

San Diego Mesa College  
PIE Committee  
Meeting Notes

April 8, 2014  
3:30 p.m. – 5:00 p.m., A-104

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

**Agenda Item A: Call to Order:** By Hinkes at 3:35 p.m., in A-104.

<b>DISCUSSION</b>	<p><b>Approval of March 25, 2014 Minutes</b></p> <ul style="list-style-type: none"> <li>• The Minutes were officially M/S/C by Romero and Brown, with correction noted in the action item’s section below.</li> <li>• Ellis and Abbott abstained; they were not present at the meeting.</li> </ul> <p><b>Classified Hiring Priorities Committee (CHPC)</b></p> <ul style="list-style-type: none"> <li>• Romero reported out on the 2014 position ranking recommendation list.</li> <li>• 9 members are currently on the CHPC committee; each member provides an equal amount of representation for the campus.</li> <li>• Removed highest and lowest scores; the total score possible was 165.</li> <li>• There were three shared position requests by three departments/programs (i.e. Student Services Assistant and Instructional Lab Tech-Physical Science positions (priority 10)).</li> <li>• McGrath inquired about the Instructional Lab Tech – Trades (priority 7) request for funding which ties to improving and increasing 3-D modeling. Clarification on the process for requesting funding for new positions, in new programs not offered yet at Mesa, is needed.</li> <li>• Romero shared that the committee does not deal with funding but only ranks requests.</li> </ul>
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	<ul style="list-style-type: none"> <li>• CHPC list first goes to PIEC for approval of the process and then to the president for approval.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>• Agenda Item G: first bullet, correction of LATF acronym.</li> <li>• Post corrected minutes on the PIEC website.</li> <li>• Put CHPC on future agenda for further discussion on the process to request new positions for new programs not yet offered.</li> </ul>	<ul style="list-style-type: none"> <li>• Ginger Davis</li> <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> <li>• Before next meeting.</li> </ul>

**Agenda Item B: Continuing Business**

<b>DISCUSSION</b>	<p><b>Prepare for April 15<sup>th</sup> President’s Cabinet (PCab) Retreat:</b></p> <ul style="list-style-type: none"> <li>• Agenda draft for PCab Retreat was passed out for reference and briefly discussed. The agenda includes: <ul style="list-style-type: none"> <li>○ Welcome and overview of activities for the day will begin at 2:00 p.m.</li> <li>○ The Educational Master Plan Steering Committee will be introduced.</li> <li>○ An overview of the Educational Master Plan draft, with executive summary and highlights will be presented, along with sample school/program profiles.</li> <li>○ The proposed Strategic Directions/Goals/Objectives, Crosswalk with Current Goals, proposed Metrics Crosswalked with Current Metrics will also be presented.</li> <li>○ Introduction of the School/Program Profiles, which will include: <ul style="list-style-type: none"> <li>▪ Program review data</li> <li>▪ High-level themes emerging from the program’s focus group data.</li> <li>▪ High level current status and vision</li> <li>▪ Baker noted that each school will have a chance to review its profile prior to publication</li> </ul> </li> <li>○ A campus wide opportunity will be given to review the document. Dates will be sent out to PIEC. There will be two public forum opportunities for the campus to review and respond to the document. A final approval by the College and the Board could possibly be extended to fall. If this case, the Strategic Directions need approval prior to being included in the EMP, as they are needed for the comprehensive Program Review. <ul style="list-style-type: none"> <li>▪ Barnes inquired about the timing of developing goals and the direction of that. Baker clarified that the only goals that we will be discussing at the PCab Retreat will be the institutional level</li> </ul> </li> </ul> </li> </ul>
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	<p>goals (a.k.a. Strategic Directions and Goals).</p> <ul style="list-style-type: none"> <li>○ Strategic Directions and Goals handout, version 5, was reviewed; the new additions and updates requested by the committee at the last meeting were presented. <ul style="list-style-type: none"> <li>▪ Regarding Strategic Goal 1.4, Romero wanted to add clarification so that the goal has added language to provide student support services and support of student learning.</li> </ul> </li> <li>○ Hays went over the Proposed Indicators/Metrics for Strategic Directions, Goals, and Objectives handout and how it ties to the Strategic Directions and Goals, version 5. <ul style="list-style-type: none"> <li>▪ Romero inquired about Strategy Identifier 1.2.1 and if the feeder high schools rates could be included.</li> <li>▪ Brown inquired about Strategy Identifier 1.2.2 and if data could be included about degrees completed online. Shelly Hess would be a good resource to obtain data on this.</li> <li>▪ Awards conferred report provided by the district is duplicative.</li> <li>▪ Strategy Identifier 1.4.1.a are all related to the SSSP.</li> <li>▪ McGrath suggested rephrasing Strategy identifier 1.4.2 regarding Electronic Databases Subscribed by removing the term “number”.</li> <li>▪ As we are expending and using funds, McGrath recommended keeping track of which resources they are using. This can be something to add on a future agenda for further discussion. Trying to find metrics on this may be challenging.</li> <li>▪ Strategy Identifier 4.4 refers to District/College interface.</li> <li>▪ Abbott suggested in Strategy Identifier 5.2 to expand on actual participants instead of just the workshops offered.</li> <li>▪ Regarding Strategy Identifier 6.1, committee suggested rephrasing the indicator/metric to % of assigned computers (both Administrative and Instructional).</li> </ul> </li> <li>○ <b>Accreditation Component</b> <ul style="list-style-type: none"> <li>▪ Barnes shared that at the PCab retreat, Danene Brown and Chris Sullivan will participate in the presentation. It will be an overview of work to date and a mini-Brown Bag presentation.</li> <li>▪ Next brown bag sessions TBA.</li> </ul> </li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>Send out dates that the campus will be able to review the EMP.</li> <li>On Strategic Directions and Goals handout, correct numbering pattern under Strategic Goal 1.4.</li> <li>Strategic Goal 1.4, add language that states to provide student support services and support of student learning.</li> <li>Strategy identifier 1.2.1, check if feeder high school rates can be included.</li> <li>Strategy identifier 1.2.2, check if data could be included about online degrees completed.</li> <li>CTE clarification on strategy identifies 1.1.2.</li> </ul>	<ul style="list-style-type: none"> <li>Jill Baker</li> <li>Jill Baker</li> <li>Jill Baker</li> <li>Bri Hays</li> <li>Bri Hays</li> <li>Bri Hays</li> </ul>	<ul style="list-style-type: none"> <li>Before next meeting.</li> <li>Before next meeting.</li> <li>Before next meeting.</li> <li>Before next meeting.</li> <li>Before next meeting.</li> <li>Before next meeting.</li> </ul>

**Agenda Item C: New Business**

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

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
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**Agenda Item E: Educational Master Plan**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
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**Agenda Item F: Program Review**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
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**Agenda Item G: Learning Assessment Task Force**

<b>DISCUSSION</b>	<ul style="list-style-type: none"><li>• N/A</li></ul>
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**Agenda Item H: Goals for 2013-2014**

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

<b>DISCUSSION</b>	<ul style="list-style-type: none"><li>• Meeting was adjourned by Hinkes at 4:53 p.m.</li></ul>
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**Next Meeting: Tuesday, April 22, 2014, 3:30 p.m. – 5:00 p.m., A-104**

Submitted by Ginger Davis, Senior Secretary,  
Administrative Support  
Approved on: 4/22/14