

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

April 22, 2014
3:30 p.m. – 5:00 p.m., A-104

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

Agenda Item A: Call to Order: By Hinkes at 3:37 p.m., in A-104.

DISCUSSION	<p>Approval of April 8, 2014 Minutes</p> <ul style="list-style-type: none"> The Minutes were officially M/S/C by Brown and Romero, with a correction noted in the action item’s section below. Farmer and Hands abstained; they were not present at the meeting.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Agenda Item B: remove empty bullet. Post corrected/approved minutes on the PIEC website. 	<ul style="list-style-type: none"> Ginger Davis Ginger Davis 	<ul style="list-style-type: none"> Before next meeting. Before next meeting.

Agenda Item B: Continuing Business

DISCUSSION	Report on President’s Cabinet (PCab) Retreat: <ul style="list-style-type: none">• A draft of the Educational Master Plan (EMP) was presented by Jill Baker and Bri Hays. The EMP includes: an Executive Summary, Review and update of the College’s Mission, Vision, and Values, Review and Update of Goals and Objectives, External Scan, Internal Scan, and a profile from each School, Department, Program, and Service Area.• A Mission, Vision, Values statement activity was conducted.• Accreditation was briefly discussed by Julie Barnes, Chris Sullivan, and Danene Brown. Brown bags session updates were provided.
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Agenda Item C: New Business

DISCUSSION	Mission Statement Revision <ul style="list-style-type: none">• Baker discussed the handout titled, “From Poetry to Planning: Reviewing our Mission”. This document was created in response to the mission statement activity conducted at the PCab retreat held on April 15, 2014.• The California Education Code (Section 66010.4) was briefly discussed, along with what Accrediting Commission for Community and Junior Colleges (ACCJC) says about mission statements.• Mesa’s current mission was stated:<ul style="list-style-type: none">○ “To inspire and enable student success in an environment that is strengthened by diversity, is responsive to our communities, and fosters scholarship, leadership, and responsibility.”• The four boxes displayed on the handout represent components of what ACCJC is looking for in our mission statement. The four boxes include: What we do, Our Outcomes, Our Intended Student Population, and Our Commitment to Student Success. The goal is that when ACCJC visits, we clearly show the four components in our mission.• The mission statements from a few California Community Colleges were provided, including: Glendale College, Chaffey College, and Sacramento City College. Baker shared that Glendale’s was a little lengthy, Chaffey’s was simple and straightforward, and Sacramento’s was an expansion of Chaffey’s mission statement.• An initial draft of Mesa College’s Mission Statement, based on feedback from the Spring 2014 PCab Retreat, was developed and presented by Jill Baker and Madeleine Hinkes. This was intended as a starting point for the committee to use to assist in developing a new/revised mission statement for Mesa College.• Kohlenberg inquired what or who this mission statement was intended for. Baker clarified that this would be for Mesa College and that ultimately, the statement would be incorporated in every document and website applicable.• Farmer added that in the example statement, she did not prefer the word
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	<p>“assure” because the college cannot assure access; that is the student’s role. She suggested changing the word to “promote” or something similar. Farmer added that the example could definitely be expanded.</p> <ul style="list-style-type: none"> • Regarding the word “comprehensive”, Liewen suggested using “all inclusive” instead. Hands suggested speaking to what it is and to see if there is another word that could be used. Brown added that the word “comprehensive” is all of the things we do in the broader sense of the community college. In regards to specialties like the arts, Cost shared that to some readers, dance and music are just arts, but to dancers and musicians, it’s important. Chagnon felt that comprehensive should remain in the statement. The mission statement should speak to the students, faculty and staff. • Baker continued and added that from an accreditation standpoint, we can definitely include a different statement but we need to make sure all four areas are clearly stated. • Chagnon suggested using buzz words (i.e. technical training). Instead of using the phrase “exemplary teaching”, rephrase statement in a way that reflects how we empower the future. • Liewen suggested rephrasing the first sentence to say, “San Diego Mesa College is a college that empowers our students to reach their education goals and shape the future through exemplary teaching and learning.” • Kohlenberg suggested using bullets instead of having the statement in a paragraph form. • Hands asked if the four components on the handout, noted in blue, were not requirements but important categories that needed to be addressed. Baker confirmed that they are not required but should all be addressed. • Brown felt that instruction was not clear and should be added in the mission statement somewhere. • The mission statement is what we do today. Vision is the future. • After an extensive discussion, the following draft was developed by the committee: <ul style="list-style-type: none"> ○ “San Diego Mesa College empowers our diverse student body to reach their educational goals and shape the future. As a comprehensive community college, committed to access and success, we promote student learning and achievement leading to degrees, certificates, and lifelong learning opportunities. Faculty and staff collaborate with our students to foster scholarship, leadership, and responsibility to effect positive change within our community.”
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> ○ Vet draft of new mission statement to the EMP Steering Committee and recommend it to the president for approval. 	<ul style="list-style-type: none"> ○ Office of I.E. 	<ul style="list-style-type: none"> ○ ASAP

Agenda Item D: Faculty Hiring Priorities Committee (FHPC)

DISCUSSION	<ul style="list-style-type: none">• Kholenberg reviewed and discussed the new prioritized FHP list that originated from the 2013-2014 Program Review submittals.• The purpose for presenting this information at this meeting is so PIEC can certify that the FHPC followed their processes and, as a committee, we can recommend the list to the President's Cabinet.
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Agenda Item E: Accreditation

DISCUSSION	<ul style="list-style-type: none">• Brown presented on behalf of Julie Barnes, VPSS.• Next Tuesday, April 29th in I4-207 is the next brown bag session. An email announcement will be sent to the campus community.
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Agenda Item F: Educational Master Plan

DISCUSSION	<ul style="list-style-type: none">• Baker mentioned the two forums scheduled on May 1st and May 7th.• A save the date email was already sent to the campus community.• These are both Flex activities.• Kohlenberg inquired if this is an information meeting. Baker clarified that this is an opportunity for the campus to view the document.• The document has already been vetted by the PCab, PIE Committee, and EMP Steering Committee.
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Agenda Item G: Program Review

DISCUSSION	<ul style="list-style-type: none">• Baker will provide more details at a future meeting.• Next year will be a comprehensive program review.• We are looking at remodeling some processes.
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Agenda Item H: Learning Assessment Task Force

DISCUSSION	ILO's and Operational Definitions <ul style="list-style-type: none">• Hinkes presented on this agenda item.• Liewen had some changes to provide. Although the document has already been voted on, Hinkes suggested to still email them; they may be considered for next round.• Baker added that a survey, set to be distributed to our expected graduates, was based on the current document.
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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 4:57 p.m.
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Next Meeting: Tuesday, May 13, 2014, 3:30 p.m. – 5:00 p.m., A-104

Submitted by Ginger Davis, Senior Secretary,
Administrative Support
Approved on: 5/13/14