

San Diego Mesa College
PIE Committee
Meeting Notes

January 27, 2015
3:30 p.m. – 5:00 p.m., A-104

ATTENDEES	Madeleine Hinkes, Co-Chair	Bri Hays
	Angela Liewen, Co-Chair	Terry Kohlenberg
		Pamela Luster
	Rachelle Agatha	Tim McGrath
	Angela Arreaga	David Palomino
	Julianna Barnes	Charlotta Robertson (Excused)
	Danene Brown (Proxy for C. Robertson)	Monica Romero
	Richard Chagnon	Charlie Zappia (Excused)
	Jennifer Cost (Excused)	
	Ashanti Hands (Excused)	

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

DISCUSSION	<p>Approval of December 9, 2014 Minutes</p> <ul style="list-style-type: none"> • The Minutes were M/S/C by Kohlenberg and Hinkes to approve once the following changes made: <ul style="list-style-type: none"> ○ Agenda Item B: remove last sentence on bullet number five that starts with “Romero...”. ○ Agenda Item B: correct 16-month project to 18-month project. ○ Agenda Item I: correct second bullet to reflecting as “...regarding instructional lab technician positions”.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• Post approved minutes to the PIEC website.	• Ginger Davis	• Before next meeting.

Agenda Item B: Continuing Business

DISCUSSION	<p>PIE Committee Purpose</p> <ul style="list-style-type: none"> • To advance the overall planning work of the college. • Guide the annual assessment of progress on goals and objectives. • Recommend changes. • Assure that planning framework is consistent with accreditation standards. <p>Institutional Planning Manuals</p> <ul style="list-style-type: none"> • Distributed manuals to PIE Committee. • Referred to as a guide, not a manual (cover is wrong). • Electronic copy is also located on the PIEC webpage.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item C: New Business

DISCUSSION	<p>Espen Correll has officially resigned from the committee. Rob Fremland has been notified to seek a new faculty representative.</p> <p>Planning Agenda for Spring 2015</p> <ul style="list-style-type: none"> • A draft of the integrated planning agenda was presented to the committee for review and feedback. • A final draft will be provided to be moved to the President’s Cabinet for approval.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• Update planning agenda.	• Madeleine Hinkes	• 2/10/15

Agenda Item D: Research

DISCUSSION	<p>Bri Hays, 10 minutes:</p> <p>Scorecards and standards</p> <ul style="list-style-type: none"> • Spring 2015 we will want to review the new strategic planning scorecard <ul style="list-style-type: none"> ○ Would like to have a working group prepare it for spring so it can be finalized and used for any upcoming meetings and conferences. • We are (as of 2013) required to provide the college’s own set standards for accreditation. • Accreditation annual report, coming out in February or March, will require this information to be included. Qualitative and quantitative
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	<p>data will be included in this year's report as evidence for accreditation.</p> <ul style="list-style-type: none"> ○ Strategic Planning scorecard metrics are slightly different from what accreditation wants, but we can leverage our work with the new scorecard with the requirements for the annual report/institution-set standards. • Recently completed research projects include, among others: <ul style="list-style-type: none"> ○ Program Review evaluation surveys- late February/early March. ○ Equity data for spring inquiry ○ Ad hoc requests for program review data ○ Accelerated math report ○ Trio grant application data ○ Teacher Education Student Survey ○ ESOL ○ Unpacking district reports
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item E: Accreditation

DISCUSSION	<p>Julie Barnes, 5 minutes:</p> <ul style="list-style-type: none"> • Received an extra semester to prepare for the visit. • Focus is now for Accreditation 2017 • This spring there will be more brown bag meetings. • There are plans to attend existing standing meetings to accommodate meeting conflicts. • If accreditation response is completed too early, an addendum will need to be conducted. • Collaboration with the district is important in this process. • We need to concentrate on ACCJC standards. • Most accreditation policies are based out of the Department of Education. • The evidence of how we provide data could shift based on the accreditation body used. • Board of Governors no longer requires that ACCJC be the sole accreditation body, although it would be best for the California Community College system if we all had the same accreditation agency.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item F: Program Review

DISCUSSION	<p>Madeleine Hinkes, 5 minutes:</p> <ul style="list-style-type: none"> • A Campus Labs representative will be coming on February 26th to do a demo here on campus. • 95 Program Reviews are in the works. Deadline is Friday, January 30th. • Challenges and strengths are being noted for planning purposes for the 2015-16 cycle. • Reports for BARC, CHPC, FHPC will be the focus in the upcoming month. • For the new areas, i.e. Dean’s Office’s and President’s Office, program review has benefitted offices by requiring them to meet to discuss the areas of program review as a team.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item G: Learning Assessment Task Force (LATF)

DISCUSSION	<p>Madeleine Hinkes, 5 minutes:</p> <ul style="list-style-type: none"> • Taskforce is discussing the switch to a committee to assist the new SLO Coordinator role and to reflect the importance of outcomes assessment. • LATF will be reporting back to PIEC with updates. • The goal of the outcomes assessment group is to make it part of our culture and to make things better for students. • The idea is to focus on the results, not on the process. • Still looking at SLO reports that will better serve the college to reflect the campus’ progress.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item H: BARC

DISCUSSION	<p>Rachelle Agatha, 0 minutes:</p> <ul style="list-style-type: none"> • N/A
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item I: Faculty Hiring Priorities Committee (FHPC)

DISCUSSION	<p>Terry Kohlenberg, 5 minutes:</p> <ul style="list-style-type: none"> • Had one training session during Flex credit on 1/21/15. One person attended. • Revising the current membership.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item J: Classified Hiring Priorities Committee (CHPC)

DISCUSSION	<p>Monica Romero, 5 minutes:</p> <ul style="list-style-type: none"> • An issue regarding the use of whether BARC or CHP forms should be used was brought up. At this time, the current CHP form is geared towards new positions. • We will need to clarify or identify an area where these types of requests will need to be included. (i.e. moving a part-time position to a full-time position, etc.). • For this cycle, we are asking lead writers to use the CHP form since it still needs to be documented. • The request would still need to come through the program review cycle but the assessment piece needs to be addressed. This will need to be clarified for the next cycle. • Reclassifications are conducted through the district office but general funds are used to support the reclassification through the college. • The committee will discuss this further and report back to PIEC with an update.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item K: Goals for 2014-2015

DISCUSSION	<p>Continue to Improve Website and Links</p> <ul style="list-style-type: none"> • January 30th is the final day to provide changes. <p>Continue to Improve Communication</p> <p>Put the EMP into Operation: Goals and Measurements</p> <p>Prepare for Accreditation Self Study- Spring 2017 visit</p>
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Agenda Item L: Adjournment

DISCUSSION	<ul style="list-style-type: none">• Meeting was adjourned by Liewen at 4:36 p.m.
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Next Meeting: Tuesday, February 10, 2015, 3:30 p.m. – 5:00 p.m., A-104

Submitted by: Ginger Davis, Senior Secretary, Administrative Support

Approved on: 2/10/15