

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

February 24, 2015  
3:30 p.m. – 5:00 p.m., A-104

<b>ATTENDEES</b>	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
	Danene Brown	Charlotta Robertson
	Richard Chagnon	Monica Romero
	Kristan Clark	Charlie Zappia (Excused)
	Jennifer Cost (Excused)	

**Agenda Item A: Call to Order:** By Liewen at 3:37 p.m. in A-104.

<b>DISCUSSION</b>	<p><b>Approval of February 10, 2015 Minutes</b></p> <ul style="list-style-type: none"> <li>The Minutes were approved by Romero and Brown as is.</li> <li>Remove Espen Correll from agenda.</li> </ul>
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<ul style="list-style-type: none"> <li>Post approved minutes to the PIEC website.</li> </ul>	<ul style="list-style-type: none"> <li>Ginger Davis</li> </ul>	<ul style="list-style-type: none"> <li>Before next meeting.</li> </ul>

**Agenda Item B: Continuing Business**

<b>DISCUSSION</b>	<p><b>Planning Process Diagram Revision</b></p> <ul style="list-style-type: none"> <li>• Mission Statement is what drives resource and planning.</li> <li>• Will need to modify diagram to accurately reflect flow of processes.</li> <li>• Work with Office of Communications to finalize diagram graphic.</li> <li>• Requesting PIEC to review document and suggest edits before next meeting on March 10<sup>th</sup>.</li> <li>• Review “Service Area” verbiage; mostly use Program Review regardless of department/service area.</li> <li>• Add improvement notations.</li> </ul> <p><b>6-Year Cycle</b></p> <ul style="list-style-type: none"> <li>• Presented revised Multi-Year Assessment and Evaluation Cycle calendar.</li> <li>• Reviewed and discussed annual reports and processes.</li> <li>• Program Review cycle can possibly be changed to a four-year cycle. This will include three years of updates and one comprehensive year. By doing this, we will be able to incorporate data from the comprehensive reviews into the Educational Master Plans.</li> <li>• A suggestion was to change the term program review “update” (i.e. year 1, year 2, annual review, “plan” can be used for comprehensive reviews and “review” for the update years).</li> <li>• Need to start planning for the Facilities Master Plan.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>• Finalize Integrated Planning Process and Multi-Year Assessment and Evaluation Calendars.</li> </ul>	<ul style="list-style-type: none"> <li>• Madeleine Hinkes</li> </ul>	<ul style="list-style-type: none"> <li>• March 10<sup>th</sup>, 2015</li> </ul>

**Agenda Item C: New Business**

<b>DISCUSSION</b>	<p><b>Strategic Planning Scorecard</b></p> <ul style="list-style-type: none"> <li>• Presented the old Key Performance Indicators scorecard from 2012/13 and the proposed indicators/metrics for Strategic Directions, Goals, and Objectives. <ul style="list-style-type: none"> <li>○ Looking at using the term “dashboard” for Mesa’s scorecard instead of using the state’s term of “scorecard”.</li> <li>○ Tableau software is a visual program to help with dashboarding.</li> <li>○ Add indicator numbers along with the identifiers.</li> <li>○ Data requested will have a baseline so information provided will reflect selected dates.</li> <li>○ Plan to add another column showing accreditation.</li> </ul> </li> <li>• District Accreditation Surveys will soon be distributed to faculty and students.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Add links to document to provide reference sites.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>• Provide an updated dashboard.</li> </ul>	<ul style="list-style-type: none"> <li>• Bri Hays</li> </ul>	<ul style="list-style-type: none"> <li>• March 10<sup>th</sup>, 2015</li> </ul>

**Agenda Item D: Research**

<b>DISCUSSION</b>	<p><b>Bri Hays, 10 minutes:</b></p> <ul style="list-style-type: none"> <li>• Program Review integrated planning survey is out. <ul style="list-style-type: none"> <li>○ Regardless of the Program Review role (i.e. lead writer, liaison, manager) all participants will complete one survey.</li> </ul> </li> <li>• Results will be compiled in March.</li> <li>• Community College Survey of Men- 400 total between fall and spring (10 sections with males?) <ul style="list-style-type: none"> <li>○ Currently seeking student involvement for current project.</li> </ul> </li> <li>• Master Research Agenda- goal is to have a final draft by fall.</li> <li>• Title V- increasing Latino and low income populations. Will serve as the basis for the Master Research Agenda.</li> <li>• Point of Service Surveys- out in fall 2015.</li> <li>• District Accreditation Surveys- out no later than March 2<sup>nd</sup>.</li> <li>• ILO Surveys- out in April; specific to students who apply for graduation.</li> <li>• Health Information Technology- Two surveys for employment outcomes for grads and employers.</li> <li>• Physical Therapy Assistant- working with program.</li> <li>• Music- volume of students at different times of the day.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

