

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

September 22, 2015  
3:30 p.m. – 5:00 p.m., A-104

<b>ATTENDEES</b>	Madeleine Hinkes, Co-Chair	Ashanti Hands
	Angela Liewen, Co-Chair	Brianna Hays
		Leroy Johnson
	Rachelle Agatha	Trina Larson
	Mariam Ahmed	Pamela Luster (Excused)
	Julie Barnes (Excused)	Tim McGrath
	Danene Brown	Kim Perigo
	Kristan Clark	Charlotta Robertson
	Meegan Feori	Monica Romero
	Rob Fremland	

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

<b>DISCUSSION</b>	<p><b>Approval of September 8, 2015 Minutes</b></p> <ul style="list-style-type: none"> <li>The minutes draft was emailed to PIEC prior to the meeting for review.</li> <li>The Minutes were M/S/C by Perigo and Clark as is.</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 to the PIEC minutes webpage.</li> </ul>	<ul style="list-style-type: none"> <li>Ginger Davis</li> </ul>	<ul style="list-style-type: none"> <li>Before the next PIEC meeting.</li> </ul>

**Agenda Item B: Continuing Business**

<b>DISCUSSION</b>	<p><b>SDCCD Integrated Planning Framework (Angela Liewen)</b></p> <ul style="list-style-type: none"> <li>Committee suggestions were forwarded to Lynn Neault.</li> <li>Once a revised chart is developed, it will be presented to PIEC.</li> </ul> <p><b>Revised Goals for 2015-2016</b></p> <ul style="list-style-type: none"> <li>The 2015-2016 goals were presented and discussed for approval by the</li> </ul>
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	<p>committee. Goals were to:</p> <ul style="list-style-type: none"> <li>○ Ensure our actions address our strategic goals</li> <li>○ Work towards improvement of institutional effectiveness</li> <li>○ Meet accountability obligations (ACCJC, IEPI)</li> <li>○ Review mission, vision, and values and Institutional Learning Outcomes (ILOs)</li> </ul> <ul style="list-style-type: none"> <li>● The goals were M/S/C by Perigo and Fremland as is.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>● Post to the PIEC Purpose, Membership &amp; Goals webpage.</li> </ul>	<ul style="list-style-type: none"> <li>● Ginger Davis</li> </ul>	<ul style="list-style-type: none"> <li>● Before the next PIEC meeting.</li> </ul>

**Agenda Item C: New Business**

<b>DISCUSSION</b>	<p><b>Board of Trustees Meeting</b></p> <ul style="list-style-type: none"> <li>● Thursday, October 8<sup>th</sup>, Mesa College in rooms Z-101, Z-102, Z-103 4 pm.</li> <li>● Topics of discussion include: breaking down of barriers, student success, the student research conference, professional development in the LOFT, mini grants, etc.</li> </ul> <p><b>IEPI Team Visit</b></p> <ul style="list-style-type: none"> <li>● A handout was provided to explain the purpose and mission of the Institutional Effectiveness Partnership Initiative (IEPI) which also includes the letter President Luster sent to them.</li> <li>● The IEPI is supported through the State Chancellor’s Office.</li> <li>● This is a collaborative effort to help colleges improve their fiscal and operational effectiveness and promote student success.</li> <li>● The three Components of the Institutional Effectiveness Partnership Initiative: <ul style="list-style-type: none"> <li>○ Framework of indicators, to see what other colleges are doing.</li> <li>○ Partnership Resource Teams- Thursday, November 12<sup>th</sup>, 2015 (1<sup>st</sup> visit)</li> <li>○ Professional Development</li> </ul> </li> <li>● The structure of the IEPI Team visits: first visit includes observation, second visit will consist of suggestions, and third visit will be a culmination of all past visits.</li> </ul> <p><b>Update of Institutional Planning Guide</b></p> <ul style="list-style-type: none"> <li>● The 2014-2015 Institutional Planning Guide was presented. This is a document that records our processes in support of the College’s Education Master Plan 2013-2019.</li> <li>● A suggestion was to have the PIE Committee involved in updating the 2015-2016 guide.</li> <li>● Each section of the guide was briefly reviewed and suggestions were provided on who would update which section(s). Recommendations were</li> </ul>
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	<p>to add sections on equity efforts, SSSP, and the Summer CRUISE.</p> <ul style="list-style-type: none"> <li>• The goal is to show how we are living our Education Master Plan and how processes are supporting the campus plans; this document is for internal audiences, but will be available on the webpage.</li> <li>• Hinkes requested updates be sent to her via email before the October 13<sup>th</sup> meeting.</li> <li>• An electronic copy of the document is posted on the PIEC webpage and will be emailed to the committee.</li> </ul> <p><b>Integrated Planning Calendar 2015-2016</b></p> <ul style="list-style-type: none"> <li>• A draft of the current year’s Integrated Planning Calendar was presented. This is a preview of the plans in motion for this academic year.</li> <li>• The new outcomes assessment module will not start until Fall 2016.</li> <li>• Hinkes requests the committee review the calendar draft for any edits/additions and to email her with any suggestions.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>• Email an electronic copy of the Institutional Planning Guide to the committee.</li> </ul>	<ul style="list-style-type: none"> <li>• Ginger Davis</li> </ul>	<ul style="list-style-type: none"> <li>• Before the next meeting.</li> </ul>

