

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

August 27, 2013
3:30 pm – 5:00 p.m., A-104

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

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

DISCUSSION	<p>Membership</p> <ul style="list-style-type: none"> Hinkes announced all new members of the committee. Co-Chairs are now Madeleine Hinkes and Jill Baker. Sarah Palmer was introduced as the Associated Student Governments VP. <p>Approval Of May 14, 2013 Minutes</p> <ul style="list-style-type: none"> The Minutes were M/S/C by Abbott and Romero, to approve once corrections were made. Brown abstained from the Minutes; she was not present at the 5/14/13 meeting.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Section V: Correct spelling for Kris Clark. Section VIIB: Correct spelling for broader. 	Ginger Davis	9/6/13

Agenda Item B: New Business

DISCUSSION	<p>Binder Materials and Meeting Schedule</p> <ul style="list-style-type: none"> • PIEC Binders were provided to each Committee member. • Hinkes reviewed all materials. Barnes noted a later dated ACCJC Rubric (July 2013) was available and provided a copy to Baker. <p>Review Mission</p> <ul style="list-style-type: none"> • PIEC is the major link between all committees here on campus. • Hinkes shared upcoming events/meetings: <ul style="list-style-type: none"> ○ The full accreditation will be coming up in three years. ○ The educational master plan ○ Fall and Spring Retreats for President’s Cabinet. ○ October 4 is the first President’s Cabinet retreat. ○ February 28 will be the PIEC retreat. <p>Classified Co-Chair</p> <ul style="list-style-type: none"> • At the May 14, 2013 meeting, it was proposed to have a third chair position, that of Classified Co-Chair. This discussion was postponed until the first meeting of Fall, 2013. Baker and Romero asked that the discussion be postponed until Angela Liewen, Classified Senate President, returns. <p>Website Updates</p> <ul style="list-style-type: none"> • Websites will be updated once computer glitches are resolved. The goal is for the content managers to be able to update their own service areas. <p>Updated IP Manual</p> <ul style="list-style-type: none"> • Previously known as the yellow flower report. Goal is to have this completed within the next couple of weeks and presented to committee once completed. <p>Review Convocation Sessions</p> <ul style="list-style-type: none"> • Baker introduced a brief discussion of Teaching and Learning presentations during Fall Convocation, 2013. It was generally agreed that presentations were rich and robust, but next time we will advertise more to attract more participants.
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Agenda Item C: Accreditation

DISCUSSION	<p>Update on Midterm Report (Tim McGrath)</p> <ul style="list-style-type: none"> • Luster shared that the Midterm Report was recently recommended to the President. Once finishing touches are complete, it will go to the Board of Trustees and then to the Accrediting Commission for Community and Junior Colleges. • As we plan for the second half of the six-year cycle, the goal is to look at our practices and do assessments of where we have gaps; then address those areas not meeting our expectations.
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Agenda Item D: Educational Master Plan

DISCUSSION	Charlie Zappia will update this at the September 10, 2013 meeting.
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Agenda Item E: Program Review

DISCUSSION	Hiring, Resource Allocation Timelines (Jill Baker) <ul style="list-style-type: none">• Baker shared that Lead Writers will be able to refresh existing applications. All programs that had previously submitted an application to update 2012-2013 applications have been unlocked for Lead Writers to access.• The first meeting regarding Faculty Hiring Priorities (FHP) will be on Friday, August 30, 2013 at 9AM in G-101.• September 18 at midnight is the deadline for 2012-2013 applications.
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Agenda Item F: Learning Assessment Task Force (LATF)

DISCUSSION	Learning Outcomes Assessments (Julie Barnes) <ul style="list-style-type: none">• Barnes stated that LATF had one meeting over the summer on August 7.• September 3, 2013 will be the first meeting for this academic year; the task force will be reviewing the year's assessment activities/plans/timeline.
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Agenda Item G: BARC

DISCUSSION	Outcomes from Spring 2013, Present Revised Rubric (Lynn Dang) <ul style="list-style-type: none">• BARC has revised their rubric. Dang will bring that to the BARC Committee for approval and then bring it back to PIE for approval and forwarding to President's Cabinet for action.
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Agenda Item H: Faculty Hiring Priorities Committee

DISCUSSION	New Application for Faculty Requests (Andy MacNeill, Susan Topham) <ul style="list-style-type: none">• Topham shared that the overall process was being streamlined. The Committee developed a rubric that would be applicable to all areas (divisions) of the campus.• Referencing the Instructional Faculty Request Form, MacNeill shared the content and various features of the new form, including drop down menus.<ul style="list-style-type: none">○ The word Contract noted in section A, refers to Tenure Track faculty.○ Focus groups will be conducted for all three forms to provide feedback to the committee for possible revision.○ Abbott suggested that if it's going to be used for both programs and service areas, the form should be tailored for general use across the campus.○ Baker inquired about the class sections category in the Instructional Supporting Data chart. MacNeill indicated that the chart was intended to provide a variety of metrics for discussing instructional programs.○ Garber gave an example of the comparison of non-equivalent class sections (i.e. P.E. versus Math sections). FTEF is the funding basis for all positions.○ Baker added that the tenure/tenure-track versus adjunct ratio has been a standard metric in the past.○ MacNeill presented the Awards Conferred data section. Baker stated that from a Program Review perspective, the college also looks at impact of the program on other majors and completions, such as with Math and English, which do not award many degrees, but support every degree and transfer on the campus. This is true of other General Education courses as well.○ Barnes suggested adding learning outcomes to section D; this
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	<p>evolved out of performance-based functions.</p> <ul style="list-style-type: none"> ○ MacNeill shared that this is an opportunity for people filling out the form to note their specialty. • Referencing the Counselor form, Topham shared that the forms are similar except for the data. <ul style="list-style-type: none"> ○ Counseling data includes counselor to student ratio, and the number of orientations, assessments, counseling appointments, drop-in services, and workshops conducted/provided during the year. ○ In the future it will have information such as the number of abbreviated and comprehensive student education plans. • Referencing the Librarian Request form. <ul style="list-style-type: none"> ○ Topham shared that the Librarian’s data is tracked annually and is specific to the program, as is Counseling data. • Overall discussion of forms. <ul style="list-style-type: none"> ○ Topham stated that Faculty Hiring Priorities (FHP) Rubric was set up to support all faculty applications. The goal is to give all types of faculty equal opportunity across the board. ○ Garber asked if actual training was going to occur on how to use the various forms. Topham confirmed that training would occur once focus groups were conducted. ○ Baker added that Program Review for 2013-2014 starts on September 20, 2013. All forms should be finalized by this date.
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ACTION ITEMS	PERSON(S) RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Revise the three FHP forms and rubrics and get appropriate approvals. 	MacNeill, Topham	ASAP

Agenda Item I: Classified Hiring Priorities Committee

DISCUSSION	<p>New Application and Rubric (Monica Romero)</p> <ul style="list-style-type: none"> • Romero started by referencing the new Classified Application and Rubric. • Romero further stated that this application is geared towards the question “what do you need”? <ul style="list-style-type: none"> ○ The goal was to include quantitative and qualitative data and to include a live link on the form to allow reference to the actual position details. ○ Focus groups have already used the form and feedback was taken into account during the form’s creation. Kathy Wells will provide supporting data to this form as well. ○ On the evaluation criteria form, questions were broken out into two components: Planning and Outcomes. ○ Attachments are not permitted but reference material can be cited. ○ Committee will provide examples and training on the use of these forms to align with the 2013-2014 Program Review Cycle. • Kohlenberg complimented the committee on their work. • The Classified Application and Rubric was M/S/C by Abbott and Kohlenberg, to approve as submitted. The document has now been forwarded to President’s Cabinet for recommendation and approval by the President.
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Agenda Item J: Goals for 2013-2014

DISCUSSION	<p>Improve Website and Links</p> <p>“Tag” Documents for Accreditation File</p> <p>Improve Communication</p> <p>Revise Key Performance Indicators</p> <p>Rollout the EMP Once Completed and Approved</p> <p>Begin Preparations for Accreditation Self Study</p> <p>Update Research Planning Agenda</p> <p>Review Planning Cycle/Accreditation/Allocation Timeline</p>
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ACTION ITEMS	PERSON(S) RESPONSIBLE	DEADLINE
Committee did not cover these items at the meeting. Items will be added to September 10, 2013 meeting.	Committee Co-Chairs	September 10, 2013

Agenda Item K: Adjournment

DISCUSSION	Meeting was adjourned by Hinkes at 5:03pm.
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Next Meeting: Tuesday, September 10, 2013, 3:30 pm – 5:00 pm, A-104

Submitted by Ginger Davis, Senior Secretary

Approved on: 9/10/13