

**SAN DIEGO MESA COLLEGE**  
**PLANNING AND INSTITUTIONAL EFFECTIVENESS COMMITTEE**  
**Minutes for 13 November 2012**  
**DRAFT**

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

ABSENT: Richard Chagnon, Monica Romero, (both excused)

I. CALL TO ORDER made by Abbott at 3:36 PM

A. Changes to Agenda: none

B. M/S (Craft / Liewen) to approve minutes of meetings of 9 September and 23 September 2012; approved.

C. Review of President's Cabinet Retreat. Luster and McGrath reviewed the PCab Retreat (held 9 November). Luster emphasized that the retreat accomplished its primary task; that is, an assessment of campus processes that tie Strategic Planning, Program Review, and Allocation Recommendation together. McGrath reviewed each of the retreat agenda items (attached), pointing out the accomplishments made at the retreat and the work that remains to be done in each arena. He presented a definition of "Institutional Effectiveness" (attached), drafted at the retreat for consideration by the PIEC; the draft will be discussed at the next meeting.

D. A review of institutional effectiveness websites was deferred owing to technical difficulties.

II. ACCREDITATION (Fohrman)

A. Fohrman reported on the progress of the reports that will respond to the four recommendations being addressed in the forthcoming Mid-term Accreditation Report; he indicated that all four are now in draft, with relatively minor updates remaining.

B. Fohrman led a discussion of the role of the Accreditation Sub-committee. He pointed out that once the mid-term report is complete, several other tasks—many of them ongoing—will remain in the arena of accreditation. However, at this point, there is no formal charge or statement of purpose (other than completion of the Mid-term Report) for the Accreditation Sub-committee. He asked the PIEC members to discuss and make suggestions on the potential roles and tasks for the Sub-committee. Members made several suggestions, including: acting as the principal body for communicating accreditation standards to the campus; drafting and tracking accreditation timelines; acting as repository of expertise and experience with accreditation; and facilitating SCQI for accreditation. Members pointed out that, although accreditation work is ongoing, it tends to come in 'waves' and campus participants in accreditation need to be prepared to devote effort as the need arises (often in a 'surge' mode).

Luster asked the PIEC to consider and formulate plans to embed accreditation work within its oversight responsibilities. Discussion of the various committees and groups involved in planning and institutional effectiveness led to a request that a graphic portrayal of these relationships be created by the PIEC; Abbott agreed to draft such a graphic and bring it to a future meeting. Fohrman indicated that he will draft a statement of purpose for the Accreditation Sub-committee based upon the discussion.

### III. MASTER PLAN (Luster)

Luster reported that she has a proposal in hand from an off-campus consulting group for completion of the Educational Master Plan. She is checking with a small number of people on campus to determine if we have enough informational resources available to make the work of the consulting group affordable. She will bring the proposal to the PIEC at a future meeting.

### IV. PROGRAM REVIEW PROCESS (Romero)

Nothing to report.

### V. LEARNING AND ASSESSMENT TASK FORCE (Fohrman)

Discussion of the Learning and Assessment Task Force (LATF) was incorporated in the discussion earlier (Item II, above).

### VI. BUDGET AND ALLOCATION RECOMMENDATION COMMITTEE (Abbott)

A. Representatives of faculty, classified staff, and students made reports on their progress toward identifying members of the Budget and Allocation Recommendation Committee (BARC): the classified and student members have been identified the Academic Senate will put out a call for faculty participation ASAP.

B. Abbott indicated that the BARC will meet during the spring semester immediately before the PIEC meetings (2:00–3:30 pm Tuesdays).

### VII. TASKSTREAM TASK FORCE

Nothing to report.

### VIII. FUTURE ISSUES

McGrath suggested moving further discussion of institutional effectiveness to the next meeting..

### X. ADJOURNED by McGrath at 4:40 PM.

Submitted by D. Abbott

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