**Agenda Item D: Research**

<b>DISCUSSION</b>	<p><b>Bri Hays: (10 minutes)</b></p> <ul style="list-style-type: none"> <li>• Working on the equity plan in partnership with Ashanti Hands and Larry Maxey.</li> <li>• Also, working on the SSSP report.</li> <li>• The Research webpage has been updated and is ready to go live.</li> <li>• Currently working on a new research request process to streamline processes in the office.</li> <li>• Program Review data has been pulled and placed into the various programs in Taskstream for reference. This data can also be used to support other department initiatives, not just program review.</li> <li>• Program Review data training titled, Making Meaning of Your Program’s Equity Data, will be held on September 30<sup>th</sup> at 9:30 am in H-117/118. This year, training is being delivered in partnership with Student Services.</li> <li>• On September 4, 2015, there was an IEPI workshop that was held at the CE Campus, in partnership with the CCCC and RP Group. Approximately 90 participants attended. IEPI is both a technical and professional development initiative.</li> <li>• Currently doing research with Title V: Classroom Tutors (Classroom Tutoring Program) and Summer CRUISE.</li> <li>• A preview of other things to come, include: <ul style="list-style-type: none"> <li>○ Student Achievement Data will be pulled for Accreditation. She will be working with Danene Brown to support as needed.</li> <li>○ Aspirational Goals set from last year will be revisited and revised</li> </ul> </li> </ul>
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	<p>as needed.</p> <ul style="list-style-type: none"> <li>○ Focus groups for Counseling and equity will be formed.</li> <li>○ Surveys (Re: Community College Men of Color)</li> <li>○ Basic Skills Initiatives</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

**Agenda Item E: Accreditation**

<b>DISCUSSION</b>	<p><b>Danene Brown: (5 minutes)</b></p> <ul style="list-style-type: none"> <li>• Held the first Tri-Chair meeting.</li> <li>• Each of the standards will be presented to various groups for campus feedback.</li> <li>• An online form was also created for anonymous feedback from the campus.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

**Agenda Item F: Student Success/Equity/Title V:**

<b>DISCUSSION</b>	<p><b>Monica Romero/ Ashanti Hands:</b></p> <ul style="list-style-type: none"> <li>• Romero presented the The Classroom Tutor- Fall 2015 Pilot Program.</li> <li>• Tutoring is also referred to as Supplemental Instruction (SI).</li> <li>• Starting the pilot with nine separate classes. Classes included are Math 92, English 43, 49, 47A, and 101 and Astronomy 101.</li> <li>• There are eight classroom tutors; they are currently enrolled students who took the same course last semester.</li> <li>• The program is piloting with different types of models to see what works best.</li> <li>• The online feedback mechanism required each week, provides reflection of the previous week, guides the structure of the lesson plan for the following week and keeps the CT, Instructor and program coordinators in constant communication.</li> <li>• Goal is to have 20 classes in the Spring 2016 semester.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

**Agenda Item G: Program Review**

<b>DISCUSSION</b>	<b>Madeleine Hinkes:</b> <ul style="list-style-type: none"> <li>No report at this time.</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 H: Committee on Outcomes and Assessment (COA)**

<b>DISCUSSION</b>	<b>Kris Clark:</b> <ul style="list-style-type: none"> <li>No report at this time.</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: BARC**

<b>DISCUSSION</b>	<b>Rachelle Agatha:</b> <ul style="list-style-type: none"> <li>Most of BARC's work is in the spring.</li> <li>ILEM funding information was shared; current balance is \$809,000.</li> <li>She would like to request the PIE Committee move her recommendation forward to the President's Cabinet (PCab) for immediate use of \$400,000 for technology expenses instead of waiting to use the funds at year-end.</li> <li>Fremland and Perigo M/S/C the recommendation to bring this request forward to PCab for approval.</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: Faculty Hiring Priorities Committee (FHPC)**

<b>DISCUSSION</b>	<b>Rob Fremland:</b> <ul style="list-style-type: none"> <li>No report at this time.</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: Classified Hiring Priorities Committee (CHPC)**

<b>DISCUSSION</b>	<p>Trina Larson:</p> <ul style="list-style-type: none"> <li>No report at this time.</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 L: Goals for 2015-2016**

<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>Ensure our actions address our strategic goals</li> <li>Work towards sustained continuous quality improvement of institutional effectiveness</li> <li>Meet accountability obligations (ACCJC, IEPI)</li> <li>Review mission, vision, and values and Institutional Learning Outcomes (ILOs)</li> </ol>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>Update Goals</li> </ul>	<ul style="list-style-type: none"> <li>Madeleine Hinkes</li> </ul>	<ul style="list-style-type: none"> <li>September 22, 2015</li> </ul>

**Agenda Item L: Adjournment**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>Meeting was adjourned by Hinkes at 4:48 p.m.</li> </ul>
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**Next Meeting: Tuesday, October 13, 2015, 3:30 p.m. – 5:00 p.m., A-104**

Submitted by: Ginger Davis, Senior Secretary, Administrative Support  
 Approved on: 10/13/15