

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

October 10, 2017
3:30 p.m. – 5:00 p.m., MC 211B

ATTENDEES	Madeleine Hinkes, Co-Chair	Leticia Lopez
	Meegan Feori, Co-Chair (excused)	Pam Luster (excused)
	Yolanda Catano	Andrew MacNeill (absent)
	Rachelle Agatha (excused)	Tim McGrath (excused)
	Danene Brown	Victoria Miller
	Kris Clark	Kim Perigo
	Ian Duckles	Charlotta Robertson
	Ed Helscher	Bridget Herrin
	Ashanti Hands (excused)	Irena Stojimirovic
	Holly Jagielinski (absent)	Manuel Velez
	Leroy Johnson	Jason Zuehlke
		Staff Assistant: Sahar King
		Guest:

Agenda Item A: Call to Order: By Madeleine Hinkes at 3:38 p.m. in MC211B.

DISCUSSION	<ol style="list-style-type: none"> Approval of the September 26, 2017 Minutes <ul style="list-style-type: none"> The minutes draft was emailed to PIEC prior to the meeting for review. The minutes were M/S by Kim Perigo and Kris Clark and approved.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Post the PIEC minutes to webpage 	<ul style="list-style-type: none"> Sahar King 	<ul style="list-style-type: none"> As soon as possible

Agenda Item B: Continuing Business

DISCUSSION	<ol style="list-style-type: none"> Goals for 2017-2018: <ul style="list-style-type: none"> Goal #4 was revised to: Assess our progress with College-wide goals and their relationship to the Educational Master Plan
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- Goal #5 was revised to : Maintain our sustained continuous quality improvement as we move through planning and accreditation processes
- Goal #1 was revised to: Monitor and support progress of our equity initiatives and institution set-standards

2. Accreditation Recommendations: (see item E)

- We will discuss the QFE next time.

A: Committee Evaluations: We found samples from different community colleges but we are not yet ready to demonstrate

- We will present samples at upcoming PIE meeting. We want to embed this in the cycle of assessment.
- We want to give the committees an opportunity to review these samples and provide feedback. There will be an internal reflection process involving committee members.

B: Communication: We need to have more dialogue regarding improving communication across campus.

- We don't have a standing report on the agendas for Academic Senate and Classified Senate.
- Create a monthly newsletter that is sent out with information every month with links to the minutes and other pertinent information.
- If we could use a system that one person can manage and collect information, then that would be ideal.
- We would prioritize the governance committees, and follow later with operational committees.
- We need to identify the "so what." How does receiving information benefit or impact individuals?
- **C: Archiving Information:** Campus Labs might not be easy to navigate for archiving documents. We should consider doing something with GoogleDocs.

3. IPGG review and update:

- October 31 is deadline for update
- DECEMBER: Last CRC for approved curriculum in 2018-2019 catalog
- MARCH 6th: 2018-2019 Catalog Deadline
- Pablo Vela is working on the cover and will utilize a light blue color.
- Madeleine Hinkes sent out the electronic copy of the IPGG to the committee members.
- Classified Senate, Academic Senate, and Associated Student Governance should review the roles and representation on the IPGG. (Yolanda Catano, Kim Perigo, Joe Newell).
- Take the language from the accreditation document and use it to modify the language in the IPGG.
- Are the senates not committees? Option to Label-Senates, Councils, and Cabinets.
- We need to define group or senate.
- Rachelle has updated BARC, CHP, Facilities, and Safety Committee sections on IPGG.
- Update: Student Success and Equity, HSI-Proyecto Exito and we need to include BSSOT, Strong Workforce and STEM Conexiones.
- The governance committee website has been updated before departure of

	<p>President's Office admin tech.</p> <p>4. Planning Calendars: Please review all the committees and initiatives. We will bring them back at our next meeting for updates and edits.</p>

ACTION ITEMS	PERSON	DEADLINE
<ul style="list-style-type: none"> 1. Prepare IPGG task list 2. Classified Senate, Academic Senate, and Associated Student Governance should review the roles and representation on the IPGG. 3. For those who need to make updates, please provide them to Madeleine 	<p>1.Hinkes</p> <p>2. Yolanda Catano, Kim Perigo, Joe Newell</p>	<p>1. As soon as possible</p> <p>2. As soon as possible</p> <p>3. By Oct 31</p>

