

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

October 28, 2014
3:30 p.m. – 5:00 p.m., A-104

ATTENDEES	Madeleine Hinkes, Co-Chair	Ashanti Hands (Excused)
	Angela Liewen, Co-Chair	Bri Hays (Excused)
		Terry Kohlenberg
	Rachelle Agatha (Excused)	Pamela Luster
	Angela Arreaga	Tim McGrath (Excused)
	Julianna Barnes (Excused)	David Palomino (Excused)
	Danene Brown (Excused)	Charlotta Robertson (Proxy for D. Brown)
	Richard Chagnon	Michelle Rodriguez (Guest)
	Espen Correll (Excused)	Monica Romero
	Jennifer Cost	Charlie Zappia (Excused)

Agenda Item A: Call to Order: By Liewen at 3:38 p.m. in A-104.

DISCUSSION	<p>Approval of October 14, 2014 Minutes</p> <ul style="list-style-type: none"> The Minutes were approved by consensus. Only change was to note Liewen as person who called and adjourned the meeting.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Post approved minutes to the PIEC website. 	<ul style="list-style-type: none"> Ginger Davis 	<ul style="list-style-type: none"> Before next meeting.

Agenda Item B: Continuing Business

<p>DISCUSSION</p>	<p>Working with Strategic goals: Data, already provided by the committee, is being reviewed and analyzed. Madeleine Hinkes and Bri Hays will be meeting to review this data and will present the next steps in working with the strategic goals.</p> <ul style="list-style-type: none">• Emerging Themes:<ul style="list-style-type: none">○ None reported out to date• Prioritization:<ul style="list-style-type: none">○ None reported out to date <p>Strategic Directions 5 and 6</p> <ul style="list-style-type: none">• Action Plan worksheet activities continued for the final two strategic directions. The group was given 15 minutes to work on this.• Michelle Rodriguez, professor of Political Science/Environmental Stewardess Chair, joined the committee meeting to share ideas on how to approach strategic direction 6.1.• Summaries of high points from each group were shared:<ul style="list-style-type: none">○ 5.1- Charlotta Robertson:<ul style="list-style-type: none">▪ Offer annual 2-day conference through Classified Senate Committee▪ Technology trainings offered through Lynda.com▪ Safe Colleges Trainings▪ Managers would know where growth is good for their individual employees and departments○ 5.2- Jennifer Cost<ul style="list-style-type: none">▪ Title V Grant is allowing us to put things into place▪ “College Fear Factor”- student’s intimidated by the college environment▪ Faculty Engagement Strategies- faculty want to know if they have the skills to engage their students○ 6.1- Angela Liewen<ul style="list-style-type: none">▪ Environmental Stewardess Committee is focusing on facilities and technology▪ New Buildings are being designed with technology in mind.▪ Track energy uses▪ Track transportation uses (i.e. bus passes, etc.)▪ Need a campus culture shift▪ Michelle Rodriguez shared their committee’s presence at the initial building of some of the campus’ new buildings. Examples of issues incorporated include: prominent stairways, lighting, classrooms locations, etc.○ 6.2- Monica Romero and Richard Chagnon<ul style="list-style-type: none">▪ Romero (Student Services):<ul style="list-style-type: none">• Student Services departments are more ahead of others in their assessments.
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	<ul style="list-style-type: none"> • Best practices are coming out of department meetings based on outcomes. • Administrative Services has had some challenges. Accessing the AUO's has also been a challenge. • Suggested sharing best practices online so others could see other ideas. ▪ Chagnon (Faculty): <ul style="list-style-type: none"> • Department best practices can help other departments move forward. • This has to happen at the departmental level. • Faculty need recognition of their assessments for educational purposes. ○ 6.3- Madeleine Hinkes <ul style="list-style-type: none"> ▪ Accreditation is currently in process. ▪ The work of the college is to show how the college works; accreditation allows us to assure we are meeting their standards.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• Compile convocation feedback and action plans developed by PIEC members	• Madeleine Hinkes	• November virtual meetings.

