

**San Diego Mesa College
PIE Committee
Meeting Notes**

October 22, 2013
3:30 p.m. – 5:00 p.m., A-104

ATTENDEES	Jill Baker, Co-Chair	Robert Garber
	Madeleine Hinkes, Co-Chair	Ashanti Hands
	Donald Abbott	Bri Hays (Excused)
	Julie Barnes (Excused)	Terry Kohlenberg
	Danene Brown	Angela Liewen
	Richard Chagnon	Pamela Luster (Excused)
	Jennifer Cost	Tim McGrath
	Jan Ellis	Monica Romero
	Sarah Farmer	

Agenda Item A: Call to Order: By Hinkes at 3:35 p.m., in A-104.

DISCUSSION	<p>Approval of October 8, 2013 Minutes</p> <ul style="list-style-type: none"> • The Minutes were M/S/C by Abbot and Garber, with corrections noted in agenda items B and I. • Brown and Hands abstained from approving the Minutes; they were not present at the 10/8/13 meeting.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Agenda Item B: In the Preliminary Report on President’s Cabinet Retreat section, the Committee requests to add, “with planning, evaluation, and resource allocation” to the end of the final bullet. • Agenda Item B: In the Results of Faculty Hiring Prioritization section, the Committee requests to revise feedback from Ellis regarding the inclusion of representation from all schools. • Agenda Item B: In the Results of Faculty Hiring Prioritization section, the Committee requests to revise notation about motion being carried with regards to the approval of the Faculty Prioritization List, as forwarded to the Committee. • Agenda Item I: Incomplete sentence. Missing “website areas” after the word specific. 	<ul style="list-style-type: none"> • Ginger Davis • Ginger Davis • Ginger Davis • Ginger Davis 	<ul style="list-style-type: none"> • Before next meeting. • Before next meeting. • Before next meeting. • Before next meeting.

Agenda Item B: New Business

<p>DISCUSSION</p>	<p>Report out from District Conference (Madeline Hinkes)</p> <ul style="list-style-type: none"> • The District Governance and Planning Conference was held on October 11, 2013 at the University of San Diego. • Speakers from the State senate, various organizations and institutions, along with our very own Sarah Farmer, AS Vice President attended and presented at the conference. • Participatory Governance not being the usual thing in the business world was mentioned. • The need for participants to understand their roles was a topic of discussion. • Brice Harris spoke about outside forces impacting us, such as employers and the media. • The afternoon was dedicated to integrated planning at the campus level. Baker attended and presented for Mesa College. • Overall, the meeting focused on participatory governance and planning. • The district had a more operational perspective vs. the campus, which focused on putting things into action. • Talk about Participatory Governance being present but not being put into action was noted at the Senate meeting held on October 21, 2013. • Kohlenberg added that in the Senate, we are dealing with equivalency issues. • Romero added that Classified Senate Leadership was present. She liked the involvement district wide. • Hands inquired about the 9+1 handout and requested that a resource be noted. • Garber recommended reviewing the 10+1 handout before distributing the information out to the campus. • Baker shared that we will touch base with campus officials to clarify the 10+1 and 9+1 information shared.
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	<p>Improving Communication</p> <ul style="list-style-type: none"> • Improving communication is the committee’s priority. • Information is available on the website but because of the current structure of the website, this poses a challenge for individuals looking for specific documents. In addition, conflicting information being shared in trainings campus wide poses a challenge. • The Institutional Effectiveness webpage is misleading. The goal is to rebuild this page and provide a central link to the campus community. Currently, items like the Institutional Planning Manuals, and other documents are being displayed on the site. • The idea is to restructure the site in a way that will bring important information together to a central place where everyone can look for items. • Graphics and narratives of how we operate were discussed to be included on various sites. • Information about including participatory governance can be added. • Romero added the need to map information at the campus level. • Baker clarified that the restructuring of websites would focus specifically on committees or related documents that report to the PIE Committee. Because information is being used by more than one committee/group, it is important to have one location for all of this information. • Integrated planning process is the roadmap to how this website should be structured. • Hands suggested the use of an actual pie image in which the various slices of the pie would represent individuals committees, groups and/or related documents that directly connect to the PIE Committee. • Kohlenberg recommended the use of everyday language when revising the websites. Direct questions like, “want to know how Mesa plans?” can be added to make it easier for users to get answers to their own questions. • The idea is to make the sites more purposeful than informational. • The Classified Hiring Priorities Committee (CHPC) provides a take away form at the end of their meetings to summarize topics discussed and decision made in their meetings. Providing “take aways” from meetings attended would also be helpful to add to the site. Noting actionable items would also be helpful to include. • Baker will discuss this idea with other committees and provide feedback.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Send BP2510 to all for review before rolling out to the campus. • Template for new website format. 	<ul style="list-style-type: none"> • Madeleine Hinkes • Jill Baker 	<ul style="list-style-type: none"> • Before next meeting. • TBA

