

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

April 10, 2018  
3:30 p.m. – 5:00 p.m., MC 211B

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

**Agenda Item A: Call to Order:** By Madeleine Hinkes at 03:38 p.m. in MC211B.

<b>DISCUSSION</b>	<p><b>1. Approval of the February 27 , 2018 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 by ED and Ian and approved.</li> <li>• New SDICCCA Intern rep Anni Perheentrpa was introduced.</li> </ul>
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<ul style="list-style-type: none"> <li>• Post the PIEC minutes to webpage</li> </ul>	<ul style="list-style-type: none"> <li>• Sahar King</li> </ul>	<ul style="list-style-type: none"> <li>• As soon as possible</li> </ul>

## Agenda Item B: Continuing Business

<b>DISCUSSION</b>	<ul style="list-style-type: none"><li>• <b>Retreat action items</b><ul style="list-style-type: none"><li>• No Report</li></ul></li> <li>• <b>SDMC Governance Committee Evaluation Survey 2017-18</b><ul style="list-style-type: none"><li>• Taskforce group (Ian, Ed, Charlotta, Andy, Yolanda, Bridget) wrote the questions for self-assessment survey to send out to committee</li><li>• The survey should not take more than 5 min time.</li><li>• Earlier versions have been sent to the group and will also be tested by this group.</li><li>• Might want to take the evaluation before the next meeting.</li><li>• The idea for this evaluation is that everyone on the committee will take it around this time of the year. Then, the results are available to the group and each group will discuss it on their own.</li><li>• Possibly having an open response for the question which asks if the member will be returning to the committee. Open ended questions have been recommended to be added to each section and be optional.</li><li>• We should maintain it as an internal self-evaluation for the most honest results.</li><li>• One option might be to have a group present their results and their further action.</li><li>• Results might suggest need for professional development</li><li>• ACCJC recommendation is to post result summary on the governance website.</li><li>• Testing will start with PIE this spring. Then a schedule will be sent out to other groups to get feedback.</li><li>• <a href="https://goo.gl/gcZ6mf">https://goo.gl/gcZ6mf</a></li></ul></li> <li>• <b>Mesa Pathways (Ashanti) [Guided Pathways 101 PPT]</b><ul style="list-style-type: none"><li>• <a href="#">Guided Pathways 101 PPT</a></li><li>• Faculty, staff, and students are all engaged</li><li>• We did bring it to President's Cabinet Retreat</li><li>• Next step: how will we be doing the work?</li><li>• Who will be in this committee and how it will work? (Example given) Find a starting place.</li></ul></li> <li>• <b>Mission statement review</b><ul style="list-style-type: none"><li>• Responses came back from Classified and Academic Senates.</li><li>• Academic Senate suggested "...and lifelong learning opportunities."</li><li>• Classified senate gave three options.</li><li>• Is Mesa College an "it" or "we"?</li><li>• "Mesa College empowers" vs. "We empower"</li><li>• "We live these commitments" might sound odd.</li><li>• Using "Mesa College" seems to create it into a separate entity from us.</li><li>• Using "we" might make it more positive connotation.</li><li>• It will be modified and sent out to the group.</li><li>• <a href="#">Mission Review</a></li></ul></li></ul>
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ACTION ITEMS	PERSON	DEADLINE
<ol style="list-style-type: none"> <li>1. Taskforce to create the self-assessment document for committee evaluations</li> <li>2. Incorporate comments on Mission statement</li> </ol>	<ol style="list-style-type: none"> <li>1. Ian, Ed, Charlotta, Andy, Yolanda, Bridget</li> <li>2. Madeleine</li> </ol>	<ol style="list-style-type: none"> <li>1. April 2018</li> <li>2. May 2018</li> </ol>

**Agenda Item C: New Business: Multiyear calendar**

<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1. Multiyear calendar <ul style="list-style-type: none"> <li>• No Report</li> </ul> </li> </ol>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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**Agenda Item D: Research: Research (Herrin)**