**Agenda Item E: Student Equity Planning**

<b>DISCUSSION</b>	<p><b>Julie Barnes, 15 minutes:</b></p> <p><b>Title V Updates (Romero)</b></p> <ul style="list-style-type: none"> <li>• Presented Projecto Éxito powerpoint.</li> <li>• Mesa’s five-year goal is to improve the retention and graduation rates of our diverse population, particularly Latino students.</li> <li>• Provided an overview on the following: <ul style="list-style-type: none"> <li>○ Grant Organizational Structure</li> <li>○ System of grant Integration</li> <li>○ Grant Development</li> <li>○ Curriculum: <ul style="list-style-type: none"> <li>▪ English: ENGL 47A</li> </ul> </li> </ul> </li> </ul>
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- Math: MATH 92 and 38
- Personal Growth (PG)
- Classroom Tutors (CT)
- Student Engagement:
  - Summer Bridge
  - Peer Navigators
- Employee Development:
  - Taskforce
  - Employee Development Center
- Other Activities:
  - Wi-Fi
  - Overall Planning
- On the Horizon:
  - Positions
  - Evaluation

**Student Success & Equity Committee (Hands)**

- Working on a change agent workgroup with the center for urban education in which three perspectives are experienced:
  - Walking in student’s shoes- where faculty go through the student experience.
  - Observations- this group looks at services, office structures, etc.
  - Document Review- this group focuses on the website, syllabi, etc.
- Equity sightings: sharing at the beginning of the meetings where individuals share actual experiences of equity and student success here at Mesa.
- Next assignment is to dig deeper to figure out opportunities to explore and implement.
- Also working with the District regarding a pilot program that will focus on adjuncts and ways to support our equity efforts.
- Ensuring Students Success - March 17, 11:30 a.m. – 1 p.m.
- Voices Presentation: February 25<sup>th</sup>, fourth floor student services building, 12:45 p.m. - 1:45 p.m.

**Center for Urban Education Updates (Barnes)**

- Mesa College continues to work closely with the Center for Urban Education to strengthen our institutional equity efforts.
- We have approximately 30 staff, faculty and administrators engaged in inquiry work as ‘Change Agents’ with a focus on English.
- The work- that is being led by English faculty- focuses on better understanding the student experience from an equity lens (i.e. in assessment, with our website, and with English-related documents.

	<ul style="list-style-type: none"> <li>This work will help to inform improvements in the future.</li> </ul>
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<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>

**Agenda Item F: Program Review**

<b>DISCUSSION</b>	<p><b>Madeleine Hinkes, 5 minutes:</b></p> <ul style="list-style-type: none"> <li>CHP, FHP, and BARC reports have been distributed to the prioritization committees.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>

**Agenda Item G: Learning Assessment Task Force (LATF)**

<b>DISCUSSION</b>	<p><b>Kristan Clark, 10 minutes:</b></p> <ul style="list-style-type: none"> <li>Moving towards a committee status.</li> <li>Looking at renaming the Task Force, "Committee on Outcomes and Assessments".</li> <li>Working towards a series of Flex workshops that will be outcomes assessment oriented.</li> <li>SLO reports will be generated by end of the semester for review and analysis.</li> <li>SLO symposium on March 6<sup>th</sup>.</li> <li>Assessment 101 is a possible workshop offered at the upcoming Classified Conference in May.</li> <li>Colleges are having challenges with assessments and are getting sanctioned for them. This gives us the renewed effort to try ways to make it meaningful to us so that it translates to all areas of the campus.</li> <li>With accreditation coming in spring 2017 we will have time to work on SLOs and assessments.</li> </ul>
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<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>

**Agenda Item H: BARC**

<b>DISCUSSION</b>	<p><b>Rachelle Agatha, 1 minute:</b></p> <ul style="list-style-type: none"> <li>On track to forward BARC requests to Presidents Cab.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>

**Agenda Item I: Faculty Hiring Priorities Committee (FHPC)**

<b>DISCUSSION</b>	<p><b>Terry Kohlenberg, 1 minute:</b></p> <ul style="list-style-type: none"> <li>First committee meeting on March 5<sup>th</sup>.</li> <li>March 19<sup>th</sup>, the committee would like to begin reviewing the Faculty Position Requests from the 2014/15 Program Review cycle.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>

**Agenda Item J: Classified Hiring Priorities Committee (CHPC)**

<b>DISCUSSION</b>	<p><b>Monica Romero, 5 minutes:</b></p> <ul style="list-style-type: none"> <li>Currently is process of reviewing 44 Classified Hiring Requests.</li> <li>Should be done with reviews in four weeks.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>

**Agenda Item K: Goals for 2014-2015**

<b>DISCUSSION</b>	<p><b>Continue to Improve Website and Links</b></p> <p><b>Continue to Improve Communication</b></p> <p><b>Put the EMP into Operation: Goals and Measurements</b></p> <p><b>Prepare for Accreditation Self Study- Spring 2017 visit</b></p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>

**Agenda Item L: Adjournment**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>Meeting was adjourned by Liewen at 4:58 p.m.</li> </ul>
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**Next Meeting: Tuesday, March 10, 2015, 3:30 p.m. – 5:00 p.m., A-104**

Submitted by: Ginger Davis, Senior Secretary, Administrative Support

Approved on: 3/10/15