

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

September 13, 2016  
3:30 p.m. – 5:00 p.m., A-104

<b>ATTENDEES</b>	Madeleine Hinkes, Co-Chair	Trina Larson (excused)
	Meegan Feori, Co-Chair	Pamela Luster
		Andrew MacNeill
	Rachelle Agatha	Tim McGrath (excused)
	Danene Brown	Victoria Miller
	Kristan Clark	Kim Perigo
	Genevieve Esguerra	Charlotta Robertson (excused)
	Rob Fremland	Monica Romero
	Ashanti Hands (excused)	Manuel Velez
	Brianna Hays	Yolanda Catano
	Leroy Johnson	

**Agenda Item A: Call to Order:** By Madeleine Hinkes at 3:41 p.m. in A-104.

<b>DISCUSSION</b>	<p><b>1. Approval of the May 10, 2016 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 Kris Clark and Danene Brown.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>• Post the PIEC minutes to webpage</li> </ul>	<ul style="list-style-type: none"> <li>• Yolanda Catano</li> </ul>	<ul style="list-style-type: none"> <li>• As soon as possible</li> </ul>

**Agenda Item B: Continuing Business**

<b>DISCUSSION</b>	<p><b>1. Membership:</b></p> <ul style="list-style-type: none"> <li>• Introductions were made around the room.</li> <li>• Trina Larson is unsure she can resume her role as representative for Classified Staff so we will ask for a replacement.</li> <li>• Fremland: Will Rob serve for two places; one as Academic Senate</li> <li>• President and as a Math &amp; Science representative? It might be better to</li> </ul>
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	<p>have two different representatives. The suggestion is that AS President and Chair of Chairs do not also represent their school.</p> <ul style="list-style-type: none"> <li>▪ Fremland formally moved to get two new representatives from the departments.</li> <li>▪ The committee approved and accepted. In favor of expanding our membership.</li> <li>▪ Math &amp; Science, Social &amp; Behavioral Science, Exercise Science, and Health Science need representation for PIEC.</li> </ul> <p><b>2. Faculty Co-Chair Vote:</b></p> <ul style="list-style-type: none"> <li>• Kim Perigo and Meegan Feori gave short campaign speeches prior to voting.</li> <li>• Meegan Feori wins the vote. She will be serving as PIE Co-Chair along with Madeleine Hinkes for a two-year term.</li> </ul> <p><b>3. Definition of IE:</b></p> <ul style="list-style-type: none"> <li>• Hinkes demonstrated a poster with the definition of Institutional Effectiveness. It has now become part of accreditation.</li> <li>• The definition of IE was voted and accepted at the President’s Cabinet retreat Fall 2012.</li> </ul>
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ACTION ITEMS	PERSON	DEADLINE
<ul style="list-style-type: none"> <li>▪ Miller will recruit a student representative for PIE</li> </ul>	<ul style="list-style-type: none"> <li>• Vicky Miller</li> </ul>	<ul style="list-style-type: none"> <li>• As soon as possible</li> </ul>

**Agenda Item C: New Business**

<b>DISCUSSION</b>	<p><b>1. Integrated Planning Calendar</b></p> <ul style="list-style-type: none"> <li>• Each year the Integrated Planning Calendar is created with the feedback of the PIE committee.</li> <li>• The sections in the Integrated Planning Calendar need to be updated.</li> <li>• Agatha: A separate accountability section needs to be defined in the Integrated Planning Calendar.</li> </ul> <p><b>2. Institutional Planning &amp; Governance Guide</b></p> <ul style="list-style-type: none"> <li>• The usual IP Guide will be expanded to include sections on governance, based on work previously done by Susan Topham and her task force.</li> </ul> <p><b>3. Proposed Goals for 2016-2017</b></p> <ul style="list-style-type: none"> <li>• Hinkes provided a copy of the 2016-2017 PIE proposed goals.</li> <li>• We are going to assess the college-wide goals and see if the goals match with the goals for PIE.</li> <li>• What “accountability” means to PIE is being reviewed through the Integrated Planning Calendar. This goal may be expanded.</li> <li>• Committee had concerns over the third goal ‘Promote data-informed dialogue and decision-making.’ <ul style="list-style-type: none"> <li>▪ Hays: Planning expertise should come from this committee. This committee should really be the driving force of college-planning and setting goals that link to college-wide initiatives and priorities. People should focus on the process.</li> <li>▪ An emphasis on professional development centered on planning for this committee and the campus resources, such as the IEPI toolkit are important to consider.</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>• Our Fall Retreat is going to be held on November 8<sup>th</sup> with PCab.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>• 1. Homework: Look over the Integrated Planning Calendar and provide feedback</li> <li>• 2. Feedback on PIE Goals</li> </ul>	<ul style="list-style-type: none"> <li>• 1. ALL</li> <li>• 2. ALL</li> </ul>	<ul style="list-style-type: none"> <li>• 1. By next meeting</li> <li>• 2. By next meeting</li> </ul>

