

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

September 10, 2013
3:30 p.m. – 5:00 p.m., A-104

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

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

DISCUSSION	<p>Approval Of August 27, 2013 Minutes</p> <ul style="list-style-type: none"> The Minutes were M/S/C by Chagnon and Romero, as submitted.
-------------------	---

Agenda Item B: New Business

DISCUSSION	<p>Cultural Climate Survey (Sam Ballard- 30 minutes)</p> <ul style="list-style-type: none"> Ballard shared that the first survey was completed 3 years ago. Survey was administered to all District employees. Mesa College had a 23% response rate. The survey will be administered again this year, and the college has the option of adding 5-7 more questions to the 2014 survey by December 2, 2013. Any suggested changes and/or additions, will need to apply to all three colleges and will filter through the Office of Institutional Effectiveness. Additional deadlines were referenced on page 5 of the 2014 Cultural Climate Survey Plan handout provided to the Committee. Ballard will send electronic records to the Office of Institutional Effectiveness. Luster added that this is an employee driven survey to support equity and other cultural values on our campus. Barnes added that since the last survey, a lot of changes have occurred here
-------------------	--

	<p>on campus and that this will give a chance for us to update and modernize the language and content.</p> <ul style="list-style-type: none"> • Baker shared that in the past survey, they were able to submit changes that were adopted district wide and that the PIE Committee will be the main point of contact with regards to the Spring 2014 survey. • The 2014 Cultural Climate Survey will be administered in Spring 2014 (February 10-March 3, 2014). <p>Plan for President's Cabinet Retreat (5 minutes)</p> <ul style="list-style-type: none"> • October 4, 2014 will be the retreat. Planning for this will be discussed at the September 24, 2014 PIE Committee meeting.
--	--

Agenda Item C: Accreditation

DISCUSSION	<ul style="list-style-type: none"> • Luster shared that the report goes to the Board of Trustees this Thursday; no further action to report at this time.
-------------------	--

Agenda Item D: Educational Master Plan

DISCUSSION	<ul style="list-style-type: none"> • Charlie Zappia will update this at the September 24, 2013 meeting.
-------------------	--

Agenda Item E: Program Review (Jill Baker- 15 minutes)

DISCUSSION	<ul style="list-style-type: none"> • Baker shared that we are in the midst of revising the 2012-2013 faculty applications. • September 27, 2013 is the official first day of the Program Review 2013-2014 cycle. • The new cycle will include the use of the new Faculty Hiring Rubric. • The three data questions will be optional this time around. • Lead Writer training will be on September 27 (S-303) and October 3 (LRC432). This will be a refresher training session on how to submit the 2013-2014 documents. • The only new item will be a box that will allow for feedback on outcomes from resources purchased through integrated planning resource allocation. • The due date for Program Review is now December 3, 2013. • Next fall we will be doing the comprehensive review.
-------------------	---

Agenda Item F: Learning Assessment Task Force (LATF) (Julie Barnes- 15 minutes)

DISCUSSION	<ul style="list-style-type: none"> • The first meeting for the academic year was held. • The Teaching and Learning Conference was discussed. • LATF is looking at ways to bring sessions back so other groups, i.e. Classified Employees, could participate. Baker added that the breakout sessions verified the need to revisit certain topics (i.e. graduation survey). • Institutional Learning Outcome's (ILO) need to be clear so students can understand them. • A Teaching and Learning Form was created in TaskStream. It will be tested and sent out to employees for use once finalized. • There is an updated rubric from the Accrediting Commission for Community and Junior Colleges (ACCJC). LATF will review the rubric for opportunities. • Ed Helscher and Kris Clark were announced as the Student Learning Outcomes Coordinator and Student Learning Outcomes Facilitator, respectively.
-------------------	--

	<ul style="list-style-type: none"> • Clark will be notifying faculty of her new Faculty support hours in the Office of Institutional Effectiveness as well as upcoming training opportunities. • LATF is looking at linking our GE assessments with our local institutional learning outcomes to assist with mapping GE's accurately. • Due to a shared curriculum, we have GE learning outcomes that are linked to our curricular outcomes. • District GE Outcomes exist independently and Mesa has systems already in place that require mapping.
--	---

ACTION ITEMS	PERSON(S) RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • ILO's for future meeting. 	Jill	TBA

Agenda Item G: Faculty Hiring Priorities Committee

DISCUSSION	<p>New Application and Rubric (Andy MacNeill, Susan Topham- 15 minutes)</p> <ul style="list-style-type: none"> • Referencing the Faculty Request Form on screen, Topham shared the revisions to the rubrics that had been completed. • Section A was revised based on feedback provided. • Discussion regarding question 1 being weighed differently than the rest of the questions came up. • Question 5 was suggested to not be included at all. • There were no changes to the actual questions. • Focus group feedback was promising and positive. • Baker added that I.E. can support this committee once the forms have been used for feedback for next year. • The Faculty Hiring forms were M/S/C by Ellis and Abbott, pending editorial clean up.
-------------------	---

ACTION ITEMS	PERSON(S) RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Revised forms/rubrics to Jill Baker. • Guidelines for definition of characters. 	<p>Susan Topham</p> <p>Jill Baker</p>	<p>Monday, 9/16/13</p> <p>Liaison Training on 9/27/13</p>

Agenda Item H: BARC (Lynn Dang- 5 minutes)

DISCUSSION	<ul style="list-style-type: none"> • Dang began by referencing the BARC Supplies Rubric. • The committee requested to add, "and outcome has been assessed" in the cell located in the Outcomes row/Highest Level column. • The Recommendation row was added to the rubric to allow for additional points. This feature will allow Managers to prioritize requests. • In referencing the BARC Equipment Rubric, the Committee requested to add the word "hardware" in the Replacement cell (within Planning) located in the Criteria column. • The BARC Rubrics for both the Supplies and Equipment were M/S/C by Liewen and Chagnon, with the changes noted above.
-------------------	---

ACTION ITEMS	PERSON(S) RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Add link to provide accreditation reference when the BARC Rubric is referenced on TaskStream. 	Jill Baker	ASAP

Agenda Item I: 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>
-------------------	--

ACTION ITEMS	PERSON(S) RESPONSIBLE	DEADLINE
Committee will discuss these items at a later date.	Committee Co-Chairs	TBA

Agenda Item K: Adjournment

DISCUSSION	Meeting was adjourned by Hinkes at 4:40 p.m.
-------------------	--

Next Meeting: Tuesday, September 24, 2013, 3:30 p.m. – 5:00 p.m., A-104

Submitted by Ginger Davis, Senior Secretary

Approved on: 9/24/13