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

**Agenda Item E: Accreditation (Brown and Hinkes) Work on Recommendations**

<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1. The 2017 Institutional Accreditation Visit Progress Update document consists of recommendations for compliance and/or improvement, as appropriate. The Progress Made section may include narrative that speaks to the progress and results of the individual recommendation.</li> <li>2. A small group met to go through and address the recommendations.</li> <li>3. Want to use it in a few years at the mid-term report</li> <li>4. The document will be distributed annually during the fall semester and will be due during the following spring semester. Information received will be used to create an annual report to the SDCCD Board of Trustees. <ul style="list-style-type: none"> <li>• <a href="#">2017 Institutional Accreditation Visit</a></li> <li>• <a href="#">Committee Accreditation Updates</a></li> </ul> </li> </ol>
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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):**

<b>DISCUSSION</b>	<ul style="list-style-type: none"><li>• No Report</li></ul>
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<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 G: Program Review (Madeleine):**

<b>DISCUSSION</b>	<ul style="list-style-type: none"><li>• The 12 topics are based on what we have worked out on previous meetings.</li><li>• A lot of the questions will be the same for student services and instruction but since there are unique aspects they are in separate modules.</li></ul>
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<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 H: Committee on Outcomes and Assessment (COA) (Clark)**

<b>DISCUSSION</b>	<ul style="list-style-type: none"><li>• No Report</li></ul>
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<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 I: Budget Allocation & Recommendation Committee (BARC) David Fierro**

<b>DISCUSSION</b>	<ul style="list-style-type: none"><li>• 191 submissions.</li><li>• Each was scored on a 150 point scale.</li><li>• There was a cutoff point at 105 points (70%).</li><li>• This list will be forwarded to PCAB on April 17<sup>th</sup></li><li>• The committee took a look at the form and is discussing revisions.</li><li>• <a href="#">BARC Presentation</a></li></ul>
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<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) Andy MacNeill**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Made up of 5 deans and 5 faculty that represent various schools across campus.</li> <li>• We wanted to know about the amount of sections that were being taught and how many faculty they had that were full time vs part time.</li> <li>• No changes have been made yet for the next cycle but it will be discussed on April 23<sup>rd</sup></li> <li>• 44 applications were scored</li> <li>• We decided to include all scores instead of throwing out our top and low scores.</li> <li>• By the time requests are received, a faculty member could have already retired, which changes the ratio.</li> <li>• If there is a retirement there is not an automatic replacement for that program.</li> <li>• <a href="#">FHPC Recommendation List</a></li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

**Agenda Item K: Classified Hiring Priorities Committee (CHPC) Olivia Picolla**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• CHP Membership 2017-2018 (<b>Student Services:</b> Claudia Estrada (Supervisor), Vanndaro Chhum, Olivia Picolla (Co-Chair) ,<b>Administrative Services:</b> Aracely Bautista, Marco Chavez ,<b>Instructional Services:</b> Jeannette Leon, Ikuko McAnally, <b>Administration:</b> David Fierro, Monica Romero (Co-Chair)</li> <li>• The purpose of the CHP Committee is to review classified personnel requests made during the Program Review process and make recommendations to President’s Cabinet.</li> <li>• The committee also reviews and updates the CHP request form and criteria rubric</li> <li>• CHP updated the Historical Data Table Section and Information Section of the Classified Hiring Priority request form for the 17-18 cycle.</li> <li>• Classified personnel requests submitted during the Program review process are vetted by the CHP committee based on the rubric and then ranked</li> <li>• Highest and lowest scores were removed</li> <li>• Final scores are calculated to an average</li> <li>• The maximum average score that can be achieved is 25</li> <li>• Shared position requests are first scored individually and then combined for a final average</li> <li>• When new funding is received or a re-organization of functions occurs, the CHP list is referred to by the President for consideration.</li> <li>• <a href="#">Classified Hiring Priority Recommendation</a></li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

**Agenda Item L: Announcements:**

<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1. Next meeting, April 24, 2018</li> <li>2. Farmers Market, April 19, 2018, 3pm to 5pm at Sunrise Plaza</li> </ol>
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	<p>3. Mesa's 25<sup>th</sup> Annual Scholarship Awards Ceremony, April 20,2018</p> <p>4. You Will be Found, A Musical Revue, May 6<sup>th</sup> &amp; 12<sup>th</sup> , 2pm</p>
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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>

Submitted by: Sahar King (Mona)

Approved on:

DRAFT