

San Diego Mesa College  
PIE Committee  
Meeting Notes

December 10, 2013  
3:30 p.m. – 5:00 p.m., A-104

<b>ATTENDEES</b>	Jill Baker, Co-Chair	Sarah Farmer (Excused)
	Madeleine Hinkes, Co-Chair	Ashanti Hands
	Donald Abbott	Bri Hays
	Rachelle Agatha	Terry Kohlenberg
	Julie Barnes	Angela Liewen
	Danene Brown	Pamela Luster (Excused)
	Richard Chagnon (Excused)	Tim McGrath
	Jennifer Cost	Monica Romero
	Jan Ellis	

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

<b>DISCUSSION</b>	<p>Roundtable introductions were given and the Committee welcomed Rachelle Agatha.</p> <p><b>Approval of November 12, 2013 Minutes</b></p> <ul style="list-style-type: none"> <li>The Minutes were provisionally M/S/C by Ellis and Cost, with a request by the Committee to add additional notations about the Campus Climate Survey discussion.</li> <li>Brown and Abbott abstained; they were not present at the last meeting.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>Agenda Item B: Work with Bri Hays to obtain the specifics on discussion that led to the addition of the new questions. Ellis suggested adding more about the new campus culture.</li> <li>Revised version of the Minutes will be sent out to the committee for approval.</li> </ul>	<ul style="list-style-type: none"> <li>Ginger Davis</li> <li>Ginger Davis</li> </ul>	<ul style="list-style-type: none"> <li>Before next meeting.</li> <li>Before next meeting.</li> </ul>

**Agenda Item B: Continuing Business**

<b>DISCUSSION</b>	<b>Review added questions on Campus Climate Survey (Bri Hays- 10 min.)</b> <ul style="list-style-type: none"><li>• 7 new questions were reviewed and discussed.</li><li>• These questions are for Mesa only and will be given to the District Office for official approval.</li><li>• Question 1- centers on diversity.</li><li>• Question 2- relates to a sense of community.</li><li>• Question 3- relates to the accomplishments of employees.</li><li>• Question 4- centers on the communication piece.</li><li>• Question 5- centers on diversity.</li><li>• Question 6- relates to cultural competence.</li><li>• Question 7- centers on the building of a greater sense of community.</li><li>• The official survey will be administered in Spring 2014 (February 10 - March 3).</li><li>• Data gathering is handled at the District level.</li><li>• Results will be reported out to the Board.</li><li>• December 2<sup>nd</sup> was the deadline to submit the new questions to the District Office for approval.</li></ul>
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**Agenda Item C: New Business**

<b>DISCUSSION</b>	<ul style="list-style-type: none"><li>• None</li></ul>
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**Agenda Item D: Accreditation**

<b>DISCUSSION</b>	<ul style="list-style-type: none"><li>• The Mid-term report will be officially received by the Accrediting Commission for Community and Junior Colleges (ACCJC) and become part of the College's permanent accreditation history.</li><li>• Academic Senate for California Community Colleges (ASCCC) Accreditation Institute will be held in early February 2014 in La Jolla.</li><li>• ACCJC will be unveiling new accreditation standards soon.</li></ul>
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**Agenda Item E: Educational Master Plan (Jill Baker and Bri Hays- 10 min.)**

<b>DISCUSSION</b>	<b>Timeline of Culmination of Research Component</b> <ul style="list-style-type: none"><li>• The first draft of the Educational Master Plan should be ready in January 2014.</li><li>• The Educational Master Plan is based upon both qualitative and quantitative research. The qualitative portion has been substantial and provided a culture study of the College.</li><li>• Hays will review and analyze data regarding Labor Market Trends, FTES and shifting demographics over a 5-year period.</li><li>• GIS mapping has shown a growth in specific areas around San Diego.</li><li>• Student demographics will help identify why students specifically come to Mesa.</li></ul>
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**Agenda Item F: Program Review (Jill Baker- 15 min.)**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• 76 out of 77 Program Reviews were submitted via TaskStream.</li> <li>• 38 New Faculty Requests were submitted.</li> <li>• 33 Classified Requests were submitted.</li> <li>• Over 70 New Goals were submitted.</li> <li>• Due to the break out of the additional services areas/departments, a larger Program Review Committee will be needed to support next year's processes.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>• All submittals will be sorted and distributed to the appropriate Committees for review, evaluation, and rating order.</li> </ul>	<ul style="list-style-type: none"> <li>• Office of I.E.</li> </ul>	<ul style="list-style-type: none"> <li>• ASAP</li> </ul>

**Agenda Item G: Learning Assessment Task Force (Julie Barnes- 15 min.)**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Last meeting was held on November 19<sup>th</sup>.</li> <li>• ACCJC rubric was reviewed for Student Learning Outcomes (SLO) assessment.</li> <li>• The Task Force looked at how to meet the characteristics and discussed future plans on how to approach these requirements.</li> <li>• January 21, 2014, 1 p.m. – 5 p.m., Retreat where Institutional Learning Outcomes (ILO) will be discussed along with the operational implications of these ILOs.</li> <li>• Student Services is working on closing the loop in TaskStream. A recent workshop offered in Student Services promoted completion of SLO's in the service areas.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>• Clarification on SLO support to faculty/staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Jill Baker</li> </ul>	<ul style="list-style-type: none"> <li>• ASAP</li> </ul>

**Agenda Item H: BARC (Jill Baker- 5 min.)**

<b>DISCUSSION</b>	<p><b>Follow Up from Program Review-BARC Integration</b></p> <ul style="list-style-type: none"> <li>• Supplies and Equipment requests are a priority.</li> <li>• IELM monies were received. Current discussion is needed to figure out how that will be divided up and allocated.</li> <li>• Once BARC is done with their initial recommendations, the recommendations will go to PIEC, to the President's Cabinet, and ultimately to the President for approval.</li> <li>• Goal is to have this completed by March 2014.</li> </ul>
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**Agenda Item I: Goals for 2013-2014**

<b>DISCUSSION</b>	<b>Improve Website and Links</b> <b>“Tag” Documents for Accreditation File</b> <b>Improve Communication</b> <b>Revise Key Performance Indicators</b> <b>Rollout the EMP Once Completed and Approved</b> <b>Begin Preparations for Accreditation Self Study</b> <b>Update Research Planning Agenda</b> <b>Review Planning Cycle/Accreditation/Allocation Timeline</b>
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**Agenda Item J: Adjournment**

<b>DISCUSSION</b>	<ul style="list-style-type: none"><li>• Meeting was adjourned by Hinkes at 4:27 p.m.</li></ul>
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**Next Meeting: Tuesday, January 28, 2014, 3:30 p.m. – 5:00 p.m., A-104**

Submitted by Ginger Davis, Senior Secretary

Approved on: 1/29/14