

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

April 28, 2015  
3:30 p.m. – 5:00 p.m., A-104

<b>ATTENDEES</b>	Madeleine Hinkes, Co-Chair	Ashanti Hands
	Angela Liewen, Co-Chair	Bri Hays
		Terry Kohlenberg
	Rachelle Agatha	Pamela Luster
	Angela Arreaga (Absent)	Tim McGrath
	Julie Barnes	David Palomino
	Danene Brown	Charlotta Robertson
	Richard Chagnon	Monica Romero
	Kristan Clark	Charlie Zappia (Excused)
	Jennifer Cost	

**Agenda Item A: Call to Order:** By Liewen at 3:34 p.m. in A-104.

<b>DISCUSSION</b>	<p><b>Approval of April 14, 2015 Minutes</b></p> <ul style="list-style-type: none"> <li>The minutes draft was emailed to PIEC prior to the meeting for review.</li> <li>The Minutes were M/S/C by Robertson and Kohlenberg with the correction to Agenda Item J, bullet 4 to reflect as “10 or so”.</li> </ul>
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<ul style="list-style-type: none"> <li>Post approved minutes to the PIEC website.</li> </ul>	<ul style="list-style-type: none"> <li>Ginger Davis</li> </ul>	<ul style="list-style-type: none"> <li>Before next meeting.</li> </ul>

**Agenda Item B: Continuing Business**

<p><b>DISCUSSION</b></p>	<p><b>Multi-Year Cycle</b></p> <ul style="list-style-type: none"><li>• Hinkes presented draft 3 of the Multi-Year Assessment Cycle.</li><li>• The Multi-Year Cycle was M/S/C by McGrath and Cost to be forwarded to President’s Cabinet for final review and approval.</li><li>• For next year, ILO’s should also be noted as GELO’s.</li></ul> <p><b>Annual Integrated Planning Infographic</b></p> <ul style="list-style-type: none"><li>• Hinkes presented the revised Annual Integrated Planning Infographic and reviewed the changes made from the previous draft.</li><li>• The infographic will incorporate interactive links that will detail the items within those areas.</li><li>• Liewen added that there needs to be clarification on the text box titled, “Allocate Resources; Refresh Technology” since we refresh technology throughout the year. Suggestion was to rephrase the title so that it reflects as, “Allocate Resources; Implement Plan”.</li><li>• Change “Incorporate” to “Integrate” for the “Incorporate SSSP, Equity, Title V Plans” text box.</li><li>• Revise the term “changes”. Change wording in “Communicate Changes” text box to “Communicate Outcomes and Actions”.</li><li>• In terms of design, a suggestion was to minimize the words in text boxes and expand wording in the drill down box. At this point, we will not change the set-up but can revise wording as needed.</li></ul> <p><b>Membership</b></p> <ul style="list-style-type: none"><li>• Richard Chagnon will be leaving.</li><li>• Terry Kohlenberg and Jennifer Cost will be replaced by the incoming AS President and Chair.</li></ul> <p><b>Preparation for PCab Retreat (Bri Hays)</b></p> <ul style="list-style-type: none"><li>• A draft of the agenda was shared.</li><li>• We will discuss our core Key Performance Indicators (KPI’s).</li><li>• The activity planned will require five separate breakout groups. Participants will select the group they want to join; approximately 12-15 individuals will be in each group.</li><li>• 45 minutes will be provided for this activity.</li><li>• PIEC members will help facilitate this activity.</li><li>• To norm the process, we will be looking at success rates.</li><li>• The activity will require each group to set goals for 1 and 3 years out.</li><li>• The goal of this activity is to have the Activity Matrix completed for each group.</li></ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>Revise Infographic draft and email to PIEC for final approval.</li> <li>Send drop box link to PIEC with PCab documents and PowerPoint.</li> </ul>	<ul style="list-style-type: none"> <li>M. Hinkes</li> <li>B. Hays</li> </ul>	<ul style="list-style-type: none"> <li>ASAP</li> <li>Before May 1, 2015</li> </ul>

**Agenda Item C: New Business (on hold until after Retreat)**

<b>DISCUSSION</b>	<p><b>Goals mapping from program review</b></p> <ul style="list-style-type: none"> <li>Hold agenda item for next meeting.</li> </ul> <p><b>Integrated Planning Survey</b></p> <ul style="list-style-type: none"> <li>Hold agenda item for next meeting.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>

**Agenda Item D: Research**

<b>DISCUSSION</b>	<p><b>Bri Hays:</b></p> <ul style="list-style-type: none"> <li>No report at this time.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>