Agenda Item C: Continuing Business

DISCUSSION	<ul style="list-style-type: none"> • Hinkes discussed the need to revisit our KPIs, objectives, and research planning agenda to condense these into a useable document. • Baker added that this will come out of the Education Master Plan.
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Agenda Item D: Accreditation

DISCUSSION	<ul style="list-style-type: none"> • A letter from Barbara Beno, President of the Accrediting Commission for Community and Junior Colleges (ACCJC), was discussed. • Baker will revisit the accreditation standards and present to the committee for discussion at a later meeting. • A new draft of ACCJC accreditation standards is expected to be released in 2017.
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Agenda Item E: Educational Master Plan

DISCUSSION	<p>Status Report</p> <ul style="list-style-type: none"> • Baker shared that the interns have completed their work and that she is beginning her work with analyzing the qualitative data and emerging themes, which will inform the direction of the master plan. • Bri Hays will be doing some quantitative research in support of the master plan. • Pam Luster would like to see more actionable items. • Results will be presented in the Education Master Plan once completed.
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Agenda Item F: Program Review (Jill Baker)

DISCUSSION	<p>Training Sessions</p> <ul style="list-style-type: none"> • Baker reported on new trainings provided by the Faculty Hiring Priorities Committee (FHPC), CHPC, Budget Allocation and Recommendation Committee (BARC) and Student Learning Outcomes (SLO) Coordinator. The goal is to share the new applications and rubrics to help lead writers write effective requests. • This is a move forward in terms of our integrated planning process. • SLO trainings are scheduled and will provide support to complete input for the 2012-2013 academic year and previous years. The goal is to have all of the information entered in the TaskStream system for accreditation. There is one SLO for every course. • Chagnon discussed the need for clarification on SLO direction and the value of the data entered into TaskStream. • Kohlenberg shared his experience in the SLO pilot. The overall experience was better but there is still the need for training. • Feedback from the pilot will be reviewed and applied to the 2013-2014 rollout.
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ACTION ITEMS	PERSON(S) RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Send out new FA13 training handout to committee. 	<ul style="list-style-type: none"> • Ginger Davis 	<ul style="list-style-type: none"> • ASAP

Agenda Item G: Learning Assessment Task Force (Julie Barnes)

DISCUSSION	<ul style="list-style-type: none"> • No LATF committee meeting today.
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Agenda Item H: BARC

DISCUSSION	<ul style="list-style-type: none"> • N/A
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Agenda Item I: Goals for 2013-2014

DISCUSSION	Improve Website and Links “Tag” Documents for Accreditation File Improve Communication Revise Key Performance Indicators Rollout the EMP Once Completed and Approved Begin Preparations for Accreditation Self Study Update Research Planning Agenda Review Planning Cycle/Accreditation/Allocation Timeline
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Agenda Item J: Adjournment

DISCUSSION	<ul style="list-style-type: none">• Meeting was adjourned by Hinkes at 4:51 p.m.
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Next Meeting: Tuesday, November 12, 2013, 3:30 p.m. – 5:00 p.m., A-104

Submitted by Ginger Davis, Senior Secretary

Approved on: 11/12/13