

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

September 24, 2019  
3:30 p.m. – 5:00 p.m., MC 211B

<b>ATTENDEES</b>	Bridget Herrin, Co-Chair	Leticia Lopez (excused)
	Holly Jagielinski, Co-Chair	Pamela Luster (excused)
	Donald Barrie	Anda McComb
	Jacob Babauta	Victoria Miller
	Danene Brown	Isabel O’Connor
	Ian Duckles	Kim Perigo (excused)
	Ashanti Hands	Scott Plambek
	Ed Helscher	Monica Romero
	Leroy Johnson	Ryan Shumaker
	Terry Kohlenberg	Tracy Tuttle
	Courtney Lee	Manuel Velez
	Lorenze Legaspi	
		Guests:
	Administrative Support: Sahar King	

**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>Approval of September 10, 2019 Minutes <ul style="list-style-type: none"> <li>Draft of theminutes was emailed to PIEC prior to the meeting for review.</li> <li>The minutes were M/S by Manuel Velez and Ed Helscher and approved.</li> <li>New member- Jacob Babauta as the Associated Student Representative.</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>	<ol style="list-style-type: none"> <li><b>Action Items</b> <ul style="list-style-type: none"> <li>Goals for 2019-20- identifying action items around the goals,organizing and mapping the information, developing outcomes and deliverables..</li> </ul> <p>In every action meeting we will review and update the integrated planning calendar</p> </li> </ol>
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## 2. IP Calendar review

- New initiatives and activities added to the calendar.
- Bridget: proposed that the portal revisions, form updates, and rubric updates move to the summer for the future years so that we can roll into the fall semester having the entire program review system live.
- August-finalizing the form, functionality, and implementation for program review.
- In the new program review timeline that we have shared with CHP, FHP, and BARC, folks have already all of those edits, and functionality changes, form changes, rubric changes, being given to IE office before summer starts.
- For BARC, because of the purchasing deadline, the process will move to March so that the President reviews the list early.
- In the past, we had IEPI goals and rolled them into the annual report but now that we don't have that goal-setting process. We're going to need to come up with a new process to set those ACCJCC standards.
- The outcomes across campus meeting happens during Fall, just different departments are doing it at different times, but the task should be completed by the end of the semester.
- We need to add the District Accreditation progress report for August on the IP calendar.
- Please review the IP calendar and send your revisions to IE office
- [San Diego Mesa College Integrated Planning Calendar 2019-2020](#)
- [2019-2020 Program Review Timeline](#)

## 3. Chairs' orientation

- As result of the committee's governance surveys, there was an identified lack of orientation for both chairs and members of committees.
- One idea was to have a big orientation for all committee chairs
- Should there be a group tasked to do the orientation or create a small Task Force?
- Some topics for chair orientation revolve around committee operations, like how to run a meeting, how to keep an agenda, setting goals at the end of every year, and what should be evaluated against those goals.
- Many in different positions might not have had any formal leadership or management training.
- We don't have any existing body where committee chairs all get together at any point. Other colleges have a college council or some extended group that consists of all major committee chairs, there's coordination, and there's discussion, so a chairs' orientation might also be like an introduction to all your chair colleagues.

	<ul style="list-style-type: none"> <li>• The orientation might benefit from having some of the major academic senate committee chairs on it.</li> <li>➤ Recommended by committee: work group to design professional learning for committee chairs( Isabel O’Connor, Bridget Herrin, Manuel Velez, Monica Romero, and Holly Jagielinski) in partnership with LOFT and Pcab</li> </ul>
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**Agenda Item C: New Business**

<b>DISCUSSION</b>	<p><b>1. ILO Report</b></p> <ul style="list-style-type: none"> <li>• Bridget presented ILO results from Spring</li> <li>• COA Committee has a task force that was looking at ILOs</li> <li>• Process for assessing ILOs shifted last year to focus on one ILO per year.</li> <li>• Global Consciousness was evaluated using questions developed by the ILO Taskforce and COA.</li> <li>• Questions asked students to rate each area in terms of 1) personal competency and 2) Mesa’s contribution to their competency</li> <li>• Mesa’s Contribution to student competency is consistently lower than personal competency</li> <li>• Most standards are met consistently except for 2 question groups around social justice.</li> <li>• Committee members will spend time reviewing the dashboard, and the conversation will continue at the next meeting.</li> <li>➤ Please review the below links:  <a href="#">ILO Presentation</a>  <a href="#">Link to ILO Dashboard</a></li> </ul> <p><b>2. Accreditation (Brown) (tabled)</b></p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>• Send updated Planning Calendar</li> </ul>	<ul style="list-style-type: none"> <li>• Committee member</li> </ul>	<ul style="list-style-type: none"> <li>• Before next meeting</li> </ul>

**Agenda Item D: Announcements**

<b>DISCUSSION</b>	<p>1. Next meeting, October 8 , 2019 The meeting is adjourn at 4:15pm</p>
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Submitted by: Sahar King, Senior Secretary

Approved on:

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