

SAN DIEGO MESA COLLEGE
PLANNING AND INSTITUTIONAL EFFECTIVENESS COMMITTEE
Minutes for 23 April 2013
DRAFT

PRESENT: Donald Abbott (Co-Chair), *Jill Baker, *Julie Barnes, Richard Chagnon, Bill Craft, Jan Ellis, Jonathan Fohrman, *Dan Gutowski, Ashanti Hands, *Brianna Hays, Madeleine Hinkes, *Terry Kohlenberg, Angela Liewen, *Pamela Luster, Laurie Mackenzie, Tim McGrath (Co-Chair), Kari Parker, Monica Romero (*indicates non-voting member/consultant)

ABSENT: Robert Arca, Monica Romero (proxy to Liewen); (both excused)

I. CALL TO ORDER made by McGrath at 3:39 PM

A. M/S (Liewen / Gutowski) to approve minutes of meeting of 9 April 2013; approved.

B. Abbott reported that he had heard from all faculty members on their decisions regarding membership on the PIEC for the upcoming year. The following members will be taking the option to renew a two-year membership on the committee: Abbott, Chagnon, and Ellis. Hinkes will serve as Faculty Co-Chair (elected meeting of 9 April); Kohlenberg will serve *ex officio* as Academic Senate President; Jennifer Cost will serve *ex officio* as Chair of Chairs. Liewen announced that she was renewing her membership. Romero will inform the committee of her intentions in the future.

C. The floor was opened for general discussion of the possibility of having a Classified member of the committee serve as Co-Chair. No one expressed opposition; indeed, several expressed the opinion that such an option would be in keeping with the best intent of participatory governance. The only question remaining was whether to have a permanent third Co-Chair, or merely to open the position of Co-Chair to Classified members. The committee will discuss the issue further at the next meeting.

D. McGrath informed the committee that this meeting and the next would be largely devoted to the PIEC Annual Self Assessment. Abbott explained that this meeting would focus on PIEC accomplishments during this academic year and the next meeting would focus on identifying planning processes that need improvement.

McGrath began the discussion by explaining the planning activities that will be conducted over the summer. He emphasized the challenges in keeping the campus informed of the work of the PIEC and of planning bodies across campus. General discussion followed in which members shared ideas for 'getting the word out' on planning activities. We already use macro-level communication (such as e-mail) on many issues, but it was suggested that we should use such methods to emphasize planning steps and accomplishments as we move through the various planning stages. Baker pointed out the Program Review focus groups hold groups before the end of the year to share ideas and emphasize the connections between the Educational Master Plan, Program Review, and resource allocation processes.

Hands suggested that the problem should be cast in different terms: we should not be in the business of "making them understand," but should think about sharing and informing the campus of accomplishments and challenges. MacKenzie opined that the

development of well-published, integrated timelines would be useful, and explained that the Committee of Chairs will begin building such timelines at their upcoming retreat.

McGrath asked the committee members if, in their experiences, faculty at large know what PIEC does. Several noted that many faculty members are aware (and involved directly or indirectly) with PIEC, but that for a good many faculty, it is something of a mystery. Chagnon pointed out that PIEC, BARC, and LATF are all relatively new, while many of the faculty members are not. He suggested that perhaps the Presidential Convocation could be used to familiarize faculty with the entire planning cycle.

The committee turned to discussion of PIEC and planning accomplishments over the past year. Abbott showed the committee the initial sketches of the planning cycle created by the Strategic Planning Committee in 2010 and emphasized how far we had come since that time. Among the accomplishments cited by committee members were:

- PIEC had coalesced as a unified yet diverse group to effectively move planning forward;
- drafted the Mid-term report for accreditation;
- convened BARC and saw it through an entire iteration of allocation recommendation;
- created the LATF to coordinate learning assessment across campus;
- created the TaskStream Task Force to consider changes to assessment tools; and
- further revised and integrated Program Review with allocation recommendation.

A consensus opinion of the committee was that there has been a change in the overall milieu on the campus in regards to planning—it has become something done across the campus rather than something done in the A Building. The committee feels that we are now at a point where we can refine the processes in place in order to achieve our goal of continuous quality improvement. One member noted that the PIEC has done a great deal to “Mesa-nize” planning so that campus members feel that they own it and that it exists to benefit students. Finally, members pointed out that PIEC is purposeful yet open to feedback, and has helped to create planning that is open to modification.

II. ACCREDITATION (Fohrman)

A. Fohrman reported that a campus-wide forum on the Mid-term Report was held last Friday; another will be held this week. The draft had also been sent out by e-mail and the writing team solicited comments and suggestions.

B. The draft report will be submitted to the next PCab; fine tuning and evidence collation will be conducted over the summer.

III. EDUCATIONAL MASTER PLAN

Nothing to report.

IV. PROGRAM REVIEW PROCESS

Nothing to report.

V. LEARNING AND ASSESSMENT TASK FORCE

Nothing to report.

VI. BUDGET AND ALLOCATION RECOMMENDATION COMMITTEE (Gutowski)

A. Gutowski reported that the BARC had completed its allocation recommendation process—he thanked all the participants for their hard work, pointing out that this first iteration of the committee learned a great deal and will incorporate changes next year. He emphasized that the committee accomplished its task of integrating budget recommendations across all categories of funding. The recommendations will be submitted to the next PCab.

B. Liewen commended Gutowski for his leadership in this first BARC cycle.

VII. FUTURE ISSUES

Nothing to report.

VIII. ADJOURNED by Abbott at 5:01 PM.

Submitted by D. Abbott

Approved: _____