**Agenda Item E: Accreditation**

<b>DISCUSSION</b>	<p><b>Julie Barnes, 10 minutes:</b></p> <ul style="list-style-type: none"> <li>2015 ACCJC Accreditation Standards Symposium Resource Sheet was passed out and discussed.</li> <li>Highlights of the symposium include: <ul style="list-style-type: none"> <li>SLO Updates: <ul style="list-style-type: none"> <li>We must disaggregate our SLO data; ACCJC doesn't tell us "how;" the idea is to mitigate inequity in learning</li> <li>The focus of SLO assessment is to ensure that we are in a cycle of continuous improvement and are using results to make improvements. So while dialogue is still important, the use of results is an imperative.</li> <li>If we use AUOs (which we do), they don't need to necessarily map to ILOs, but rather our goals.</li> <li>With regard to employee evaluations and SLOs, the focus is on engagement/participation in SLO assessment, not the</li> </ul> </li> </ul> </li> </ul>
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	<p>results themselves. The ACCJC Standards language reads: <i>The evaluation of faculty, academic administrators, and other personnel directly responsible for student learning includes, as a component of that evaluation, consideration of how these employees use the results of the assessment of learning outcomes to improve teaching and learning (III.A.7).</i></p> <ul style="list-style-type: none"> <li>○ The 7-year cycle with the mid-term report due every 4 years.</li> <li>○ A rubric for the annual financial report will be shared by the ACCJC.</li> <li>• Luster added if we have an accreditation standard deficiency, it must be corrected within two years.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• Send Accreditation Standards to PIEC.	• Julie Barnes	• Before next meeting.

**Agenda Item F: Student Success/Equity/Title V:**

<b>DISCUSSION</b>	<p><b>Julie Barnes:</b></p> <ul style="list-style-type: none"> <li>• No report at this time.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

**Agenda Item G: Program Review**

<b>DISCUSSION</b>	<p><b>Madeleine Hinkes:</b></p> <ul style="list-style-type: none"> <li>• No report at this time.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

**Agenda Item H: Learning Assessment Task Force (LATF)**

<b>DISCUSSION</b>	<p><b>Kristan Clark, 10 minutes:</b></p> <ul style="list-style-type: none"> <li>• Clark reviewed the LATF/COA Goals for 2015-16. <ul style="list-style-type: none"> <li>○ Establish a formal assessment process and cycle.</li> <li>○ Establish a method to record informal discussions.</li> <li>○ Clarify the difference between Objectives vs. Outcomes.</li> <li>○ Streamline Taskstream so that the two workspaces (program review and assessments) talk to each other.</li> <li>○ Review current assessment status.</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>○ Establish the next assessment cycle and revisit ILO's.</li> <li>○ Establish a formal end of year process and discuss any reports needed to close out the current assessment cycle.</li> <li>• Presented the assessment report for Drama to show what the report looks like from Taskstream. Each icon was defined and courses with no data will need to become "inactive" to be removed from the report so that percentage rates are accurately reflected. Goal is to get this cleaned up as much as possible. <ul style="list-style-type: none"> <li>○ Barnes emphasized that again, we don't have to actually show the mapping, but show our current process of improvement.</li> </ul> </li> <li>• An Outcomes Report, as it stands now, was passed out to the committee. It's broken out into AUO's and SLO's. Clark will speak with the Deans and Classified groups. Overall, we're not in a bad place, but we still have a lot of work to do to improve our percentages. <ul style="list-style-type: none"> <li>○ In the past, deactivated courses, not taught over three years, were deleted from Taskstream. Now, we just "inactivate" the course and remove it from the workspace so that they do not reflect on reports.</li> </ul> </li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

**Agenda Item I:        BARC**

<b>DISCUSSION</b>	<b>Rachelle Agatha:</b> <ul style="list-style-type: none"> <li>• No report at this time.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

**Agenda Item J:        Faculty Hiring Priorities Committee (FHPC)**

<b>DISCUSSION</b>	<b>Terry Kohlenberg:</b> <ul style="list-style-type: none"> <li>• No report at this time.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

**Agenda Item K: Classified Hiring Priorities Committee (CHPC)**

<b>DISCUSSION</b>	<p><b>Monica Romero, 15 minutes:</b></p> <ul style="list-style-type: none"> <li>• The final 2015-2016 recommendations for each Classified position requested in this year’s Program Review Comprehensive Cycle was presented and discussed.</li> <li>• Notations of positions that would not traditionally go through the CHP process were noted.</li> <li>• The Classified Hiring Priorities 2015-2016 Recommendations was approved by consensus to be forwarded to PCab for final review and approval.</li> <li>• A revised Classified Hiring Priorities Rubric for next year was presented based on feedback from the Program Review survey.</li> <li>• Romero reviewed concerns PIEC brought about, with regards to their prioritization processes, from a meeting back in January 2015 and the responses the CHPC gave to each item. We will need to find other ways to document Classified needs that are submitted through the CHP Request process.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

**Agenda Item L: Goals for 2014-2015**

<b>DISCUSSION</b>	<p><b>Continue to Improve Website and Links</b></p> <p><b>Continue to Improve Communication</b></p> <p><b>Put EMP into Operation: Goals and Measurements</b></p> <p><b>Prepare for Accreditation Self Study- Spring 2017 visit</b></p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

**Agenda Item L: Adjournment**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• PCab retreat is on Friday, May 1<sup>st</sup> at UCSD.</li> <li>• Meeting was adjourned by Liewen at 5:03 p.m.</li> </ul>
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**Next Meeting: Tuesday, May 12, 2015, 3:30 p.m. – 5:00 p.m., A-104**

Submitted by: Ginger Davis, Senior Secretary, Administrative Support

Approved on: 5/12/15