

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

February 11, 2014
3:30 p.m. – 5:00 p.m., A-104

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

Agenda Item A: Call to Order: By Hinkes at 3:40 p.m., in A-104.

DISCUSSION	<p>Approval of January 28, 2014 Minutes</p> <ul style="list-style-type: none"> The Minutes were officially M/S/C by Abbott and Cost, as submitted. Ellis abstained; she was not present at the last meeting.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Post on the PIEC website. 	<ul style="list-style-type: none"> Ginger Davis 	<ul style="list-style-type: none"> Before next meeting.

Agenda Item B: Continuing Business (Madeleine Hinkes- 5 min.)

DISCUSSION	<p>President’s Cabinet review of integrated planning calendar</p> <ul style="list-style-type: none"> Reviewed and recommended by President’s Cabinet on 2/4/14. An electronic version was posted on the PIEC website, under documents. <p>Culture Climate Survey</p> <ul style="list-style-type: none"> The new questions were distributed to the committee and briefly discussed. All additional questions requested by Mesa College will appear in the final survey for the College.
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Agenda Item C: New Business (Jill Baker- 20 min.)

DISCUSSION	<p>Preparation for President’s Cabinet retreat (March 14, 2014)</p> <ul style="list-style-type: none"> • The originally scheduled President’s Cabinet Retreat preparation meeting on February 28th is cancelled. • Preparation for the President’s Cabinet Retreat will occur at the next two PIEC meetings on February 25th and March 11th. • The Educational Master Plan and Scorecards, with proposed additional metrics, will be discussed in preparation for the retreat. • Baker added that focus groups were helpful in providing a great amount of input from the campus community. • Barnes will also cover Accreditation, Student Success and Student Equity. • The retreat will be an all day event; hours are 9 a.m.-4 p.m.
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Agenda Item D: Accreditation (Julie Barnes- 5 min.)

DISCUSSION	<p>Report on Accreditation Institute- Madeleine</p> <ul style="list-style-type: none"> • Seven Mesa representatives attended the annual ASCCC (statewide Academic Senate) Accreditation Institute this past weekend in La Jolla. • State Senate President, Beth Smith, was present, and provided leadership in approaching how colleges respond to accreditation. • Representatives from ACCJC were also present and provided support in understanding the current and proposed standards, which were discussed at length at the institute in multiple sessions. • The PIE Committee was provided with the proposed revised ACCJC eligibility requirements and standards, which are available on the ACCJC website and provided as a first reading. • The state senate provided significant input on the recommendations. Focus was on academic quality, other isolated changes throughout the document, and the addition of a new section on the President. • Lack of adequate faculty representation on visiting teams was another topic of discussion, which was part of the issue with the City College of San Francisco complaint and federal findings. • 68% of sanctions include Board of Trustees issues. • ACCJC website has a newsletter that summarizes why colleges are on sanction, with the major reasons for sanction being more focused on issues of governance now, and less so on issues of program review. • On the Revision of Standards handout, provided by Barnes, page 3 has a summary of the recent changes to the Standards. • Thematically, the changes were more focused on accountability and results. One area of accountability focused specifically in the area of human resources and evaluations. • Abbott inquired about Standard I, third bullet, regarding completion outcomes and whether ACCJC would be setting targets for student performance completion outcomes. Barnes responded that the college is able to put in their own standards and that Mesa will be setting their own standards. • Baker added that Mesa already established its outcomes standards through its strategic planning scorecard. A rolling 5-year average has been used since 2010-2011. • Baker added that from her past experience, regional accreditors are providing more support. There has been an obvious shift, in terms of their attitude in supporting the colleges. • Barnes added that a debrief will be conducted this Thursday to discuss possible items to be incorporated at Mesa. • The President will send an email to the campus community regarding an opportunity to view the revised standards. The Accrediting Commission for
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	<p>Community and Junior Colleges (ACCJC) provides a one page response for individuals to provide feedback on the website.</p> <ul style="list-style-type: none"> • April 30th, 2014 will be the last day to provide feedback on the revised standards. • Once approved by the Commission, which is expected to take place by the summer of 2014, the standards will go into effect immediately.
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Agenda Item E: Educational Master Plan (Jill Baker- 10 min.)

