

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

September 24, 2013
3:30 pm – 5:00 pm, A-104

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

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

DISCUSSION	<p>Approval of September 10, 2013 Minutes</p> <ul style="list-style-type: none"> The Minutes were M/S/C by Abbott and Romero, as submitted.
-------------------	---

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Agenda Item D. Add bullet in front of Charlie's name. 	Ginger	Before next meeting.

Agenda Item B: New Business

DISCUSSION	<p>Convocation: Goals Breakout Sessions (Baker)</p> <ul style="list-style-type: none"> • College-wide goals: results from convocation were brought up and will be revisited at the President’s retreat. • Brainstorm ideas will be collaborated and brought to the session. <p>President’s Cabinet Retreat Planning</p> <ul style="list-style-type: none"> • Overview <ul style="list-style-type: none"> ○ The retreat is Friday, October 4th, 9a-2p at SD Mesa College, Continuing Education site. ○ Presentation will include a brief glimpse back of our cycle and a look at how things will be 3 years from now. ○ An overview will be given about our processes and our assessments. Assessing our assessments data will be presented. ○ Jill will provide feedback on the full cycle of BARC and how it has been implemented into the culture here at Mesa. ○ Plans are to take the new ACCJC rubrics and compare them to ours. Luster’s goal would be to have an initial assessment of the rubrics completed at the retreat and then brought back to the PIEC group for discussion. ○ Abbott inquired about revising the standards before we begin the self-study so that we are not asked for the information at the last minute. Luster confirmed that there is typically a phasing in process. ○ Feedback on our midterm report will be presented. • Goals Evaluation <ul style="list-style-type: none"> ○ Campus goals were proficiency in 2012 and are sustainability in 2013. • Institutional Planning Manual <ul style="list-style-type: none"> ○ Will have this data ready and available by the President’s Cabinet Retreat.
-------------------	--

Agenda Item C: Accreditation

DISCUSSION	<ul style="list-style-type: none"> • Luster shared about an upcoming accreditation visit to Canada College where she, Julie Barnes and Constance Carroll are on the visiting team. • Constance Carroll is the chair at the District office and she will be able to see what the Chancellor’s responsibilities are at the district level. • Districts do not get accredited.
-------------------	--

Agenda Item D: Educational Master Plan

DISCUSSION	<p>To be discussed at a later date by Charlie Zappia. Postponed for a later date.</p> <ul style="list-style-type: none"> • Baker shared that the interns are finishing up with the analysis. • There are profiles for each of the programs. • 5 separate focus groups data have been analyzed. • Data should be completed in the next couple of weeks. Once completed, a steering group will disseminate the data. • This data (5 years worth) will help us respond to the Master Plan and allow the college to clearly see if we are in line with our college goals. • Interns are analyzing the data for the campus.
-------------------	--

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

DISCUSSION	<p>Status Report</p> <ul style="list-style-type: none"> • The September 18th deadline was met. On the 19th, the applications were converted to pdf format and given to the Faculty Hiring Priorities (FHP) Committee for analyzing by September 20th. • A total of 46 applications were submitted. • Some schools/departments decided not to submit an application. <p>Revisions to the Form</p> <ul style="list-style-type: none"> • The 3 data portions will be optional this 2013-2014 year. Sections will still be available if anyone wants to still complete them. • SLO's and AUO's are still required. • When Bri Hays returns, she will be holding sessions to show how to integrate data analysis into program review. • FHP will not be able to download the data into the forms on TaskStream. The data will be accessible via an attachment; campus averages will be included for reference. • BARC Equipment and Supplies Rubrics went to the PCAB last week and were approved.
-------------------	--

Agenda Item F: Learning Assessment Task Force (Julie Barnes- 15 min.)

DISCUSSION	<p>Vote on proposal to use ILO's as our GELO's</p> <ul style="list-style-type: none"> • Hinkes discussed on behalf of Barnes who is requesting to vote to recommend use of Institutional Learning Outcome's (ILO) as General Education Learning Outcome's (GELO). • GELO's derive from each of the principal GE areas (i.e. Natural Sciences, Social and Behavioral Sciences, Humanities, Languages and Rationality). Within each area, the GELO's are similar (i.e. language, rationality, communication skills and critical thinking) but are geared to the specific content matter. • Farmer inquired what the difference was between ILO's and GELO's. Hinkes clarified. Mesa's ILO's overarch those from each area, so it makes sense to use the broader ILO's. The idea is to align the GELO's with the ILO's. • Every course needs to be mapped to every level's goals here on campus. • GELO's were developed from the District, not the state. • Chagnon added that skills based courses such as music are challenged because of the difficulty of mapping it to courses like math. • General Education requirements are part of title 5. • This will support the college in sustaining continuous quality improvement. • The PIEC moves to send forward, to the President's Cabinet, our support to this recommendation and that the recommendation come from the Learning Assessment Taskforce. • This was M/S/C by Abbott and Chagnon.
-------------------	---

Agenda Item G: BARC

DISCUSSION	<ul style="list-style-type: none"> • Hinkes began by sharing the goal to get to the prioritization levels completed by the end of February. • This is the third year that we are doing this. • Once our business office knows how much money is left over, we will be ready with our local listings. • Lynn Dang will be taking over and participating in this role.
-------------------	--

Agenda Item H: 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
-------------------	---

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

Agenda Item I: Adjournment

DISCUSSION	<ul style="list-style-type: none">• Meeting was adjourned by Hinkes at 4:54pm.
-------------------	--

Next Meeting: Tuesday, October 8, 2013, 3:30 pm – 5:00 pm, A-104

Submitted by Ginger Davis, Senior Secretary

Approved on: 10/8/13