate planning bodies. Sense of the committee that we do not need to create such a standing committee or group.

#### VIII. TASKSTREAM TASK FORCE—TSTF

Zappia has been appointed by Luster as administrative member of the TSTF. The classified members have been approved by the Classified Senate. Kohlenberg reported that the Academic Senate is reviewing its process for approving committee appointments, thereby delaying approval of the faculty members of the TSTF. McGrath recommended that the TSTF begin its work of information collection with its approved members; sense of the committee to approve the recommendation.

#### IX. ROUNDTABLE

McGrath and Abbott asked the committee for general reflections and ideas about where the PIEC stands in its evolving role. Members of the committee indicated that serving on the committee was challenging ("lots to learn") but rewarding. Several observed that planning and accreditation preparation had come a long way in the last two years—one member observed that "planning had moved out of the A building and onto the campus." Sense of the committee was that the PIEC had made tremendous strides and is now an effective planning and leadership body on campus.

#### X. ADJOURNED by Abbott at 4:48 PM.

Submitted by D. Abbott

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