DISCUSSION	<ul style="list-style-type: none"> • The Office of Institutional Effectiveness is preparing to support the community forum on February 26, 2014. • Two online webinars will also be conducted, one for Career Technical/Labor Market advisory committees and one for the College's K-12 and 4-year partners. In both cases, participants will be able to remote in to the online forums. • Once the three forums are conducted, the first draft of the full Educational Master Plan will begin.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Baker will inquire on how local constituents will be able to log on to the webinar. 	<ul style="list-style-type: none"> • Jill Baker 	<ul style="list-style-type: none"> • TBD

Agenda Item F: Program Review (Jill Baker- 10 min.)

DISCUSSION	<p>Program Review Annual Report for 2013-2014</p> <ul style="list-style-type: none"> • Baker reviewed and discussed the annual report. • A section regarding late submittals of program reviews was included, as with past years. The rule is that no late submittals are accepted for consideration of resource allocation. Extensions can be made but communication is key if a late submittal is anticipated. The request must come from the Dean in advance of the due date and must be due to unpredicted and/or uncontrollable circumstances. • Baker also discussed the faculty hiring priorities requests from 2012-2013 and how, having it open for updates during the fall, affected the timeline on the 2013-2014 cycle. • The report shows the update of what was changed for this year based upon last year's evaluation findings. • The report will be forwarded to the President's Cabinet for recommendation to the President on February 18, 2014. • A new 360 evaluation of the College's integrated planning and resource allocation processes will be conducted this year. • More liaisons will be added to the next cycle to support the new program breakouts. This year, ten new programs were added, and at least ten more will be added next year. • We are looking at ways to use TaskStream to help the end user. • As part of a check and balance process, each Dean was provided a summary outline of his or her School's program/service area goals and resource requests. This was for the purpose of confirming that all requests for resources had been captured prior to submitting them for resource prioritization. After confirming with Lead Writers, the Deans advised the Program Review Co-Chair of any discrepancies, who made any needed corrections. • Once the President's Cabinet reviews and recommends the annual report, it will be posted online for the campus community to view. • The Program Review Summaries Report accompanies the annual report. This report contains a brief summary of each program's status for the year.
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Agenda Item G: Learning Assessment Task Force (Julie Barnes- 5 min.)

DISCUSSION	<ul style="list-style-type: none"> • Barnes briefly discussed the LATF Action Plan and current goals of the task force. • Main focus is on course level assessments. • Improvements are currently being made to the LAFT website. Resources have recently been added. • Focusing on implementing the Teaching and Learning Academy. • Barnes also shared that Kris Clark, Learning Assessment Facilitator, sent out an email about an upcoming workshop on February 21st, 2014 that supports campus goals regarding SLO assessments. • Learning and Achievement are major metrics required for accreditation.
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Agenda Item H: BARC (Madeleine Hinkes- 5 min.)

DISCUSSION	<ul style="list-style-type: none"> • Flash drives will be available for pick up from A-109, beginning Thursday, 2/13/14.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Prepare flash drives for BARC distribution. 	<ul style="list-style-type: none"> • Office of I.E. 	<ul style="list-style-type: none"> • Thursday, 2/13/14

Agenda I: FHPC (Jennifer Cost- 5 min.)

DISCUSSION	<ul style="list-style-type: none"> • Not having enough representation from every school on the committee was discussed. • There is a perception that people on the committee would have more influence on their own program. It was noted that no one on the committee could score their own discipline(s). • Kohlenberg added the need to possibly expand the committee. More discussion will be done at a later time regarding this. • Abbott added that the perception exists that the faculty on the committee influence the outcomes of the priority rankings. If faculty would like more representation, they need to step up and get involved. • Luster added that her first impression was that it was a very small group of people making such large decisions. She'd also like to see more representation on the committee. • Cost added that more training with the FHP rubric would be needed. • Baker shared that with the recent submittals, the content of the requests were better, most likely as a result of the trainings offered. As we get better data and get better in writing about our needs, we also need to make sure we align with college and school goals.
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Agenda Item J: 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 K: 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, February 25, 2014, 3:30 p.m. – 5:00 p.m., A-104

Submitted by Ginger Davis, Senior Secretary,
Administrative Support
Approved on: 2/25/14