

SAN DIEGO MESA COLLEGE
PLANNING AND INSTITUTIONAL EFFECTIVENESS COMMITTEE
Minutes for 12 March 2013
DRAFT

PRESENT: Donald Abbott (Co-Chair), Robert Arca, *Julie Barnes, Richard Chagnon, Bill Craft, Jan Ellis, Jonathan Fohrman, *Dan Gutowski, Ashanti Hands, Madeleine Hinkes, *Terry Kohlenberg, Laurie Mackenzie, Tim McGrath (Co-Chair), Kari Parker, Monica Romero (*indicates non-voting member/consultant)

ABSENT: *Jill Baker, *Brianna Hays, Angela Liewen, *Pamela Luster (all excused)

GUEST: Chris Sullivan, Kathleen Wells

I. CALL TO ORDER made by McGrath at 3:35 PM

A. M/S (Mackenzie / Gutowski) to approve minutes of meeting of 26 February 2013; approved.

B. Abbott announced that the election of the PIEC Academic Co-Chair would be held during the meeting of 9 April. He asked that any faculty member of the PIEC interested in holding the position send him notification by e-mail before the next meeting.

C. McGrath explained the purpose and plans for the upcoming President's Cabinet Retreat (to which all PIEC members are invited).

II. ACCREDITATION (Fohrman / Sullivan / Wells)

A. Sense of the Committee to approve the responses to Recommendation 1 and Planning Agenda Items 1 and 3 (reviewed at the last meeting) with changes reflecting the Committee's suggestions.

B. Fohrman and Craft reviewed the response to Recommendation 3 (improve communication concerning the process used for technology planning—attached). The general impression of the members was that while the response is generally accurate, it was repetitive in spots. Craft responded that he would work with the Accreditation Working Group (AWG) to tighten it. Members also suggested that response should emphasize that the campus has not just met, but exceeded the recommendation. It was also agreed that in all of the responses, the successes and achievements of the campus should be emphasized up-front. Sense of the Committee to return the response to the AWG and review changes at the next PIEC meeting.

C. Fohrman reviewed the response to Recommendation 4 (implementation of program review processes for Administrative Services—attached). He especially thanked Wells for her significant contributions to the writing of the response. Members stressed that the response emphasize how long and how well the campus has actually been implementing and improving these processes. Sense of the Committee to approve (with minor changes).

D. Fohrman reviewed the responses to Planning Agenda Items 6 (seek alternative funding sources to sustain student support programs—attached) and 7 (provide

essential online services at each level of matriculation—attached). He especially thanked Hands for her significant contributions to the writing of these responses. The responses were well received by the PIEC; only minor suggestions were made for revisions. Sense of the Committee to approve (with minor changes).

III. EDUCATIONAL MASTER PLAN

Nothing to report.

IV. PROGRAM REVIEW PROCESS (Romero)

Romero reported the PRC was reviewing this year's process to prepare for the summer update.

V. LEARNING AND ASSESSMENT TASK FORCE (Fohrman)

Fohrman reported that the task force held their retreat this 1 March). He indicated that they reviewed the ILO assessment plan and made preparations for the exit interviews to be conducted at the end of this semester.

VI. BUDGET AND ALLOCATION RECOMMENDATION COMMITTEE (Gutowski)

A. McGrath reviewed the BARC timeline for the remainder of the academic year (attached).

B. Gutowski reported that the BARC had received all the requisite Program Plans. They are in the process of putting the data from the plans into a format that will be used by the BARC members during their allocation recommendation process.

C. The Committee held a general discussion on the Allocation Review Process and the responsibilities of the BARC. Abbott explained that all committees that make allocation recommendations forward those recommendations to the BARC, not for approval or re-ranking, but for integration and coordination across the campus. The BARC then forwards all the recommendations (including their own for Budget Categories 4000, 5000, and 6000) to the PCab.

VII. FUTURE ISSUES

A. McGrath pointed out that the Student Success Task Force will stand-up in the fall semester under Barnes' leadership.

B. Mackenzie reported that she had created a list of campus timelines (which she shared with Committee members by e-mail) and asked members for input and additional suggestions over the next few weeks.

VIII. ADJOURNED by Abbott at 4:41 PM.

Submitted by D. Abbott

Approved: _____