SAN DIEGO
MESACOLLEGE

San Diego Mesa College
PIE Committee
Meeting Notes

January 28, 2014
3:30 p.m. – 5:00 p.m., LRC-208

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

Agenda Item A: **Call to Order:** By Hinkes at 3:40 p.m., in LRC-208.

DISCUSSION	**Approval of November 12, 2013 Minutes** • The Minutes were officially M/S/C by Abbott and Brown, as submitted. **Approval of December 10, 2013 Minutes** • The Minutes were M/S/C by Abbott and Brown, with corrections noted below under Action Items.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• Agenda Item B: Final bullet, remove comma after December 2nd. • Agenda Item D: Final bullet, change academic to accreditation. • Agenda Item E: First bullet, revise sentence and change Education to Educational. • Post on the PIEC Website.	• Ginger Davis	• Before next meeting.

Agenda Item B: **Continuing Business**

DISCUSSION	None

Agenda Item C: **New Business**

DISCUSSION	**Planning Agenda for Spring 2014**
	• **Integrated Planning**- Baker presented the first draft of the 2013-2014 Integrated Planning Calendar. Kohlenberg inquired about when it would be finalized so that it could be brought to the Senate for discussion. Baker will let the committee know when it's ready for official use.
	    o Program Review
	        ▪ An update on the status of Program Review submittals was presented.
	        ▪ Baker shared where we currently are in disseminating submitted requests to the corresponding committees.
	        ▪ 77 program reviews have been submitted.
	        ▪ The next step is to confirm resource requests with each School's Dean.
	    o BARC
	        ▪ Pending receipt of requests.
	    o Faculty Hiring Priorities
	        ▪ Pending receipt of requests.
	    o Classified Hiring Priorities
	        ▪ Pending receipt of requests.
	        ▪ Concerns about CHP timeline were brought up.
	        ▪ Romero will discuss new timeline with CHP Committee.
	    o Overall evaluation of Integrated Planning processes
	        ▪ As with last year, the Office of Institutional Effectiveness will conduct a 360 evaluation of Program Review processes and those of the three prioritizing committees.
	        ▪ This is the first year that all evaluation and revision will be conducted and presented to President's Cabinet prior to the end of the spring semester.
	        ▪ Lead Writers will be able to work on their program reviews during the summer, if they choose.
	• **Student Learning Outcomes (SLOs)/Administration Unit Outcomes (AUOs)/Institution Learning Outcomes (ILOs) Assessment**
	    o ILO revision and consistence with ACCJC
	    o SLO's/AUO's timeline for completion
	        ▪ Baker met with Ed Helscher regarding SLOs.
	        ▪ SLO training workshops, titled "First Fridays", will be available.
	        ▪ Camtasia videos and handouts are being created as a resource.
	        ▪ Baker mentioned her upcoming meeting with Kris Clark to discuss items to be included on the website.
	    o TaskStream 2.0
	        ▪ Baker anticipates 3-4 weeks before the new module will be ready to use.
	• **Accreditation**
	    o Planning for next three years.
	    o Barnes added that by the next PIEC meeting, a timeline would be presented to give an outline of what to expect.
	    o Next Site Visit: October 2016
	    o Barnes commented that there is opportunities to better align our campus processes with the accreditation standards.
	• **Metrics (Required by federal law; will be reported on the website; program and institutional levels will be included).**
	    o Scorecard
	        ▪ This is our achievement data.
	        ▪ Data will come from Bri Hays.
	    o Learning Outcomes
	        ▪ These are the SLOs assessments.

- **Educational Master Plan**
  - Timeline for campus review
    - Hinkes discussed the idea of a campus steering committee.
    - The steering committee will comprise 12-15 people.
    - Once the document is reviewed by the steering committee, the document can be presented to the whole campus for feedback. This will give everyone an opportunity to participate in the process.
- **Preparation for PIE Retreat on February 28, 2014 (in support of Cabinet Retreat on March 14, 2014.)**
  - Hinkes shared that discussion will take place at this meeting to prepare for the upcoming Cabinet Retreat.
  - Committee decided to meet on February 28th, 8:30 a.m. - 11:30 a.m.
  - Further discussion about this will be held at the next PIEC meeting on February 11th.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• PIEC Retreat Planning meeting announcement for February 28th, from 8:30 a.m. to 11:30 a.m. with location information.	• Jill Baker	• As soon as date, time and location are set.

Agenda Item D: Accreditation

DISCUSSION	• See notes above under Accreditation.

Agenda Item E: Educational Master Plan (Jill Baker and Bri Hays- 10 min.)

DISCUSSION	**Timeline of Culmination of Research Component** • See notes above under Educational Master Plan.

Agenda Item F: Program Review (Jill Baker- 5 min.)

DISCUSSION	• An announcement will be sent out to the campus community to have Program Review available to Lead Writers so that they can choose to begin working on their updates over the summer. • Submittals will be sorted and distributed accordingly for review, evaluation, and prioritization.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• Send out an email to the campus community regarding Program Review being accessible beginning this summer.	• Office of I.E.	• When 2014-2015 Program Review module is ready.

Agenda Item G: **Learning Assessment Task Force (Julie Barnes- 15 min.)**

DISCUSSION	- Recently held a retreat on January 21, 2014. - Revisited our 2013-2014 action plans. - Looked at ACCJC rubric to evaluate our level or proficiency. - Breakout groups were conducted. - Updates will be provided at the next PIEC meeting. - Revisited our Institutional Learning Outcomes (ILOs). - New language coming out of the revised accreditation standards will be incorporated into our ILOs.

Agenda Item H: **BARC (Jill Baker- 5 min.)**

DISCUSSION	**Follow Up from Program Review-BARC Integration** Hinkes shared that all requests, once received, will be ranked and disseminated to the campus.

Agenda Item I: 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**

Agenda Item J: **Adjournment**

DISCUSSION	Meeting was adjourned by Hinkes at 4:36 p.m.

Next Meeting: Tuesday, February 11, 2014, 3:30 p.m. – 5:00 p.m., A-104

Submitted by Ginger Davis, Senior Secretary,
Administrative Support
Approved on: 2/11/14