

# SAN DIEGO MESA COLLEGE

## Planning and Institutional Effectiveness Committee Minutes

**October 22, 2024**

**LRC 435. 3:30 p.m. to 5 p.m.**

### Attendees

Hai Hoang, Holly Jagielinski, Andrew Hoffman (AS), Ayana Woods (CS), Ryan Shumaker (I), Lisa Shapiro (B&T), Ian Duckles (SBSMS), Michelle Rodriguez (SBSMS), Nathan Resch (Chair of Chairs), Toni Parsons (HSI), Leland Simpliciano (AANAPISI), Jade Bersamina (student), Victoria Miller (SS)

### 1. Call to Order

**Called by:** Holly Jagielinski

### 2. Approval of Minutes for [10.8.2024](#)

**Motioned by:** Ian

**Seconded by:** Lisa Shapiro

**Abstention:** Michelle Rodriguez

**Approved:** 9 members

### 3. Continuing Business

#### a. Action on PIE Deliverables - Accreditation

- Ian suggested that PIEC should ensure a structure is in place but that the accreditation team should develop it independently, with PIEC later voting to send it to the President's Cabinet (PCAB).  
Andrew proposed that COA should develop the accreditation framework and report to PIE. He suggested inviting Liza to a PIEC meeting to discuss this.
- Lisa expressed concerns about structural issues in the campus accreditation process and recommended that COA lead this effort.
- Nathan asked how PIEC could support and facilitate accountability within the accreditation process.  
Ryan proposed creating an accreditation subcommittee within PIEC to manage accountability.

- Several members recommended creating a timeline and identifying accreditation leads.
- Ryan and Lisa emphasized incorporating accreditation timelines in the IP Calendar to maintain compliance and accountability.

#### **Additional Points Discussed by Committee:**

- Accreditation Structure and Accountability:
  - Members proposed establishing a continuous accreditation subcommittee to ensure a structured, ongoing approach. This would prevent last-minute scrambling and maintain a "readiness" status.
  - Suggestions included assigning leads to specific accreditation standards and requiring formal signoffs for accountability, making it clear when new personnel take on responsibilities.
  - Writing for the October report needs to start in January so that PIEC can review in March and PCAB can review in April/May.
- Role of President's Cabinet (PCAB):
  - The committee discussed the importance of PCAB enforcing top-down accountability to complement ground-up efforts. Members felt that leadership involvement, with clear expectations for participation and review, is crucial to successful accreditation.
- ACCJC Multi-year Calendar / Integrated Planning Calendar Update:
  - The group suggested adding a multi-year accreditation timeline, perhaps to the Integrated Planning Calendar, or a different space. This would allow for regular check-in points and evenly distributed deliverables across the cycle to ensure continuous progress.
  - The last meeting in Spring 2025 could be use to build a timeline and yearly check-in

#### **Action Items:**

- PIEC will discuss the creation of a master calendar for ACCJC with clear titles / roles and responsibilities
- Holly and Hai will draft ideas for recommendations for PIEC to review
- [Integrated Planning Calendar for 2024-2025](#) will be updated with accreditation milestones and deadlines, including ACCJC submission dates and a March review of the ACCJC draft.

**b. Governance Survey Reminder:** Deadline: October 31

## **4. New Business**

- No new business was discussed

## 5. Announcements

- Next Meeting: November 12 - LRC 435
- The PIE website is undergoing redesign, which may temporarily affect document access. For questions, committee members can reach out to PIE representatives.

## 6. Resources

- [PIEC Website](#)
- [Meeting schedule for 2024-2025](#)
- [Integrated Planning Calendar](#)

### **Approved Deliverables for 2024-2025:**

#### **1. Accreditation**

- 1.1. Support ACCJC Annual Report (April 2025) and Follow-up Report (October 2025).
- 1.2. Recommend to PCAB the establishment of a structure and accountability framework to maintain accreditation standards.

#### **2. Program Review and Outcomes Assessment**

- 2.1. Develop an integrated structure for Program Review and Outcomes Assessment that ensures accreditation compliance and fosters continuous improvement.

#### **3. Governance**

- 3.1. Update Committee Inventory each semester.
- 3.2. Administer and analyze governance survey for trend identification and recommendations.

#### **4. Roadmap Oversight**

- 4.1. Support Strategic Objectives reporting and compliance.
- 4.2. Review 2021-2025 goals and status; prepare for 2026-2030 roadmap to Mesa 2030.

#### **5. Update the Integrated Planning Calendar.**

## 8. Adjournment

**Adjourned by:** Holly Jagielinski at 4:46 p.m.

**Minutes submitted by:** Holly Jagielinski / Catherine Cannock