

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

May 13, 2014
3:30 p.m. – 5:00 p.m., A-104

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

Agenda Item A: Call to Order: By Hinkes at 3:30 p.m. in A-104.

DISCUSSION	<p>Approval of April 22, 2014 Minutes</p> <ul style="list-style-type: none"> The Minutes were officially M/S/C by Brown and Kohlenberg, as submitted. Abbott and McGrath abstained.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Post approved minutes on the PIEC website. 	<ul style="list-style-type: none"> Ginger Davis 	<ul style="list-style-type: none"> After meeting.

Agenda Item B: Continuing Business

DISCUSSION	<p>Educational Master Plan (EMP) presented for recommendation:</p> <ul style="list-style-type: none"> • Educational Master Plan final draft was presented to the PIE Committee. • Baker reviewed recent changes made to the EMP draft that were a result of the vetting to the campus. • Graphics have been updated to reflect data. • Student Equity Plan is clearly in the Directions. • Planning Assumptions (pg. 11) were briefly reviewed and discussed. • Senate Bill 850, regarding Bachelor degrees, is consistent with the Chancellor’s Office Mission and Vision, Strategic Directions; all are in alignment. • Educational Master Plan Steering Committee approved the latest draft at the final spring 2014 meeting and has recommended the EMP draft to the PIE Committee for recommendation to the President’s Cabinet. • The EMP was officially M/S/C by Liewen and Hands, for recommendation to the President’s Cabinet for approval by the President. <p>Mission Statement feedback and vote:</p> <ul style="list-style-type: none"> • Mesa College’s Mission Statement draft was presented. • The new draft includes feedback provided from the spring 2014 President’s Cabinet Retreat. • The next step is to present the draft to the President’s Cabinet for approval. • The draft of the Mesa College Mission Statement was officially M/S/C by Abbott and Hands, for recommendation to the President’s Cabinet for approval by the President.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
○ Bring EMP draft to the President’s Cabinet.	○ Madeleine Hinkes	○ 5/20/14

Agenda Item C: New Business

DISCUSSION	<p>Integrated Planning Evaluation Report</p> <ul style="list-style-type: none"> • Baker discussed the Integrated Planning Process evaluation 2013-2014 (March 2014) handout that was provided to the committee. • Communication and website information will be worked on over the summer. • The evaluation integrates Program Review and the three separate committee requests (i.e. BARC, CHPC, FHPC). • Changes from both BARC and CHPC have been provided. FHPC did not have any revisions.
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	<ul style="list-style-type: none"> • July is the targeted time frame to have TaskStream available for those who wish to start their Program Reviews early. • The Integrated Planning Process Evaluation 2013-2014 (March 2014) was officially M/S/C by Abbott and Hands, for recommendation to the President’s Cabinet for approval by the President.
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Agenda Item D: Accreditation

<p>DISCUSSION</p>	<p>Report on April 29th Brown Bag Discussion</p> <ul style="list-style-type: none"> • Chris Sullivan shared that from the second Brown Bag discussion forum, results and feedback from the forum were categorized in the following summary discussion topics: Program Review, Planning, and SLO’s. • Brown added that feedback was positive with regards to the overall process being better. • A tri-chair announcement was sent out to the campus community for Accreditation 2016 by President Luster. First call of any interested candidates is due by Tuesday, May 20th to Chris Sullivan or Danene Brown. • The PCab Retreat and the Brown Bag discussions have shown movement in a systematic fashion. People are starting to see the fruits of their labor. We need to focus on the work of the college and celebrate what has been completed. • Barnes added that by July, we will know if the new standards have been approved.
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Agenda Item E: Educational Master Plan

<p>DISCUSSION</p>	<ul style="list-style-type: none"> • See comments noted above under Agenda Item B: Continuing Business.
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Agenda Item F: Program Review

