

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

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

ATTENDEES	Madeleine Hinkes, Co-Chair	Bri Hays
		Terry Kohlenberg
	Angela Arreaga	Angela Liewen
	Julianna Barnes	Pamela Luster
	Danene Brown	Tim McGrath
	Richard Chagnon	David Palomino
	Jennifer Cost	Monica Romero
	Ashanti Hands	Charlie Zappia

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

DISCUSSION	<p>Membership and Binders</p> <ul style="list-style-type: none"> • Hinkes welcomed committee to the first meeting and introduced the new members: <ul style="list-style-type: none"> ○ David Palomino from Business and Technology ○ Espen Correll from Psychology (absent from this meeting) ○ Angela Arreaga, new Student Representative ○ Charlie Zappia, Dean of Social Behavioral Sciences • Two members did not return this academic year: Donald Abbot and Jan Ellis • New binders and materials were provided to the new and existing members. • Hinkes reviewed the binder materials provided emphasizing the purpose of the PIE Committee. <p>Approval of May 13, 2014 Minutes</p> <ul style="list-style-type: none"> • Romero requested a correction to bullet four in the CHPC section and requested the sentence be rephrased to: “The committee did away with the grid format and included the information within the updated CHP form.”
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	<ul style="list-style-type: none"> The Minutes were officially M/S/C by Kohlenberg and Brown with the correction noted above by Romero.
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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"> After meeting.

Agenda Item B: Continuing Business

DISCUSSION	<p>New Co-Chair:</p> <ul style="list-style-type: none"> Angela Liewen was nominated as a classified representative nominee for Co-Chair of PIEC for 2014-2015. The nomination of Liewen to be a Co-Chair on the PIE Committee for the 2014-2015 academic year was officially M/C by Hinkes and the PIE Committee. <p>Term Lengths:</p> <ul style="list-style-type: none"> Per Hinkes' research, there were no limits noted for term lengths on the PIE committee. She did find a term length noted for BARC but no other mentions were found. At this time, we will leave the term lengths with no limits. Future discussion on this topic is welcomed. Zappia inquired how faculty are assigned to the committee. The academic senate is the vehicle for the official approval of faculty members. Chagnon wanted to see if this could be revisited and requested existing members' term lengths be identified. McGrath mentioned that the term lengths, as per a couple of years ago, was set for 2 years. Deans serve on a rotating basis while Classified and Faculty members have different lengths.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Update membership page on the I.E. website. Terms lengths will be researched. 	<ul style="list-style-type: none"> Ginger Davis Madeleine Hinkes 	<ul style="list-style-type: none"> Before next meeting. Before next meeting.

Agenda Item C: New Business

DISCUSSION	<p>Convocation Data:</p> <ul style="list-style-type: none"> Data from the fall Convocation was collected. This data will be analyzed and presented at a future meeting. A brief mention of the convocation activity was explained. Data will be applied to the President’s Retreat that will be held in November and eventually lead into spring activities. <p>Institutional Planning Annual Report:</p> <ul style="list-style-type: none"> Hinkes presented the idea of using this manual and rephrasing the title to say guide instead of report. (i.e. IPG) Each of the sections were briefly reviewed. Romero mentioned that some of the links were not working. Regarding the FHPC section, approved 28 faculty but hired 27. The Mesa College Integrated Planning Process diagram was discussed. Hinkes requests all updates, suggestions, comments be sent to her so she can include them in the revised version within the next week. Kohlenberg inquired about the chart and the flow of Program Review to BARC. Clarification of this should be in the BARC narrative but will be confirmed.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Correct links that are not working. 	<ul style="list-style-type: none"> Ginger Davis 	<ul style="list-style-type: none"> Before the document is presented to President’s Cabinet.
<ul style="list-style-type: none"> Clarify BARC narrative and flow re: Terry’s comment. 	<ul style="list-style-type: none"> Madeleine Hinkes 	<ul style="list-style-type: none"> Before next meeting.

Agenda Item D: Accreditation

DISCUSSION	Julie Barnes, 5 minutes: <ul style="list-style-type: none">• Handout, titled, “Accreditation 2016, Self-Evaluation Timeline” was provided.• Tri-Chairs for each standard were presented.• A kick-off meeting will be conducted that will be presented in which the overall goals and expectations will be discussed.• Two keys workshops mentioned:<ul style="list-style-type: none">○ October 27th- Professional Development Workshop○ November 20th- Professional Development Workshop• Luster clarified the potential effects of the City College of San Francisco’s accreditation lawsuit and how it might affect Mesa College. If there are changes with ACCJC requirements that result from the lawsuit, we will modify our responses accordingly. In all, there is no immediate impact on our processes at all.
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Agenda Item E: Educational Master Plan

DISCUSSION	Madeleine Hinkes, 5 minutes: <ul style="list-style-type: none">• Hinkes provided the latest update.• Latest draft is with the Office of Communications for final edits.• A final copy will be shown once the document is presented to the board.
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Agenda Item F: Program Review

DISCUSSION	Madeleine Hinkes, 5 minutes: <ul style="list-style-type: none">• 95 Program Reviews are anticipated to be completed this year.• Several new members (lead writers and liaisons) have been added to support the new peer-to-peer review.• A general description of what is expected was mentioned.• Official kick-off event will be Friday, September 12, 2014.• A brief mention of the break out of the new Program Review Steering Committee was presented.
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Agenda Item G: Learning Assessment Task Force (LATF)

DISCUSSION	Julie Barnes, 5 minutes: <ul style="list-style-type: none">• Chagnon noted there are still some issues with interpreting the assessments.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none">• Have TaskStream 2014-2015 ready for use by September 12 kick off event.	<ul style="list-style-type: none">• Ginger Davis	<ul style="list-style-type: none">• Before September 12, 2014.

Agenda Item H: BARC

DISCUSSION	Rachelle Agatha, 5 minutes: <ul style="list-style-type: none">• Hinkes presented on Agatha's behalf.• First meeting is September 23rd.• BARC forms have been revised and entered into the 14-15 TaskStream module.
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Agenda Item I: Faculty Hiring Priorities Committee (FHPC)

DISCUSSION	Terry Kohlenberg, 5 minutes: <ul style="list-style-type: none">• No meetings have occurred yet this year.• No changes on the FHPC forms.• A discussion about expanding the committee size will be a topic at the very first meeting.• Cost added that the committee wants to ensure that all programs are represented equally and that the process is transparent.• Luster added that there are 8 new positions approved for spring 2015. As retirements and resignations come up, filling those vacancies will be looked at individually.
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Agenda Item J: Classified Hiring Priorities Committee (CHPC)

DISCUSSION	Monica Romero, 5 minutes: <ul style="list-style-type: none">• The committee is preparing for upcoming CHPC training.• Currently looking to fill two vacancies on the committee.
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Agenda Item K: Goals for 2014-2015

DISCUSSION	Continue to Improve Website and Links <ul style="list-style-type: none">• A webmaster search is currently in process. Continue to Improve Communication Put the EMP into Operation: Goals and Measurements Prepare for Accreditation Self Study- October 2016
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Agenda Item L: Adjournment

DISCUSSION	<ul style="list-style-type: none">• Meeting was adjourned by Hinkes at 5:08 p.m.
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Next Meeting: Tuesday, September 9, 2014, 3:30 p.m. – 5:00 p.m., A-104

Submitted by Ginger Davis, Senior Secretary,
Administrative Support
Approved on: 9/9/14