

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

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

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

**Agenda Item A: Call to Order:** By Hinkes at 3:36 p.m., in A-104.

<b>DISCUSSION</b>	<p><b>Approval of February 25, 2014 Minutes</b></p> <ul style="list-style-type: none"> <li>The Minutes were officially M/S/C by Ellis and Brown, as submitted.</li> <li>Abbott abstained as he was not present at the meeting.</li> </ul>
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<ul style="list-style-type: none"> <li>Post on the PIEC Website.</li> </ul>	<ul style="list-style-type: none"> <li>Ginger Davis</li> </ul>	<ul style="list-style-type: none"> <li>Before next meeting.</li> </ul>

**Agenda Item B: Continuing Business (Madeleine Hinkes, Jill Baker, Bri Hays- 60 min.)**

<b>DISCUSSION</b>	<p><b>Prepare for President’s Cabinet Retreat on April 15, 2014 from 2 p.m.-5 p.m. in LRC 435:</b></p> <ul style="list-style-type: none"> <li>President’s Cabinet Retreat has been rescheduled from the originally planned March 14, 2014 date to the new April 15<sup>th</sup>, 2014 date.</li> <li>Meeting preparations will be discussed at the next meeting.</li> </ul>
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### Scorecard and Metrics (Bri Hayes)

- Hays introduced Mesa College's scorecard for 2013-2014, which reflects data from 2012-2013.
- Mesa's scorecard is based upon Mesa's Key Performance Indicators (KPI); KPI's are related to our college goals.
- Each year, the scorecard is produced for the previous year.
- Mesa's KPI's are calculated using data collected over a 5-year period.
- Cohorts are approximately 2000 in number.
- Purpose is to measure progress toward college-wide goals and objectives.
- Current college goals discussed are:
  - 1. To deliver and support exemplary teaching and learning in the areas of transfer education, associate degrees, career and technical education, certificates, and basic skills.
  - 2. To provide a learning environment that maximizes student access, success, and equity.
  - 3. To respond to and meet community needs for economic and workforce development.
  - 4. To cultivate an environment that embraces and is enhanced by diversity.
  - 5. To cultivate an environment for employee engagement, professional development, leadership, and personal well-being.
- Goal 1: KPI's include: Transfer Volume, Transfer Rate, Number of Degrees Conferred, Number of Certificates Conferred, Basic Skills Improvement Rate, Basic Skills Success Rate, Load (Fall/Spring) and Fill Rate (Fall/Spring).
- Goal 2: KPI's include: Matriculation Rate, Student Progress and Achievement Rate, Completion Rate, Students Earning at Least 30 Units, 30 Units Rate, Course Completion Rate (formerly Retention Rate), Retention Rate (formerly Persistence Rate) and Course Success Rate.
- Goal 3: KPI's include: Vocational Course Success Rates and Licensure/Certification Exam Pass Rate.
- Goal 4: KPI includes: Student Diversity and Employee Diversity Differences.
- KPI Benchmarks are color-coded (referencing hand-out provided to the committee).
  - Green means that we are meeting or exceeding our target.
  - Yellow means proceed with caution: somewhat below target.
  - Red means to stop! Reflect on the context and discuss next steps.
  - N/A means there was no peer grouping to compare to, so data was unable to be analyzed.
- Transfer volume is based on a 5-year average and is dependent upon 4-year universities. The decline may be contributed to the new policy changes that have occurred at the university level (i.e. SDSU, UC San Marco, etc.).
- Brown suggested we look at students who are "transfer ready". Students may not necessarily be able to transfer due to UC admissions changes, but from a community college requirement perspective, these students would be considered "ready" to transfer. Hays will research this and see if using

	<p>“transfer ready” students is a possibility.</p> <ul style="list-style-type: none"> <li>• Brown also suggested breaking out the CTE certificate programs. Hays will research this possibility.</li> <li>• Hays concluded the presentation briefly discussing the next steps, which are to review proposed strategic directions, goals, and objectives, to identify appropriate KPI’s for new goals/objectives and to select benchmarks or targets for KPI’s.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>• Glossary of terms for KPI’s noted on scorecard.</li> <li>• Research to see if using “transfer ready” student data can be obtained for Transfer Volume/Rate KPI.</li> <li>• Research breaking out CTE certificate programs.</li> </ul>	<ul style="list-style-type: none"> <li>• Bri Hays</li> <li>• Bri Hays</li> <li>• Bri Hays</li> </ul>	<ul style="list-style-type: none"> <li>• TBD</li> <li>• TBD</li> <li>• TBD</li> </ul>

**Agenda Item C: New Business**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
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**Agenda Item D: Accreditation (Julie Barnes)**

<b>DISCUSSION</b>	<p><b>Accreditation and Student Success and Support Program (SSSP)</b></p> <ul style="list-style-type: none"> <li>• Brown reminded the committee about the two upcoming brown bag discussion sessions (both meetings will cover the same content): <ul style="list-style-type: none"> <li>○ March 20<sup>th</sup>, 2014, 3:00 p.m. – 4:30 p.m. in I4-404</li> <li>○ March 24<sup>th</sup>, 2014, 3:00 p.m. – 4:30 p.m. in MS-311</li> </ul> </li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>• Resend email meeting information to the campus community</li> </ul>	<ul style="list-style-type: none"> <li>• Danene Brown</li> </ul>	<ul style="list-style-type: none"> <li>• After PIEC meeting.</li> </ul>

**Agenda Item E: Educational Master Plan (Madeleine Hinkes- 5 min.)**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• More information will be provided over the next couple of PIEC meetings.</li> </ul>
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**Agenda Item F: Program Review (Madeleine Hinkes- 5 min.)**

<b>DISCUSSION</b>	<ul style="list-style-type: none"><li>• Surveys have gone out to all Lead Writers, Liaisons, Department Chairs and Managers who were involved in the 2013-2014 Program Review process.</li><li>• Hinkes encouraged all participants to complete their applicable surveys by Sunday, March 16, 2014 due date.</li></ul>
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**Agenda Item G: Learning Assessment Task Force**

<b>DISCUSSION</b>	<ul style="list-style-type: none"><li>• Hinkes shared that the Dean of each school was provided a printout of the current SLO assessments entered into TaskStream for review and distribution to their corresponding programs.</li><li>• The goal is to have every course evaluated and entered into TaskStream by Spring 2015.</li></ul>
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**Agenda Item H: BARC (Madeleine Hinkes and Rachelle Agatha)**

<b>DISCUSSION</b>	<ul style="list-style-type: none"><li>• The BARC prioritization list was presented.</li><li>• The next step is for the list to go to the President for approval.</li><li>• Available funding has not yet been identified.</li><li>• Agatha confirmed if something were not funded through BARC, requests would be vetted through the Perkins Committee for approval and funding availability.</li><li>• Hinkes said that we are looking at simplifying the program review process to assist with clearer submittals of future BARC requests.</li></ul>
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**Agenda Item I: Goals for 2013-2014**

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

<b>DISCUSSION</b>	<ul style="list-style-type: none"><li>• Meeting was adjourned by Hinkes at 4:41 p.m.</li></ul>
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**Next Meeting: Tuesday, March 25, 2014, 3:30 p.m. – 5:00 p.m., A-104**

Submitted by Ginger Davis, Senior Secretary,  
Administrative Support  
Approved on: 3/25/14