<p>DISCUSSION</p>	<p>Proposed Module and Calendar</p> <ul style="list-style-type: none">• The Program Review Draft Template for Comprehensive Program Review 2014-2015 INSTRUCTION was presented. Student services and administrative services modules were not presented; these two modules have fewer questions because some instructional questions are not applicable to these areas.• The main change to the Program Review calendar is the official submittal date for Program Review in TaskStream. Feedback from this year’s process indicates that it would be helpful to have the winter break to work on program review. The new submittal date would be January 30th. As a result of this change, Managers/Supervisors will have one week to provide feedback to the Lead Writer.• The proposal to offer sequenced training was presented. (i.e. Offer training for what is applicable at the time.)• Liaisons will be peer-to-peer advisors (i.e. Instruction with Instruction, Student Services with Student Services, etc.). Baker will summarize the needs of the committee and reach out to the Academic Senate, Administrative Areas, and other areas as needed.• The Dean’s will be the official submitters of Program Review for 2014-2015.• This new timeline allows the Deans to see the individual program reviews at least three times before they are officially submitted into TaskStream.• The Deans role is to validate the work submitted by the lead writer. The new submittal date makes for a more streamlined process and provides a timeline for validation.• Luster confirmed that time will be set aside at the spring 2015 convocations for faculty to collaborate and work on Program Review so that other faculty can assist lead writers as needed.• Luster added that compensation for Program Review had been brought to her attention. If this was something the campus wanted to discuss, it would have to be vetted and changed district-wide so that it applied at all district campuses.• With the new timeline, BARC, FHPC and CHPC are still expected to receive their requests by March 24, 2015 to begin the prioritization process.• The proposed calendar and step-by-step instructions will be posted online and sent out to the campus community via an email.• The Program Review Proposed Calendar and Training Plan 2014-2015 and the three Program Review modules were officially M/S/C by Ellis and Brown, as submitted and are being recommended to President’s Cabinet for approval by the President. Monica Romero abstained.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> ○ Reach out to applicable senates to assure complete representation on the PR Committee for 2014-2015. ○ Send out Proposed Calendar and Training Plan for 2014-2015 and post to the PIEC and PR Committee websites. 	<ul style="list-style-type: none"> ○ Jill Baker ○ Ginger Davis 	<ul style="list-style-type: none"> ○ Before fall semester. ○ As soon as information is finalized.

Agenda Item G: Learning Assessment Task Force (LATF)

DISCUSSION	<ul style="list-style-type: none"> • Barnes presented about the final LATF meeting. • TaskStream 2.0 was briefly discussed; this will begin in fall 2014. • The new operational definitions were the biggest item accomplished this spring. The new operational definitions were approved by PCab on May 6th and as a result, a survey went out to students who applied to graduate this spring. Survey results are pending.
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Agenda Item H: BARC

DISCUSSION	<ul style="list-style-type: none"> • The new BARC Request Form was presented by Madeleine Hinkes. • Supply/Equipment Resource Allocation Prioritization Rubric 2014-2015 was also presented. • Anyone writing a BARC request form will have access to the rubric. • Training will be provided.
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Agenda Item I: Classified Hiring Priorities Committee (CHPC)

DISCUSSION	<p>Update</p> <ul style="list-style-type: none"> • Monica Romero presented the new CHP Rubric for 2014-2015. • Tips and tools have been revised to help lead writers. • Most of the confusion came from requests that included two positions from the same classification and from positions shared by the same service area. Scores for these types of requests will be combined. • The committee did away with the grid format and included the information within the updated CHP form. • Overall, the content and questions have not changed; there are still seven questions. • Rubric language was revamped to cause less confusion. • The new BARC and CHPC request forms were officially M/S/C by Brown and Liewen, as submitted and are being recommended to President's
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	Cabinet for approval.
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Agenda Item I: FHPC

DISCUSSION	Update <ul style="list-style-type: none"> No changes have been submitted regarding the process for FHP requests.
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Agenda Item K: Goals for 2013-2014

DISCUSSION	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 L: Adjournment

DISCUSSION	<ul style="list-style-type: none"> A draft of the PIE Committee meeting schedule for 2014-2015 was reviewed. Friday, November 14th, was noted as a possible date for the fall retreat. This date will be confirmed in the fall. Dean Baker is retiring. There was an inquiry about member’s continuation and term lengths. Meeting was adjourned by Hinkes at 5:08 p.m.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Send out a call to the Academic Senate for more faculty representation on the PIE Committee; send Terry the DL for the EMP Steering Committee. Clarify committee term lengths. 	<ul style="list-style-type: none"> Academic Senate Office of I.E. 	<ul style="list-style-type: none"> Fall 2014 semester. Fall 2014 semester.

Next Meeting: Tuesday, August 26, 2014, 3:30 p.m. – 5:00 p.m., A-104

Submitted by Ginger Davis, Senior Secretary,
 Administrative Support
 Approved on: 8/26/14