

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

February 27, 2018
3:30 p.m. – 5:00 p.m., MC 211B

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

Agenda Item A: Call to Order: By Madeleine Hinkes at 03:37 p.m. in MC211B.

DISCUSSION	<p>1. Approval of the February 13 , 2018 Minutes</p> <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 Ian and Manuel and approved. • New student rep Sumaya Ali was introduced.
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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

<p>DISCUSSION</p>	<p>1. Committee evaluations</p> <ul style="list-style-type: none">• Ways to evaluate the governance committees initially and then move on to other committees• Taskforce includes Ian, Ed, Charlotta, Andy, Bridget and Yolanda• We are still on the same patterns as we were before. We have met and put together a potential survey to be sent out to a few governance committees.• The taskforce will get together to review the proposed survey one more time, take it, and make sure it meets the criteria we have established. Then, it will go to three or four governance committees on trial basis after it comes to PIE.• Hopefully, by our April meeting we'll be able to bring back that survey to this committee and then by the end of April to those governance committees that we select as appropriate.• We will gather up those results in the summer and have a report ready for those committees by the start of the fall semester and then bring it back to the PIE committee.• What do we intend to do with the results once we know how well we are doing? The survey results are intended for use by each committee to improve its practices.• One of the things we talked about was how to delineate committee responsibilities. Is it necessary to have recognition for the chair who might have a different view point from a regular member? How to do that is end-of-discussion phase.• Sometimes committees get too involved in the work they're doing that the committee structure doesn't always follow along. The more efficiently they run, the more we get done. <p>2. Mesa Pathways (Ashanti) [Guided Pathways 101 PPT]</p> <ul style="list-style-type: none">• Last time we discussed that we have narrowed the 14 elements down to 6 that we have prioritized where we would focus our work with guided pathways.• The taskforce has been working very closely with faculty, staff, and students to fill out the work plan so that we have activities outlined for the next 18 months• We will identify things that have already taken place that can leverage the work that we are doing and we will identify anticipated outcomes.• We are also looking at how it is that we will allocate our resources.• We are hoping to have a working draft between March 5th and the 16th. This needs to be submitted through a portal and there is a lot of information that is going to be pre-populated and verified by us.• The most important part will be the plan of activities and hopefully will not be a surprise or new to most people.• We will be taking feedback, and will continue to hone our efforts and have a plan ready to present to President's Cabinet on March 20th and submit it to the state planner on March 30th.• There will be a part of discussion at President's Cabinet retreat about guided pathways. We are all going to have to start thinking about what
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	<p>this looks like as we move forward.</p> <ul style="list-style-type: none"> • The taskforce was talking about the plan but then will have to start talking about bringing the plan to life. There are many creative and innovative ideas that people have come up with. • There have been a workshop, webinars and discussions across campus. • At the workshop we got to hear from people that are further along so the early adopters were able to share where they were in the process. • Guided Pathways 101 PPT
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ACTION ITEMS	PERSON	DEADLINE
1. Taskforce to create the self-assessment document for committee evaluations	1. Ian, Ed, Charlotta, Andy, Yolanda, Bridget	April 2018

Agenda Item C: New Business:

DISCUSSION	<p>1. Mission statement Review</p> <ul style="list-style-type: none"> • No outside groups have looked at it yet. • These words are important and people really are reading these when they research Mesa College. • It will also play a part in program review next year because each program/department/service area looks at their individual mission statement and relates it to the college mission statement. • We will bring this back next meeting. • Mission Statement
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Provide info from workshop attended about mission statements and CLOs 	<ul style="list-style-type: none"> • Kris Clark 	

Agenda Item D: Research: Preparation for Retreat (April 6th)

