

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

August 27, 2019  
3:30 p.m. – 5:00 p.m., MC 211B

<b>ATTENDEES</b>	Bridget Herrin, Co-Chair (excused)	Leticia Lopez (absent)
	Holly Jagielinski, Co-Chair	Pam Luster
	Danene Brown	Andrew MacNeill (absent)
	Ian Duckles	Anda McComb
	Ashanti Hands	Victoria Miller
	Ed Helscher	Kim Perigo
	Tracy Tuttle	Scott Plambek
	Leroy Johnson	Monica Romero
	Terry Kohlenberg	Isabel O'Connor
	Courtney Lee	Parrish Fitch (absent)
	Lorenze Legaspi	
	Staff Assistant: Sahar King	
		Guests:

**Agenda Item A: Call to Order:** By Holly Jagielinski at 3:37 p.m. in MC 211B.

<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1. Approval of May 14, 2019 Minutes <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 and Victoria Miller and Terry Kohlenberg and approved.</li> </ul> </li> </ol>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>• Post the approved minutes to PIE webpage</li> </ul>	<ul style="list-style-type: none"> <li>• Sahar King</li> </ul>	<ul style="list-style-type: none"> <li>• Before next meeting</li> </ul>

**Agenda Item B: Continuing Business**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
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Agenda Item C: **New Business**

**DISCUSSION**

**1. Orientation to PIE**

- There are no new committee members at this first meeting, so we are all familiar with the mission and purpose of PIE committee and also its objectives
- **[IP Calendar](#)**
  - All PIE members should send out updates for the IP Calendar
  - Once all updates are received, the updated version will be posted on Mesa website,
  - A copy of the calendar was sent out to committee members electronically
- **[Multi-Year Planning calendar](#)**
  - The Multi-Year Planning calendar was posted on the website, it will be updated on an ongoing basis
  - Committees send your changes and updates for the IP & Multiyear calendar to Mona [sking@sdccd.edu](mailto:sking@sdccd.edu) by 9/9/19
- **[IPGG](#)**
  - Printed copies of IPGG are available in IE office, and electronic copies can be accessed through
    - The IPGG is available to review on [https://www.sdmesa.edu/about-mesa/institutional-effectiveness/college-planning-documents/documents-college-planning/IPGG\\_2019\\_2020\\_Final\\_Print.pdf](https://www.sdmesa.edu/about-mesa/institutional-effectiveness/college-planning-documents/documents-college-planning/IPGG_2019_2020_Final_Print.pdf)
  - The IPGG will answer many of your questions regarding campus structure
- **19/20 PIE objectives**
  - Updated the PIE objectives for 2019-2020
    - It is suggested that we have a live document and update it based on achievement of our goals
    - We are going to rename the goals to objective
    - Add the following to #6 “To review and inform the midterm report for ACCJC”
    - Change wording on #4 “Review progress with College-wide goals and their relationship to the Educational Master Plan to inform the new Educational Master Plan”
  - objectives
    - Monitor and support progress of equity initiatives, institution set-standards, and Pathways work
    - Communicate institutional effectiveness efforts through the Institutional Planning & Governance Guide (IPGG)
    - Advance the planning work of the College using data- informed dialogue and decision-making
    - Review progress with College-wide goals and their relationship to

the Educational Master Plan in preparation for the new Educational Master Plan

- Maintain sustained continuous quality improvement while moving through planning and accreditation processes

- **Agenda revisions**

- Committees that are reporting to PIE will report on the status of your committee for the September 10 meeting
- The first meeting will be for reporting out on the status of your committees
- The second meeting will be for action items, new business and anything related to the 2019-2020 PIE objectives
- We will adjust our meeting schedule as needed

- **Committee report-out template**

- Utilization of a template for committee reporting
- Issues most important for discussion by you (be sure to include any policy changes, decisions, activities etc.....)
- The template is a suggestion to faculty and staff to be used as a report out tool for relevant committee news, discussions, and achievements
- Reporting form allows communication to be consistent across the board
- One of the committee members asked about the content of the template and how will it differ from the agenda or minutes
- One objection to using the template individually, received from one committee member involved receiving multiple emails with the same information.
- Each individual can take their own notes based on their perspective and share this information with their constituencies (e.g., the chair of chairs will share the information with all chairs)
- Template will be shared with President's office

## **2. Chairs' orientation**

- Chairs- Remember to give an orientation to your committees as they start meeting again and welcome the new members
- Subject tabled for discussion during next meeting

## **3. Convocation debrief**

- IE office will send out the reminder again for convocation survey
- Committee members are to remind their constituent groups to take Convocation Evaluation Survey  
<https://www.research.net/r/ConvocationFall2019>
- We will share the result of the survey at next meeting

## **4. Membership**

- Please update the committee chairs and confirm that you are still willing to serve on the committee for 2019-2020 by next meeting

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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>Send updated Planning Calendar</li> <li>Send out the reminder for convocation survey</li> </ul>	<ul style="list-style-type: none"> <li>Committee member</li> <li>IE office</li> </ul>	<ul style="list-style-type: none"> <li>9/9/19</li> <li>Before next meeting</li> </ul>

**Agenda Item D: Announcements**

<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>Next meeting, September 10, 2019 The meeting is adjourn at 4:15pm</li> </ol>
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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>

Submitted by: Sahar King, Senior Secretary  
Approved on:

DRAFT