

SAN DIEGO MESA COLLEGE

Planning and Institutional Effectiveness Committee Minutes

April 22, 2025

LRC 435. 3:45 p.m. to 5 p.m.

Attendees: Hai Hoang, Holly Jagielinski, Victoria Miller (SS), Ayana Woods

Faculty: Andrew Hoffman (AS), Todd Curran (ES), Ian Duckles (SBSMS), Holly Jagielinski
Jill Moreno Ikari (Chair of Chairs), Leland Simpliciano (AANAPISI), Toni Parsons (Instruction)

Administrative Support:

A. Call to Order

1. Introducing new student member
2. Approval of [03/25/25 Minutes](#): Postponed due to low attendance
3. Approval of [4/8/25 Minutes](#): Postponed due to low attendance

B. Continuing Business

1. Mesa 2030 Update ([lesson-learned](#))
 - i. [5/6 PCAB retreat planning](#)
 1. Requesting that PIE members spread out at different tables to help facilitate conversation
 2. Meeting to be ran by consultants
2. Review [Governance Committee Survey results](#) and discuss next steps
 - i. Key Observations from Survey Results
 1. Need for Disaggregated Data:
 - a. PIEC should be able to view committee-level data.
 - b. Committee chairs need access to their specific results.
 2. Trends Identified:
 - a. A small group of individuals are shouldering a disproportionate share of the governance work.
 - b. Low survey response rates have negatively impacted data quality.
 - c. Some committees had not yet met at the time of the survey.
 3. Survey Insights:
 - a. Lowest scoring item: Orientation (average score: 3.03).
 - i. Orientation is expected at the start of each fall semester or every two years, unless there are significant membership changes.

- b. Low scores noted for: Question 6, particularly regarding goal/objective alignment - linked to the lack of orientation.
 - c. Themes of committee burnout, overlapping participation, and vacant seats were common.
- 4. Emerging Theme: Accountability is a recurring issue across various PIEC-related projects and campus wide initiatives.

ii. Possible reasons

- 1. Timing and Participation:
 - a. Some committees had not yet convened, which may explain low scores or incomplete responses.
 - b. A second survey was administered in the fall due to very low spring participation.
- 2. Committee Clarity:
 - a. Some committees, such as CRC, have clear and structured work; others may not
- 3. Cultural Considerations:
 - a. uneven participation or perceived importance of governance roles.

iii. Respond/Next steps

- 1. Improve Survey Administration:
 - a. Integrate the survey into regular committee meeting agendas.
 - b. Provide mobile-friendly access (e.g., QR codes on flyers).
 - c. Distribute the survey during large, shared gatherings—e.g., convocation.
- 2. Strengthen Orientation & Communication:
 - a. Use an orientation template to “standardize” onboarding.
 - b. Include committee goals and the “why” behind each group’s existence.
 - c. Clearly align committee objectives and agenda items with the college's strategic plan.
 - d. Utilize Outlook invites from the chair to formalize meeting logistics.
- 3. Enhance Accountability & Structure:
 - a. Consider making committee participation part of a formal contract.
 - b. Engage deans in encouraging faculty involvement.
 - c. Define what constitutes a "committee" to avoid ambiguity.

- d. Possibly create a way to collect who is assigned to committees at each school's dean
- 4. Leverage Available Resources:
 - a. NFI (New Faculty Institute) and NCI (New Classified Institute) can assist with training and support.
 - b. The Academic Senate may play a role in clarifying expectations and promoting engagement.
- 5. Event-Based Engagement:
 - a. Use breakout sessions during major gatherings (e.g., convocation) to orient committee members or recruit new ones.
 - b. Include GOV 101 in Convocation breakout session
 - i. How Mesa 2030 ties to the committee
 - ii. Create committee deliverables
 - iii. Purpose of the committee

C. New Business

- 1. ACCJC - Outcomes Compliance: [Draft Follow-up Report](#)
 - i. Identified content experts; request evidence and best practices
 - ii. Liza and Hai will fine tune over summer with all evidence
 - iii. Share writing process and final report at FLEX week and convocation
 - iv. Submit report by 09/15
 - v. Tentative visit October 27

D. Announcements

- 1. PCAB Retreat 5/6/25 at 2:15pm
- 2. Next PIEC Meeting: May 13, 2025 3:30-5pm in LRC 435
- 3. [Meeting schedule for 2024-2025](#)