

San Diego Mesa College
PIE Committee
Meeting Notes

October 8, 2013
3:30 pm – 5:00 p.m., A-104

ATTENDEES	Jill Baker, Co-Chair (Proxy for Danene Brown)	Robert Garber
	Madeleine Hinkes, Co-Chair	Ashanti Hands (Excused)
	Donald Abbott	Bri Hays (Excused)
	Julie Barnes (Excused)	Terry Kohlenberg
	Danene Brown (Excused)	Angela Liewen
	Richard Chagnon	Pamela Luster (Excused)
	Jennifer Cost	Tim McGrath
	Jan Ellis	Monica Romero (Excused)
	Sarah Farmer (Absent)	

Agenda Item A: Call to Order: By Hinkes at 3:39pm, in A-104.

DISCUSSION	<p>Approval of September 24, 2013 Minutes</p> <ul style="list-style-type: none"> The Minutes were M/S/C by Kohlenberg and Ellis, with correction of date in agenda item E. Ellis and Garber abstained from approving the Minutes; they were not present at the 9/24/13 meeting.
-------------------	--

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Agenda Item E. Correct October to September 20th. 	Ginger	Before next meeting.

Agenda Item B: New Business

<p>DISCUSSION</p>	<p>Preliminary Report on President’s Cabinet Retreat (Jill Baker)</p> <ul style="list-style-type: none"> • Goals were brainstormed at Convocation, President’s Retreat and will also be reviewed at the district conference. • Participatory governance and strategic planning will be discussed at the district conference. • Mesa will review our own campus goals to those of the district. • Assessing our Assessments was presented by Jill Baker, Madeleine Hinkes, Ed Helscher and Kris Clark. • Evaluating our Integrated Planning Process was presented by Jill Baker, Madeleine Hinkes, Dina Miyoshi and Ebony Tyree. • Luster celebrated our accreditation midterm report and where we are in the accreditation process. • Overall feedback is that more people understand that Program Review is at the heart of planning, evaluation, and resource allocation. <p>Results of Faculty Hiring Prioritization (Andy MacNiell, Susan Topham)</p> <ul style="list-style-type: none"> • McGrath presented on this topic; a handout was provided. • FHPC met and reviewed the requests. The Faculty Prioritization List is a recommendation to President’s Cabinet. • In the fall, there were 30 positions available in the entire district. Mesa, City and Miramar had 7 with Mesa receiving an additional 2. • Possibly hiring somewhere between 7-10 more faculty in the spring. • Counseling positions were not filled due to the 50% issue. Counseling was included in the previous round of hires from other funding. • McGrath suggested having an additional 10-11 faculty subject to hiring. The idea is that the last two would be subject to funding so that if the search failed, there were back-ups in place. • Garber added that from past experience, if there was a failed hire, the back-up took over the position. This gave an incentive to have quality faculty. • Cost added that improvements in the hiring rubrics were really helpful and the quality of the applications received were better supported this time around. • Abbott provided feedback from someone who filled out the application and shared that they felt the process was better. • Kohlenberg added that this was his second round on the hiring committee and that better processes were in place. • McGrath noted that faculty on the committee could not score their own discipline. • Ellis agreed with McGrath that the Hiring Priorities Committee should be revised to include representation from all schools. • Kohlenberg recommended more training be offered. • The PIEC moves to forward the Faculty Prioritization Committee process (with a recommendation to include representation from all schools on BARC next year) and to forward the Faculty Prioritization list to President’s Cabinet for their approval. • This was M/S/C by Abbott and Ellis. <p>Institutional Planning Manual (Jill Baker)</p> <ul style="list-style-type: none"> • Baker handed out a copy of the planning manual to the committee. • This is for informational purposes only; it will be posted on the website. • Luster was a big part in the development of this document. • Kohlenberg suggested having this document sent out to the campus community via an email blast. Abbott added that it should come from the President’s office. • Garber shared that this document is a perfect example of what Luster discussed at the recent President’s Retreat regarding involvement in accreditation. • The manual starts on page three at the section titled, “Integrated Processes for Planning”. Chagnon recommended that if the document is sent out to the campus to eliminate pages 1-2. • The flower manual is still available to view online. Abbott noted that a lot of the old verbiage is still used. For a deeper background, it is important to reference the old manuals.
--------------------------	---

Agenda Item C: Continuing Business

DISCUSSION	<ul style="list-style-type: none"> • None
-------------------	--

Agenda Item D: Accreditation (Jill Baker)

DISCUSSION	<ul style="list-style-type: none"> • None
-------------------	--

Agenda Item E: Educational Master Plan

DISCUSSION	<p>Status Report</p> <ul style="list-style-type: none"> • Baker provided an update. • Interns are done with the coding. • Environmental scans will be conducted when Bri Hays returns. • Charlie Zappia will be scheduled to present in about a month.
-------------------	---

Agenda Item F: Program Review (Jill Baker)

DISCUSSION	<p>Status Report</p> <ul style="list-style-type: none"> • First training session was on 9/27/13. • Make-up training sessions were held on 10/3/13 and 10/7/13. • Hinkes added that the directions are simpler and easier to use. • The next step is to set-up new Faculty Hiring Committee training to the lead writers for the 2013-2014 year. • Program Review is due on 12/3/13.
-------------------	---

ACTION ITEMS	PERSON(S) RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Follow up with the FHPC on some training dates for the lead writers. 	Jill Baker	ASAP

Agenda Item G: Learning Assessment Task Force (Julie Barnes)

DISCUSSION	<ul style="list-style-type: none"> • No LATF committee meeting last week. There will be one next week.
-------------------	---

Agenda Item H: BARC

DISCUSSION	<ul style="list-style-type: none"> • McGrath shared that a new calendar was developed so that the timeline fits better with the Program Review process. • BARC will become busy once Program Review is over. • BARC will start their prioritizing at that time. • Baker has worked closely with Lynn Dang, Co-Chair of BARC, who will take over Kathy Wells' position when she retires.
-------------------	---

Agenda Item I: Goals for 2013-2014

DISCUSSION	<p>Improve Website and Links</p> <ul style="list-style-type: none"> • Kohlenberg inquired about the status of websites in general. • Steve Manczuk, Supervisor for Web Support, was referred to as a point of contact for website training and updates to specific website areas. <p>“Tag” Documents for Accreditation File</p> <p>Improve Communication</p> <p>Revise Key Performance Indicators</p> <p>Rollout the EMP Once Completed and Approved</p> <p>Begin Preparations for Accreditation Self Study</p> <p>Update Research Planning Agenda</p> <p>Review Planning Cycle/Accreditation/Allocation Timeline</p>
-------------------	---

ACTION ITEMS	PERSON(S) RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • PIE committee requests the original email sent to the campus by Steve Manczuk to set up CMS training. • Committee will discuss goals as they are achieved. 	<ul style="list-style-type: none"> • Ginger Davis • Committee Co-Chairs 	<ul style="list-style-type: none"> • ASAP • TBA

Agenda Item J: Adjournment

DISCUSSION	<ul style="list-style-type: none"> • Meeting was adjourned by Hinkes at 4:45pm.
-------------------	--

Next Meeting: Tuesday, October 22, 2013, 3:30 pm – 5:00 pm, A-104

Submitted by Ginger Davis, Senior Secretary
 Approved on: 10/22/13