Agenda Item C: New Business

DISCUSSION	<p>Accreditation Handout, Standard IV</p> <ul style="list-style-type: none"> • Hinkes passed out the current ACCJC information on Accreditation Standard IV: Leadership and Governance, which discusses the decision-making roles and processes of colleges. • Per Luster, the effective communication of the method of distributing information to our campus has been a challenge. • A1: Chagnon brought up the phrase, "Institutional leaders" and the challenge of defining them in an organization. • A6: College hour is still something being considered. Miramar has implemented college hour at their campus. • Hinkes requested the committee to review the document and provide any feedback to her about how the college might respond to the individual decision-making roles and processes listed. <p>Preparation for Retreat</p> <ul style="list-style-type: none"> • Tuesday, December 2, 2014, 2 p.m.-5 p.m., Location TBD <p>Virtual meeting(s) in November</p> <ul style="list-style-type: none"> • Emerging themes and Prioritization of strategic directions will be sent to the committee via email in November.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Email emerging themes and prioritization outcomes to the PIE committee. 	<ul style="list-style-type: none"> Madeleine Hinkes 	<ul style="list-style-type: none"> November

Agenda Item D: Accreditation

DISCUSSION	<p>Madeleine Hinkes, 5 minutes:</p> <ul style="list-style-type: none"> The individual accreditation groups have begun working on their assigned standards. The new ACCJC questions have not yet been released. Mesa will work with the existing questions and modify as needed once they are released.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A

Agenda Item E: Educational Master Plan

DISCUSSION	<p>Madeleine Hinkes, 1 minute:</p> <ul style="list-style-type: none"> EMP fold outs will be sent out via a link from the campus president's office. Fold outs will be held in high traffic areas around campus (i.e. LRC, etc.)
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A

Agenda Item F: Program Review

DISCUSSION	<p>Madeleine Hinkes, 5 minutes:</p> <ul style="list-style-type: none"> People have begun writing their program reviews. A reminder was sent out to the liaisons to encourage contact with their lead writers. There has been very little attendance at program review trainings. More trainings will be added to the current schedule and posted on the program review website at http://www.sdmesa.edu/about-mesa/institutional-effectiveness/program-review/.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A

Agenda Item G: Learning Assessment Task Force (LATF)

DISCUSSION	<p>Madeleine Hinkes, 5 minutes:</p> <ul style="list-style-type: none"> • Representatives from the Fashion Department came to the last LATF meeting and proposed the idea of incorporating a new ILO called, “Workforce Development”. <ul style="list-style-type: none"> ○ Kohlenberg added that Career Technical Education (CTE) and workforce preparedness is the up and coming area. We should definitely look at this. ○ ILO’s are not content based. Luster suggested we look at the outcomes to see if they are embedded in our current ILO’s. We may need better operational definitions rather than a new ILO. This is something to consider before we bring in a new ILO. ○ Robertson added that this is in line with President Obama’s vision of increasing the number of graduates by the year 2020. • New ILO’s will be considered for the next assessment cycle. • ILO Outcomes and revised ACCJC Accreditation Standards handout was distributed.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item H: BARC

DISCUSSION	<p>Rachelle Agatha, 5 minutes:</p> <ul style="list-style-type: none"> • No Report
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item I: Faculty Hiring Priorities Committee (FHPC)

DISCUSSION	<p>Terry Kohlenberg, 5 minutes:</p> <ul style="list-style-type: none"> • One training so far; only two showed. • Looking at changing the FHPC membership.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item J: Classified Hiring Priorities Committee (CHPC)

DISCUSSION	<p>Monica Romero, 5 minutes:</p> <ul style="list-style-type: none"> • Word count has been changed from a 2000 to 3000 character count on the Classified Staff Request forms in Taskstream. • 10/23 was the first CHPC training; five attended. • Next meeting is on 11/20, from 3 p.m. - 4:30 p.m. in LRC432. • CHPC will send out their next email training announcement.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A

Agenda Item K: Goals for 2014-2015

DISCUSSION	<p>Continue to Improve Website and Links</p> <p>Continue to Improve Communication</p> <p>Put the EMP into Operation: Goals and Measurements</p> <p>Prepare for Accreditation Self Study- October 2016</p>
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Agenda Item L: Adjournment

DISCUSSION	<ul style="list-style-type: none"> • Meeting was adjourned by Liewen at 4:57 p.m.
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Next Meeting: Tuesday, December 2, 2014, 2:00 p.m. – 5:00 p.m., CE at Mesa

Submitted by: Ginger Davis, Senior Secretary, Administrative Support

Approved on: 12/9/14