**Agenda Item D: Research**

<p><b>DISCUSSION</b></p>	<p><b>Bri Hays (15 mins)</b></p> <ul style="list-style-type: none"> <li>• Integrated Planning Evaluation results revealed that we needed to refine the data analysis component of Program Review.</li> <li>• In PIEC meetings there will be more discussion around distance education data and setting standards for online student achievement. <ul style="list-style-type: none"> <li>▪ We are asking programs that are offering distance education classes to discuss those outcomes.</li> </ul> </li> <li>• To follow up on the Spring PCab Retreat, we are setting aspirational goals and hoping that will trickle down to individual programs to contextualize success for each program. We are asking how they are going to help the college reach its goals.</li> <li>• Perigo: Brought into the attention the college-wide goals. Her hope is that we are mindful of how people are doing their program-level work and that there should be flexibility.</li> </ul> <p><b>1. Research Data Warehouse</b></p> <ul style="list-style-type: none"> <li>• Hays shared the information on the Research Data Warehouse on Equity and Program Review. <ul style="list-style-type: none"> <li>▪ Link to Research Data Warehouse: <a href="http://www.sdmesa.edu/about-mesa/institutional-effectiveness/institutional-research/data-warehouse/index.shtml">http://www.sdmesa.edu/about-mesa/institutional-effectiveness/institutional-research/data-warehouse/index.shtml</a></li> <li>▪ We will be updating these every year. Now faculty can have conversations about this data that is publically available. This also serves for accreditation.</li> <li>▪ We are building the capacity in moving forward.</li> <li>▪ As opposed as having five years of data in tables, the data has been made clear with visuals. The operational definitions for each program will be built into the warehouses. We have enrollment, retention, and success rate data available. If they need to request additional information, we have made the links available thru Institutional Research webpage.</li> <li>▪ This research data is created in a completely free open-tool source called R. In statewide workshops, Mesa College will be used as a model with Copper Mountain College and Cosumnes River College about building a culture with open source tools.</li> <li>▪ There will be a warehouse research request form available for the IR webpage in case people have questions or suggestions. The feedback could lead to additional student inquiry.</li> </ul> </li> <li>• All data is based on student achievement. Velez would like to include the data on</li> </ul>
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	faculty and staff demographics that is currently available on the Chancellor's website.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

**Agenda Item E: Accreditation**

<b>DISCUSSION</b>	<p><b>Danene Brown: 5 minutes</b></p> <ul style="list-style-type: none"> <li>• The standards will be presented at the President's Cabinet.</li> <li>• Standard I is currently closed for feedback.</li> <li>• Standard II was discussed last week and is still taking feedback.</li> <li>• Standard IIA and IIC will be coming up next and will be made available this week.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

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

<b>DISCUSSION</b>	<p><b>Monica Romero: 5 minutes</b></p> <ul style="list-style-type: none"> <li>• Monica's report will be presented next meeting.</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: 10 minutes</b></p> <ul style="list-style-type: none"> <li>• Program Review has been training lead writers and liaisons. We are conducting trainings in person and virtually via Zoom.</li> <li>• The big trainings are during the first-Fridays of the month and are held in SB 216. Smaller sessions are held in the LOFT and the training schedule is up on the Program Review webpage. <ul style="list-style-type: none"> <li>▪ Link: <a href="http://www.sdmesa.edu/about-mesa/institutional-effectiveness/program-review/resources.shtml">http://www.sdmesa.edu/about-mesa/institutional-effectiveness/program-review/resources.shtml</a></li> <li>▪ We are up to 102 programs.</li> </ul> </li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

**Agenda Item H: Committee on Outcomes and Assessment (COA)**

<b>DISCUSSION</b>	<p><b>Kris Clark: 5 minutes</b></p> <ul style="list-style-type: none"> <li>• COA has some vacancies and is looking to fill those membership spots.</li> <li>• The COA website is still under construction.             <ul style="list-style-type: none"> <li>▪ The GOA (Guide to Outcomes &amp; Assessment) and the ILOs has been submitted to constituency groups for review.</li> <li>▪ GOA Link: <a href="http://www.sdmesa.edu/about-mesa/institutional-effectiveness/learning-assessment/documents/GOA--reviseddraft.pdf">http://www.sdmesa.edu/about-mesa/institutional-effectiveness/learning-assessment/documents/GOA--reviseddraft.pdf</a></li> </ul> </li> <li>• There are several workshops that will be available on assessment in particular.</li> <li>• Mesa has submitted its final action plan to IEPI. We are awaiting our grant of \$150,000. We will have one year to spend it.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>• Send emails to faculty notifying them of vacancies on COA</li> </ul>	<ul style="list-style-type: none"> <li>• Kim Perigo</li> </ul>	<ul style="list-style-type: none"> <li>• As soon as possible</li> </ul>

**Agenda Item I: BARC**

<b>DISCUSSION</b>	<p><b>Rachelle Agatha: No report</b></p> <ul style="list-style-type: none"> <li>• N/A</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 J: Faculty Hiring Priorities Committee (FHPC)**

<b>DISCUSSION</b>	<p><b>Rob Fremland: No report</b></p> <ul style="list-style-type: none"> <li>• N/A</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 K: Classified Hiring Priorities Committee (CHPC)**

<b>DISCUSSION</b>	<p><b>Trina Larson: No report</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

**Agenda Item L: Goals for 2015-2016 (Need to be Updated)**

<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1. Ensure our actions address our strategic goals</li> <li>2. Work towards improvement of institutional effectiveness</li> <li>3. Meet accountability obligations (ACCJC, IEPI)</li> <li>4. Review mission, vision, and values and Institutional Learning Outcomes (ILOs)</li> </ol>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

**Agenda Item M: Adjournment**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Meeting was adjourned by Madeleine Hinkes at 5: p.m.</li> </ul>
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**Next Meeting, September 27, 2016 in MC 211B**

Submitted by: Yolanda Catano, Senior Secretary

Approved on: September 27, 2016