San Diego Mesa College
PIE Committee
Meeting Notes

May 22, 2018
3:30 p.m. – 5:00 p.m., MC 211B

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

Agenda Item A:	Call to Order: By Madeleine Hinkes at 3:36 p.m. in MC211B.

DISCUSSION	1. **Approval of the May 08, 2018 Minutes** • The minutes draft was emailed to PIEC prior to the meeting for review. • The minutes were M/S by Kim Perigo and Manuel Velez and approved.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• Post the PIEC minutes to webpage	• Sahar King	• As soon as possible

Agenda Item B: Continuing Business

DISCUSSION	**1. Governance Committee Evaluations** ➢ They are not set up for a detailed discussion yet ➢ This was a test and we can look to it in more detail next year ➢ Link for the Governance Survey: ➢ https://www.surveymonkey.com/r/6FYLD9Q ➢ Link for the responses from PIEC members: ➢ https://www.surveymonkey.com/results/SM-SNMXMW8DL/ **2. Mesa Pathways Update: Ashanti Hands** ➢ Did get PCAB approval for Mesa Pathways Committee ➢ Added a Vice President and have 23 members ➢ We need one person from math department ➢ Will have a meeting on May 24th ➢ Will talk about the potential work over the summer and about the timeline ➢ 18-19 Mesa Pathways Committee ➢ Guided Pathways 101 PPT ➢ link to guided-pathways **3. Governance Committee Grid** ➢ It has been modified since the last meeting with additional details. ➢ Describes how the work a particular committee does addresses any of the items in the QFE. ➢ This will be a part of a committee review process and be linked to specific meetings. This will give us information that might otherwise be difficult to find during the mid-year review and other reviews down the line. ➢ Committee Accreditation Grid **4. Institution-Set Standards (Bridget)** ➢ ISS and mission statement went through PCAB ➢ Propose that some of the goal-setting be moved out to other parts of campus, such as BSSOT, Pathways, PIEC, and Strong Workforce/CTE committee. ➢ Sent the Institution-Set Standards to CTE committee and Strong Workforce and they gave feedback and are open for training and the basic idea. ➢ Move to a more participatory approach. ➢ Tying it with the shared metrics could be beneficial to the campus. Getting voices from all parts of the campus could help. **5. BARC-Related Issues** ➢ How do we find vendors to get estimates? The district does not have a list of approved vendors ➢ Each individual writer would contact business services, to find an approved vender ➢ Is it even necessary to get vendor estimates? ➢ Individual programs want to be able to manage their own vendors ➢ If there is a list of grievances then it can be taken to the DGC for discussion

	➤ Questions about what is a safety issue

ACTION ITEMS	PERSON	DEADLINE
1. N/A		

Agenda Item C: **New Business:**

DISCUSSION	**1. Proposed agenda/minutes forms** ➤ Danene and Yolanda have been working on agenda and minutes templates. ➤ A challenge we face is finding a way to collect the information and see if the committee is achieving the goals they set out to achieve. ➤ These forms could be downloaded for use ➤ The goal is to have just a few options instead of each group doing it differently ➤ This will hopefully encourage other groups across campus to take minutes. ➤ Example: ➤ Agenda Template 1 ➤ Agenda Template 2 ➤ Agenda Template 3 ➤ Minutes Template 1 ➤ Minutes Template 2 ➤ Minutes Template 3 **2. Accomplishments** ➤ Committee evaluation survey, district updates forms, committee grid are all responses to ACCJC recommendations. **3. Goals for PIE Committee** ➤ Do we want to go with same and add Mesa pathways to goal 1? ➤ Under goal 5, maintain our sustained continuous quality improvement as we move through planning and accreditation processes **4. Membership, calendar, co-chair** ➤ Academic Senate Rep will be needed. ➤ Yolanda Catano, Kris Clark, and Charlotta Robertson will be stepping down ➤ Chair of chairs Manual Velez will be replaced by Terry Kohlenberg

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• Work with senates to find replacements		

Agenda Item D: **Research: Research (Herrin)**

DISCUSSION	➢

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• **N/A**	• N/A	• N/A

Agenda Item E: **Accreditation (Brown)**

DISCUSSION	➢

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	➢ We had a very successful farmers market; they will continue over the summer

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item G: **Program Review (Madeleine):**

DISCUSSION	➢ Program review will be working on modules for instruction, student services, deans, and administrative services.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

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

DISCUSSION	➢

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

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

DISCUSSION	➢

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item J: **Faculty Hiring Priorities Committee (FHPC) Andy MacNeill**

DISCUSSION	➢ Looking into prepopulating some of the data for request form ➢ One of the issues was if the person was already hired into the school before the request was made. ➢ No change to questions, rubric, or process

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

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

DISCUSSION	➢ Updates: 18-19 are based on the lead writer and committee member feedback and program review feedback and integrated planning ➢ Discontinue use of the Excel Spreadsheet to submit requests, going back to a taskstream document ➢ Integrate the data into their responses, that way the responses are tied to the data ➢ Removing duplications of questions ➢ Realigning our rubric to match the updated questions ➢ Two important questions to ask: 1. Can you substantiate the need based on program capacity and productivity and upcoming growth? 2. If the position is granted how it would change the office/department? ➢ Will be developing a feedback timeline during the program review process. ➢ Maybe sharing how much each question is worth would be beneficial to people filling the forms out ➢ Link to presentation :

	➤ CHP Metrics

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item L: **Announcements:**

DISCUSSION	1. Next meeting, August 28 , 2018

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Submitted by: Sahar King (Mona)
Approved on: