San Diego Mesa College
PIE Committee
Meeting Notes

September 26, 2017
3:30 p.m. – 5:00 p.m., A-104

ATTENDEES		
	Madeleine Hinkes, Co-Chair	Leticia Lopez
	Meegan Feori, Co-Chair	Pam Luster
	Yolanda Catano	Andrew MacNeill
	Rachelle Agatha	Tim McGrath
	Danene Brown (Charlotta Proxy) (excused)	Victoria Miller
	Kris Clark (excused)	Kim Perigo
	Ian Duckles	Charlotta Robertson
		Bridget Herrin
	ED Helscher (excused)	Irena Stojimirovic
	Ashanti Hands	Manuel Velez (excused)
	Monica Romero (excused)	
	Holly Jagienlinski	Staff Assistant: Sahar King
	Leroy Johnson (excused)	Guest: Hai Hoang

Agenda Item A: **Call to Order:** By Madeleine Hinkes at 3:38 p.m. in A-104.

DISCUSSION	**1. Approval of the September 12, 2017 Minutes** • The minutes draft was emailed to PIEC prior to the meeting for review. • The minutes were M/S by Kim Perigo and Leticia Lopez; approved.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• Post the PIEC minutes to webpage	• Sahar King	• As soon as possible

Agenda Item B: **Continuing Business**

DISCUSSION	**1. Goals:** • Rewording Goal #4 • Assess our progress with our college-wide goals in relationship with our

Educational Master Plan.
- We need to use the word assessment for the progress of the goals.
- For #5, add planning and accreditation
- Pluralize equity initiatives for goal #1.
- We will finalize our thoughts for the goals at our next meeting

2. **Accreditation Recommendations:**
   - We will discuss the QFE next time.
   - Can we identify who is doing what for each recommendation?
   - When the report is due for accreditation.

   A: **Committee Evaluations:** We found different samples from different community colleges but we are not ready to demo.

   - We will present samples at upcoming PIE meeting. We want to embed this on the cycle of assessment.
   - We want to give the committees an opportunity to review these samples and provide feedback. There will be an internal reflection process on behalf of the members.

   B: Communication: We need to have more dialogue regarding the streamline of communication across campus.
   - We don't have a standing report on the agendas for Academic Senate and Classified Senate.
   - Create a monthly newsletter that is sent out with information every month with links to the minutes and other pertinent information.
   - If we could use a system that one person can utilize and collect information, then that be ideal.
   - We would prioritize the governance committees, and follow later with operational committees.
   - We need to identify the "so what." How does this benefit or affect individuals where they need to know the information provided?
   - **C: Archiving Information:** Campus Labs might not be easy to navigate for archiving documents. We should consider doing something simple with googledocs.

3. **IPGG review and update:**
   - Pablo Vela is working on the cover and will utilize a light blue color.
   - Madeleine Hinkes sent out the electronic copy of the IPGG to the committee members.
   - Classified Senate, Academic Senate, and Associated Student Governance should review the roles and representation on the IPGG. (Yolanda Catano, Kim Perigo, Joe Newell).
   - Take the language from the accreditation document and use it to modify the language in the IPGG.
   - Are the senates not committees? Option to Label-Senates, Councils, and Cabinets.
   - We need to define group or senate.
   - The IPGG needs to correct BARC acronym to Budget Allocation and Recommendation Committee.
   - Rachelle has updated BARC and CHP, Facilities, and Safety Committee.
   - Update: Student Success and Equity, HSI-Proyecto Exito and we need to

include BSSOT, Strong Workforce and STEM Conexiones.
- The governance committee website has been updated before Dawn's departure.
- Action Item: For those who need to make updates, please provide them to Madeleine by mid-October.

4. **Planning Calendars:** Please review all the committees and initiatives. We will bring them back at our next meeting for updates and edits.

ACTION ITEMS	PERSON	DEADLINE
• Prepare IPGG task list	Hinkes	• As soon as possible

Agenda Item C: New Business

DISCUSSION	1. **Future Educational Master Plan:** • We are planning to plan; more to come later • How we use our spaces will be a component

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• Make updates	•	• As soon as possible

Agenda Item D: Research

DISCUSSION	**Bridget Herrin:** Dashboard: Click here for the link to Dashboard • The Office of Institutional Research will attempt to push out information through our data visualization software, Tableau. The dashboards that are going to be released are the most basic ones. • The dashboards will be held in the Office of Institutional Research-Data Warehouse link. The previous dashboards were reinvented. • The scorecard dashboard is included there. • The new dashboard that was unveiled is the awards conferred dashboard. Who was receiving degrees or certificates in the different majors? There is almost 10 years' worth of data. • 2016 was a banner year for associate's degrees. You can filter by degree and ethnicity. • There is an option to download the snapshots as a pdf format or jpg. You can also use a snipet tool. • We want dialogue around the variables for each department. The dashboard allows for that discussion to flourish.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• **Dashboard**	• Bridget Herrin	• N/A

Agenda Item E: **Accreditation**

DISCUSSION	**Danene Brown:** next time

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• N/A	• N/A	• N/A

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

DISCUSSION	**Student Services-Ashanti Hands:** • Provided The Stand Year in Review Report. Click here for the link for The Stand data sheet • We can do a payroll deduction for contributions for The Stand. We need about $400-$500 a month to provide food services for The Stand. • CCEAL Update: It is a 3-year contract. Workshops and trainings will be provided for classified and faculty. We are doing more assessments to build when we first started on the equity initiative. • Integration Plan: Will be presented next month.

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

Agenda Item G: **Program Review**

DISCUSSION	**Madeleine Hinkes:** • 66 days til due date! • Trainings are available the second Friday of each month in SB 216. • Charlie Lieu is recording all the ZOOM trainings and links will be provided on the website.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

• None	• N/A	• N/A

Agenda Item H: Committee on Outcomes and Assessment (COA)

DISCUSSION	• They are focusing on program learning outcomes and administrative outcomes. They are working with admin folks to work on the outcomes. • DOCs are doing great work. They are getting training. Some of them attended the Outcomes Institute in the summer.

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

Agenda Item I: BARC & CHP

DISCUSSION	• They report out in the spring. They will have training on how to fill out the forms.

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

Agenda Item J: Faculty Hiring Priorities Committee (FHPC)

DISCUSSION	• N/A

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

Agenda Item K: Classified Hiring Priorities Committee (CHPC)

DISCUSSION	• N/A

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

Agenda Item L: Goals for 2017-2018 DRAFT

| DISCUSSION | 1.Monitor and support progress of our equity initiatives and institution set-standards
2.Communicate institutional effectiveness efforts through the Institutional Planning & Governance Guide (IPGG)
3.Advance the planning work of the College using data-informed dialogue and decision-making
4.~~Re-evaluate~~ Assess our progress with College-wide goals and ~~assess whether current~~ their relationship to the Educational Master Plan ~~still fits~~
5.Maintain our sustained continuous quality improvement as we move through ~~the~~ planning and accreditation process**es** |

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

Agenda Item L: Announcements:

| DISCUSSION | 1. Next meeting, October 10

2. Fall retreat, Nov 14, 215-5 PM |

Last meeting of the semester

Submitted by: Sahar King, Senior Secretary
Approved on: