

**San Diego Mesa College
PIE Committee
Meeting Notes**

November 12, 2013
3:30 p.m. – 5:00 p.m., LRC-208

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

Agenda Item A: Call to Order: By Hinkes at 3:37 p.m., in LRC-208.

DISCUSSION	<p>Approval of October 22, 2013 Minutes</p> <ul style="list-style-type: none"> The Minutes were M/S/C by Liewen and Romero, with corrections noted in agenda item B.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Agenda Item B: Remove the word Academic and replace with Classified so the bullet reads, "Romero added that Classified Senate Leadership was present". 	<ul style="list-style-type: none"> Ginger 	<ul style="list-style-type: none"> Before next meeting.

Agenda Item B: Continuing Business

DISCUSSION	<p>BP 2510 Participatory Governance Follow-up (Madeleine Hinkes- 10 min.)</p> <ul style="list-style-type: none"> • There is not a student 9+1 comparable to the faculty 10+1. • What is important is that student's have a voice in issues that concern them. <p>Communication Plan Update (Madeleine Hinkes and Jill Baker- 5 min.)</p> <ul style="list-style-type: none"> • The restructuring of the Institutional Effectiveness website will begin in January 2014. • We have looked at websites from other schools and will be incorporating some ideas into the new website structure. (i.e. Grossmont) <p>Campus Climate Survey (Jill Baker and Bri Hays- 30 min.)</p> <ul style="list-style-type: none"> • Initial Vetting of Survey <ul style="list-style-type: none"> ○ This survey will be distributed in February 2014. ○ There are 75 questions. ○ We will have the option to add 5-7 new questions to the survey. ○ Core questions are the same across all campuses in the district. ○ This is a board-mandated survey distributed by the district office. ○ Results are provided, segregated by college. ○ The survey response rate from the last distribution was very low. ○ Hays reviewed the Employee Cultural Climate Survey from 2010 and identified 11 possible questions that could be eliminated that were already included in the Student Satisfaction Survey. ○ Student directed questions being directed towards employees were discussed; questions of this nature would be better answered by students. ○ Clarification on questions that received low rankings was requested. ○ After discussing the phrasing and purpose of several questions in the survey, the committee decided to leave all questions in the survey, as is, and focus on the 7 new questions to include. ○ The campus culture has changed in the last 30 years. Recommendations on how to incorporate the right kinds of questions, geared to the new culture, are needed. ○ The Committee requested to include questions related to or/are similar to: <ul style="list-style-type: none"> ▪ Engagement in cultural activities. ▪ Professional development. ▪ What is the culture of the campus? How do you perceive the culture of the campus? ▪ Are achievements honored and acknowledged? Does Mesa celebrate the accomplishments of students and employees? ▪ Does the campus make efforts to engage you in the community? ▪ How likely are you to attend an event or function? ▪ What is the baseline for our college culture? ▪ What is the new or resulting culture of the campus? ○ The district will have the final say in which questions will be eliminated or revised. All three colleges, as well as Continuing Education, will need to be in agreement before any questions are removed, changed and/or added. • Collaboration with Diversity Committee <ul style="list-style-type: none"> ○ Sue Schrader Hanes was invited but unavailable to attend today's meeting. ○ She will provide an update at a later scheduled meeting.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • From the committee's discussion, we will draft questions and send them out to the committee for feedback. 	Jill Baker and Bri Hays	Before next meeting.

Agenda Item C: New Business

DISCUSSION	<ul style="list-style-type: none">• None
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Agenda Item D: Accreditation (Madeleine Hinkes for Danene Brown- 2-3 min.)

DISCUSSION	<ul style="list-style-type: none">• The committee met last Thursday, November 7th.• In Spring 2014, the committee will examine the current accreditation standards.• Committees for the Standards will also be formed in Spring 2014.
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Agenda Item E: Educational Master Plan (Jill Baker- 3-5 min.)

DISCUSSION	<ul style="list-style-type: none">• The data has been analyzed.• Baker will work on this and share the results at a later date.
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Agenda Item F: Program Review (Jill Baker- 10 min.)

DISCUSSION	<ul style="list-style-type: none">• An update was provided and shared that the overall program review process has gone smoothly.• On Thursday, November 14th, there will be another training opportunity. Jill Baker will be presenting a workshop on writing goals and Bri Hays will be presenting a workshop on analyzing specialized data for Student Services areas.• Program Review deadline is December 3rd, 2013.
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Agenda Item G: Learning Assessment Task Force (Julie Barnes- 15 min.)

DISCUSSION	<ul style="list-style-type: none">• Hinkes presented in Barnes' absence.• A brief mention was made of the upcoming trainings provided by Kris Clark and Ed Helscher.• There is a push to "close the loop" on entering SLO's from past years before moving forward with entering SLO's for the current 2013-2014 year.• LATF will also be looking at assessing ILO's to assure they are still valid. The goal is to make them more operationally defined.
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Agenda Item H: BARC (Madeleine Hinkes- 5 min.)

DISCUSSION	<ul style="list-style-type: none">• The BARC met today, November 12th• Next BARC meeting is December 10th with the new VPA, Rachele Agatha.• During BARC training, questions were posed about requesting equipment and/or resources. If a resource request is due to a legal mandate, there is a different, more immediate process for requesting supplies and equipment or facilities. If there is still a year or two before equipment must be replaced, the request can go through Program Review.• If two programs decide to share equipment and/or resources, the idea is that both programs would request the equipment and/or resources needed.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Attach the Health and Safety Plan to TaskStream. 	<ul style="list-style-type: none"> Ginger Davis 	<ul style="list-style-type: none"> As soon as possible.

Agenda Item I: Goals for 2013-2014

DISCUSSION	<ul style="list-style-type: none"> Improve Website and Links “Tag” Documents for Accreditation File Improve Communication Revise Key Performance Indicators Rollout the EMP Once Completed and Approved Begin Preparations for Accreditation Self Study Update Research Planning Agenda Review Planning Cycle/Accreditation/Allocation Timeline
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Agenda Item J: Adjournment

DISCUSSION	<ul style="list-style-type: none"> Meeting was adjourned by Hinkes at 4:53 p.m.
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Next Meeting: Tuesday, December 10, 2013, 3:30 p.m. – 5:00 p.m., A-104

Submitted by Ginger Davis, Senior Secretary

Approved on: 1/28/14