DISCUSSION	<ul style="list-style-type: none"> • Preparation for the retreat (April 6th 10am-3pm): • Generally, the fall retreat is looking at how we do planning, how decision making takes place and what we are up to. • In the spring we look at how our students are doing and what are the measures of student success that we have set out and how do we measure ourselves against that? • About two years ago, we were asked to do our institution set standards (ISS) which comes from accreditation, and we were also asked to set goals for Institutional Effectiveness Partnership Initiative (IEPI). • IEPI goals are going to change because our current state chancellor would like us to wrap all of our outcomes around missions for success
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	<p>and guided pathways.</p> <ul style="list-style-type: none"> • We set some goals last year so let's see where we are with that. We have not received the new metrics although we do know, through Launchboard, what we can assume the metrics might look like so when we set goals next year, we have some point on the horizon to look at student success. • The best we can do at this point is to interpolate where we are going to be. • Maybe we can finalize the mission statement at the retreat. • We are also looking at a few different projects with the Center for Urban Education with one of them being to look across at our initiatives in terms of how our students are doing and how they are integrated together. • We would still like to be the leading college of equity and excellence and whatever work we do on any of these initiatives, that's the lens under which we will look at how we do what we do.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• N/A	• N/A	• N/A

Agenda Item E: Accreditation (Danene): Work on Recommendations

DISCUSSION	<ul style="list-style-type: none"> • A subgroup is looking at accreditation recommendations. • Even though we completed accreditation successfully and have some solid recommendations to work on, we want to keep the momentum going, especially because in our last accreditation cycle we were able to drive the situation instead of being passive and waiting on the team's direction. • We have met twice. • We are looking at a project management tracker. Working from the recommendation standard, who would be involved, and what evidence we are requesting. • We would like to put them all together in one grid and create a status update for the district office by May 4th.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• Accreditation Visit Progress Update	• Danene, Madeleine, Kim, Meegan, Ian, Yolanda, Lisa, Chris	• May 4

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

DISCUSSION	<ul style="list-style-type: none"> • Integration will be doing a presentation at President's Cabinet next month, and we will ask them to share that presentation with this group so that we can have a full student success equity and basic skills report.
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	<ul style="list-style-type: none"> • The work that we have been doing with our multiple measures is one of our greatest equity initiatives so there has been a team of people who have been working from a variety of areas. • The district is having meetings and broken them down into ESOL, Math, and English. • Our new placement assistant has been accepted for use district-wide.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item G: Program Review (Madeleine):

DISCUSSION	<ul style="list-style-type: none"> • Is now closed. • All the resource requests are at their respective committees, and Madeleine is working on the annual report, which will come here after program review committee. • The program review committee is working on an outline for comprehensive program review. • Over the summer we have a group of program review volunteers who test it out to make sure everything is in working order.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

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

DISCUSSION	<ul style="list-style-type: none"> • We started out last year focusing on program outcomes for both student services and instruction. • This semester we rolled out a form for AUOs; they're the last section of the full outcomes process. • Met with dean's council earlier this year, and talked them through the form and the process. Also have been working with a few administrative units to restructure their outcomes and come up with assessment practices. • In COA there is an ongoing discussion on ILOs (What it means for us, assessing them, options for the assessment). • Summer institute is June 11th through 15th; we will be focusing on ILOs. There will be a section on habits of mind and Canvas and its potential. • SLO Symposium: a good portion of it was the success at campuses using Canvas. • We are going to invite a couple of the faculty who have been working on Canvas with the techs on their campuses to see how they use it for outcomes. • We want to redesign the ILO survey, and are also working on the outcomes section of program review for next year.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item I: Budget Allocation & Recommendation Committee (BARC)

DISCUSSION	<ul style="list-style-type: none"> • Still looking through the submissions and at tomorrow's meeting we will be looking at them collectively and look at what seem to be the most important things.
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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"> • The group will compile and discuss their rankings March 16th based on a rubric. • Even though we might only hire a few, it is still important to create a prioritization in case we are given more money later on.
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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"> • No Report
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item L: Announcements:

DISCUSSION	<ol style="list-style-type: none"> 1. Next meeting, March 13 2. Retreat, April 6th, 10 AM to 4 PM
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Submitted by: Sahar King (Mona)

Approved on:

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