San Diego Mesa College
PIE Committee
Meeting Notes

February 10, 2015
3:30 p.m. – 5:00 p.m., A-104

ATTENDEES		
	Madeleine Hinkes, Co-Chair	Ashanti Hands
	Angela Liewen, Co-Chair	Bri Hays
		Terry Kohlenberg
	Rachelle Agatha	Pamela Luster (Excused)
	Angela Arreaga (Excused)	Tim McGrath
	Julianna Barnes	David Palomino
	Danene Brown	Charlotta Robertson
	Richard Chagnon	Monica Romero
	Kristan Clark	Charlie Zappia (Excused)
	Jennifer Cost	

Agenda Item A: **Call to Order:** By Liewen at 3:36 p.m. in A-104.

DISCUSSION	**Approval of January 27, 2015 Minutes** • The Minutes were approved by committee consensus.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• Post approved minutes to the PIEC website.	• Ginger Davis	• Before next meeting.

Agenda Item B: **Continuing Business**

DISCUSSION	**Integrated Planning Calendar Revisions** • A revised Spring 2015 Integrated Planning Calendar was presented. • President's Cabinet Retreat was added on May 1st. • "Add-in" items will be addressed individually; they do not have any set dates at this time. • If no further edits are needed, calendar can be forwarded to the President Cabinet for approval.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• Finalize Integrated Planning Calendar	• Madeleine Hinkes	• Before next meeting.

Agenda Item C: **New Business**

DISCUSSION	**Preparation for President's Cabinet retreat, May 1** • SD Mesa College 6-Year Assessment and Evaluation Cycle as of 3/1/13 will be revised. • Presented the Mesa College Integrated Planning Process diagram approved on 9/18/12. Committee feedback was requested. • Accreditation Evaluation Report from 2010 is available for reference on the Accreditation webpage. This is a good reading to see what the report said at the time and to show how far we've come as a college in terms of planning. • Presented ACCJC Appendix B, Part II: Planning document from ACCJC Rubric for Evaluation Institutional Effectiveness.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• Revise SD Mesa College 6-Year Assessment and Evaluation Cycle	• M. Hinkes	• Before next meeting

Agenda Item D: Research

DISCUSSION	**Bri Hays, 10 minutes:**
	- In the process of hiring a Research Associate for the Office of Institutional Effectiveness. - Working on program review integrated planning evaluation. Survey evaluations will be sent out to the campus community for feedback from the lead writers, liaisons, and deans/managers. - Equity: Used as a needs assessment to better serve our students. - Title V: Working with area leaders with finalizing logic models. A framework at looking at short and long term outcomes measures. - Point of Service Surveys: District office used to take the lead on this. Working on this locally to obtain as much student feedback as possible. - District Accreditation Surveys: A perception survey. Random sampling from various programs and services. Conducted in March. - Other tasks currently working on: - Student Surveys - Student Success Scorecards - Working with Counseling faculty - Working with Physical Therapy Assistant faculty - Strategic Planning Scorecard: would like to set-up a working group. Will bring more information about this at the next meeting. Wants to have this ready for President's Cabinet Retreat.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• Strategic Planning Scorecard Information	• Bri Hays	• By next meeting.

Agenda Item E: Accreditation

DISCUSSION	**Julie Barnes, 0 minutes:**
	No Report.

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

Agenda Item F: **Program Review**

DISCUSSION	**Madeleine Hinkes, 10 minutes:**
	• Looking at redesigning the program review cycle to three years of updates after one full comprehensive. To be confirmed at a later date.
	• Program Review closed a week and a half ago. These two weeks, the liaisons and managers are completing their reviews.
	• Areas of concern:
	    ○ Software issues
	    ○ Operator error
	    ○ Objectives, Resource Requests section was confusing- action plans were not completed by approximately 20 programs/service areas. Considering reopening for 2 weeks in the spring to complete these sections.
	• 93% were completed on time. A few did not officially submit; some partially submitted (to manager, but not to liaison and vice versa).
	• Presented and discussed the info-graphic titled, "Where does all that information go?" (completed in 2012).
	• An example of a goal that did not need any BARC requests would be "Starting an Anthropology Club". Actions needed would be time to form groups, find a location for meetings, etc.
	• After prioritization lists are forwarded to the committees (BARC, FHP, CHP), additional program review reports will be generated and presented at future meetings.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• Create a list of the programs/areas that did not complete the required program review questions in Taskstream.	• Office of Institutional Effectiveness	• ASAP

Agenda Item G: **Learning Assessment Task Force (LATF)**

DISCUSSION	**Kristan Clark, 10 minutes:** • The taskforce is considering transitioning into a committee. • Next meeting is on February 17th. • Will be looking at the current membership. • Looking at mirroring the program review structure in terms of having lead writers for the SLO/AUO side of the house. Currently working on a list of lead writers. • Focus needs to be on what our assessments are and what we are asking when completing the assessments. Need to make sure assessments are tied into the content in the program review workspaces.

	• We are currently at the end of the six-year cycle (five years to complete SLO's and one year of planning.) • Workshops will be scheduled for the campus community. • This semester we will be focusing on assessing our current situation and planning on how to move forward. Focus is on the new direction of this group. • SLO Symposium on March 6th at Rio Hondo. Six are attending.

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

Agenda Item H: BARC

DISCUSSION	**Rachelle Agatha, 5 minutes:** • Met today; planned out timeline based on receiving the BARC information by their next meeting (February 24th). • A draft BARC listing was sent out to the lead writers to confirm; currently working on confirming submittals. • The BAR Committee requests the actual BARC Request Forms and any attachments uploaded.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• Prepare BARC requests.	• Ginger Davis/Taj Krumholz	• 2/24/15

Agenda Item I: Faculty Hiring Priorities Committee (FHPC)

DISCUSSION	**Terry Kohlenberg, 5 minutes:** • Have a new committee membership. Five Faculty and Five Deans. • Hope to have the committee ready by March 5th. • On the 5th, the committee will discuss the process of committee membership (i.e. term lengths). • On the 19th, would like to review the FHP list. • Question was asked as to whether FHP members should be tenured. PIEC suggests that they should be, so they are experienced in campus-wide issues.

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

Agenda Item J: **Classified Hiring Priorities Committee (CHPC)**

DISCUSSION	**Monica Romero, 0 minutes:**
	• This year there are 49 classified hiring requests. Last year there were 23 requests.
	• Seeing a lot of requests for instructional lab technicians.

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

Agenda Item K: **Goals for 2014-2015**

DISCUSSION	**Continue to Improve Website and Links**
	• Edits can still be accepted through the 30th of this month before the new model goes live.
	• Kohlenberg encouraged faculty to look at other PIE websites to get ideas on what to incorporate here at Mesa.
	Continue to Improve Communication
	Put the EMP into Operation: Goals and Measurements
	• Currently in process. Program Review, Surveys, etc. support this goal.
	Prepare for Accreditation Self Study- Spring 2017 visit

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• Add Website Feedback to agenda for next meeting.	• PIE Committee	• TBD

Agenda Item L: **Adjournment**

DISCUSSION	• Meeting was adjourned by Liewen at 4:24 p.m.

Next Meeting: Tuesday, February 24, 2015, 3:30 p.m. – 5:00 p.m., A-104

Submitted by: Ginger Davis, Senior Secretary, Administrative Support
Approved on: 2/24/15