

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

December 9, 2014
3:30 p.m. – 5:00 p.m., A-104

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

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

DISCUSSION	<p>Approval of October 28, 2014 Minutes</p> <ul style="list-style-type: none"> • The Minutes were M/S/C by Romero and Robertson to approve once the following changes were made: <ul style="list-style-type: none"> ○ Add Michelle Rodriguez as an attendee. ○ Agenda Item B: under strategic directions 5 and 6, change ... “is joining” to “joined” the committee in reference to Michelle Rodriguez. ○ Agenda Item G: regarding the reference to the 2020 vision. A request was to clarify that this was President Obama’s vision of increasing the number of graduates by the year 2020.
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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>Report out from 12/2 Retreat</p> <ul style="list-style-type: none"> • Reflections from the retreat were discussed. • Governance Taskforce discussion was helpful. Susan Topham and President Luster will touch base to move forward on this topic. • Communication under shared governance was a big topic of discussion. • Accreditation feedback felt like everything was moving along fine. • One member attended a previous conference in which the roles of a committee member and finding that voice in governance were discussed. • Appreciated closing statements by the President. <p>Report out from 12/3 Equity Retreat</p> <ul style="list-style-type: none"> • Equity retreat was really good. Excited to work with the Center for Urban Education (CUE) group on a 18-month project. Goal is to assist us in turning diversity into equity outcomes. • It was a different meeting that we don't normally have led by facilitators in a different way. • Mesa College is the first college CUE is working with using live data. • As a Mesa employee, we see our organizational chart separated out in different sections. Students see Mesa's organizational chart as one large pool with no differences.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item C: New Business

DISCUSSION	<p>Plans for Spring Semester</p> <ul style="list-style-type: none"> • Filling in the gaps. A lot of that information will be coming out of Program Review. Program Review data will be pulled in February 2015. • From 30,000 foot level, the systems we have in place were set up to meet the current needs. What within our systems still needs adjusting or can be filled? This would be a good focus for the PIE Committee. • The accreditation draft would also expose operational gaps. • Lines of governance committees will be sorted out. • Spring Retreat is scheduled tentatively for Tuesday, April 7th.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item D: Accreditation

DISCUSSION	<p>Julie Barnes, 5 minutes:</p> <ul style="list-style-type: none"> • Next steps on the accreditation response were discussed. • Each accreditation standard has a drafted response. • Looking for areas of improvement and emerging areas to focus on institutionally. • Early next semester, there will be meetings with the tri-chairs of each standard to discuss steps in getting to the next draft of each accreditation response. The second draft of the accreditation response will be the focus of the spring semester; plus more dialogue. • Next draft will be due by May 11th, 2015. • We will launch the accreditation surveys for both employees and students in the spring semester.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item E: Program Review

DISCUSSION	<p>Madeleine Hinkes, 5 minutes:</p> <ul style="list-style-type: none"> • Program Review Handbooks were shared and discussed. This will give readers a better feel about the entire process, the different roles involved, the committees who are involved in the prioritization process and finally a description of how the allocation process works here at Mesa. • Handbook is also posted on the Program Review website. • The next thing coming out will be the Institutional Planning Guide (IPG).
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item F: Learning Assessment Task Force (LATF)

DISCUSSION	<p>Madeleine Hinkes, 5 minutes:</p> <ul style="list-style-type: none"> • The new Student Learning Outcomes (SLO) Coordinator position has been filled. Kris Clark is the new SLO Coordinator. • Kris will be invited to be the new co-chair of LATF. • Currently exploring the need for a part-time Administrative Assistant to support this role through the Office of Institutional Effectiveness.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item G: BARC

DISCUSSION	PERSON RESPONSIBLE	DEADLINE
<p>Rachelle Agatha, 5 minutes:</p> <ul style="list-style-type: none"> • In the meeting held today, IELM funds, which are structural equipment and library funds, were discussed. \$888,000 must be spent in the next two months. • The library requested \$55,000 for subscriptions last year; looking to request \$60,000 for subscriptions for this year to support upgrades to instructional computers. Still leaves about \$700,000 +/- to use in next two months. • McGrath moved to recommend the spending of \$500,000 for equipment purchases and \$60,000 for the library to the President for approval. Liewen seconded the recommendation. • Funds available fluctuate. Last year (2013-14) it was \$160,000. The year before (2012-13), there was no funding. 		

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item H: Faculty Hiring Priorities Committee (FHPC)

DISCUSSION	PERSON RESPONSIBLE	DEADLINE
<p>Terry Kohlenberg, 5 minutes:</p> <ul style="list-style-type: none"> • On November 21st, the FHPC met and discussed changing the committee membership. This would start in Spring 2015 and be comprised of 5 deans (representing 5 schools) and 5 faculty (representing the other 5 schools). • Terms are not yet set although 2 years was a time frame considered; this will be decided once the new committee is established. • The decision to change the committee structure was because the FHP committee wanted a broader representation from the different departments here on campus. • McGrath and Chagnon M/S/C the proposal of the new FHPC makeup to be recommended to the President for approval. Committee approved recommendation by consensus. 		

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item I: Classified Hiring Priorities Committee (CHPC)

DISCUSSION	Monica Romero, 5 minutes: <ul style="list-style-type: none">• No meetings in the Fall; only training was provided.• There have been discussions from the instructional side of the house regarding instructional lab technician positions.• PowerPoint and online forms have been very easy to follow and use.• The committee is available in case there are any questions up and through the due date.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none">• None	<ul style="list-style-type: none">• N/A	<ul style="list-style-type: none">• N/A

Agenda Item J: Goals for 2014-2015

DISCUSSION	Continue to Improve Website and Links Continue to Improve Communication Put the EMP into Operation: Goals and Measurements Prepare for Accreditation Self Study- October 2016
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Agenda Item K: Adjournment

DISCUSSION	<ul style="list-style-type: none">• Meeting was adjourned by Hinkes at 4:48 p.m.
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Next Meeting: Tuesday, January 27, 2015, 3:30 p.m. – 5:00 p.m., A-104

Submitted by: Ginger Davis, Senior Secretary, Administrative Support

Approved on: 1/27/15