Agenda Item C: New Business

<p>DISCUSSION</p>	<ul style="list-style-type: none"> • Guided Pathways (Bridget Herrin) <ul style="list-style-type: none"> • We are updating you on the Guided Pathways and will provide an aggregate picture of the college's Guided Pathways process with regards to inquiry, design, and implementation of key elements and how they are processing over time. • They are a handful of community colleges that are starting to adopt the Guided pathways and this is require by CCCCCO • We will talk about A: what is the presses B: what is the expectation • The self-assessment is a requirement of the Guided Pathways award program and is due to the chancellor's office by Wednesday, November 15,2017 • What we should know about the Completing and Stages of work? • Who should complete the self-Assessment tool? • Components of the self-assessment tool (Inquiry, Design, Implementation) • At Mesa our focus is to know the Guided Pathway processes and support and assist students to follow their pathways and to choose their pathway and career • There is not one specific way to implement the Guided Pathway processes This assessment should be completed by a cross functional team of faculty, staff, and administrators • The focus is to create a system that helps students stay on their pathways • We want students to see how their classes connect to each other • A statewide conversation that eerily pre-echoed the current common core
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	<p>dialog made clear that for our students to succeed in transfer or high-skill career choices?</p> <ul style="list-style-type: none"> • Support services will create more clearly structured and educationally coherent program pathways to student end goals, with built-in progress monitoring, feedback and support at each step along the way • In addition, the paths into and through community college programs of study are often unclear and not well-aligned with student end goals. • Step one : attend the workshop on October 30 ,2017 • Step two : Complete Self-Assessment , 14 Elements, due October 26, 2017; open forum and discussion; draft should be ready by November 1, 2017 • Step three: Master plan BUILDING GUIDED PATHWAYS TO STUDENT SUCCESS • Find additional sources that inform the assessment go to http://cccgp.cccco.edu/ <ul style="list-style-type: none"> • Retreat Planning <ul style="list-style-type: none"> • We are planning to plan; more information coming next time • How we use our spaces will be a component
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • N/A 		

Agenda Item D: Research (Herrin):

DISCUSSION	<p>Bridget Herrin:</p> <ul style="list-style-type: none"> • N/A
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Dashboard 	<ul style="list-style-type: none"> • Bridget Herrin 	<ul style="list-style-type: none"> • N/A

Agenda Item E: Accreditation (Brown): QFE

DISCUSSION	<p>Danene Brown:</p> <ul style="list-style-type: none"> • Addressed ACCJC team Recommendations for improvement • Rec #1: Revisit course and program assessment processes. • COA, DOCs, and Program Review will work on this one. • Rec #2: Formal self-evaluation process for committees • Develop report format; include committee goals, were goals achieved. Evaluations can be posted on committee pages. • ASG uses a committee report form.
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	<ul style="list-style-type: none"> • Rec #3: Outcomes assessment data accessible to public • We are looking at what other colleges do; most provide program level data • COA and IE will work on this • Rec #4: Facilities Master Plan • We need to look at how we use space; this will also be a component of the new Ed Master Plan • Rec #5: Effective communication; post committee minutes • We do this, but all governance committees should use a consistent format. A task force developed a template which is available on the Governance/Committees webpage. We need to be sure that secretaries know about it. • Rec #6: Post President's Cabinet documents: Completed
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Get the secretaries together to advise on a minutes template. 	<ul style="list-style-type: none"> • Danene Brown and Yolanda Catano 	<ul style="list-style-type: none"> • N/A

Agenda Item F: Student Success/Equity/Title V (Hands):

DISCUSSION	<p>Student Services-Ashanti Hands:</p> <ul style="list-style-type: none"> • Integration Plan: Will be presented next month.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A

Agenda Item G: Program Review

DISCUSSION	<p>Madeleine Hinkes:</p> <ul style="list-style-type: none"> • 66 days till due date! • Trainings are available the second Friday of each month in SB 216. • Charlie Lieu is recording all the ZOOM trainings and links will be provided on the website.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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• None	• N/A	• N/A
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Agenda Item H: Committee on Outcomes and Assessment (COA)

DISCUSSION	<ul style="list-style-type: none"> • N/A
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item I: BARC (Agatha): IELM (PPIS) prefunding

DISCUSSION	<ul style="list-style-type: none"> • They report out in the spring. They will have training on how to fill out the forms. • IELM report will be presented at next meeting
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item J: Faculty Hiring Priorities Committee (FHPC)

DISCUSSION	<ul style="list-style-type: none"> • N/A
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item K: Classified Hiring Priorities Committee (CHPC)

DISCUSSION	<ul style="list-style-type: none"> • N/A
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item L: Goals for 2017-2018

DISCUSSION	<ol style="list-style-type: none"> 1. Monitor and support progress of our equity initiatives and institution set-standards 2. Communicate institutional effectiveness efforts through the Institutional Planning & Governance Guide (IPGG) 3. Advance the planning work of the College using data-informed dialogue and decision-making 4. Assess our progress with College-wide goals and their relationship to the Educational Master Plan 5. Maintain our sustained continuous quality improvement as we move through planning and accreditation processes
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A

Agenda Item M: Announcements:

DISCUSSION	<ol style="list-style-type: none"> 1. Next meeting, October 24 2. Fall retreat, Nov 14, 215-5 PM
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Last meeting of the semester

Submitted by: Sahar King, Senior Secretary

Approved on: