

San Diego Mesa College

PIE Committee

Meeting Notes

April 14, 2020

3:30 p.m. – 5:00 p.m., Zoom

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

Agenda Item A: Call to Order: By Bridget Herrin 3:36 p.m. in MC 211B.

DISCUSSION	<ul style="list-style-type: none"> ➤ Approval of March 10, 2020 Minutes <ul style="list-style-type: none"> ○ A draft of the minutes was emailed to PIEC prior to the meeting for review. ○ The minutes were M/S by Tracy Tuttle and Manuel Velez and approved. ➤ Dr. Pamela Luster Updates and Recommendations for 2020-2021 Academic year: <ul style="list-style-type: none"> ○ Based on the challenging situations that are being faced with COVID-19, Dr. Luster would like to maintain focus for the 2020-2021 academic year on mission-critical items ○ Recommendation from Dr. Pamela Luster: Suspend Program Review for next year. ○ BARC needs to be carried from this year into the next year just because of the deadlines and timelines of purchasing. ○ FHP, CHP, and BARC requests will roll forward from 2019-2020 into this year's 2020-2021 results. ○ This will allow us to focus on Mesa2030 planning, enrollment management planning, facilities planning and more. ○ Dr. Luster explains that "we are going to look at other kinds of processes like course learning outcomes, and make it a permissive year"
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	<ul style="list-style-type: none"> ○ Mesa2030 will undoubtedly shift to new college-wide goals, could shift program review cycles and effect whether we do comprehensive program review . ○ A suggestion by Dr. Luster: Take the summer to make sure that everything's built into the system so that when Program Review is open in the Fall 2021, everyone will have the opportunity at the very same time to be able to map their goals. ○ Dr. Luster would like to embed the equity content to outcomes in Program Review and do an equity assessment. ➤ Bridget Herrin: The Program Review committee is focusing on integrating Program Review into the planning process in a more meaningful way. There was discussion on the 10-year plan and the 5-year plan. ○ Motion to forward the recommendation from PIEC to the President's Cabinet were M/S by Ian Duckles and Holly Jagielinski and approved.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Post the approved minutes to PIE webpage 	<ul style="list-style-type: none"> • Sahar King 	<ul style="list-style-type: none"> • Before the next meeting

Agenda Item B:

Committee Reports

DISCUSSION	<ul style="list-style-type: none"> ➤ Mesa2030 (Herrin / Legaspi) <ul style="list-style-type: none"> ○ Some Mesa2030 activities are on pause right now. ○ The timeline has been extended from November out through next spring. ○ The taskforce will have their first post-COVID-19 remote meeting next week with their consultants and during the meeting the timeline will be reviewed. ○ The first Spring 2020 meeting for the Master Planning Task Force was on February 5, 2020. ○ School interviews will be held over zoom in April/May and another school interview will be done in person in Fall. ○ There is delay in some of the data pieces based on the challenging situations being faced due to COVID-19. Documents with those data pieces will be reassessed in Fall. ○ The IEPI interview and meetings will move forward as planned on April 29. ➤ Mesa Pathways (O'Connor) <ul style="list-style-type: none"> ○ Mesa Pathways approved the guidelines for the mapping and guided majors workgroup. ○ Mesa Pathways has two more meetings for this semester, the main focus for the semester is allowing the workgroups to wrap up their work and do the planning for next year. ○ Mesa Pathways will have a presentation for PCab in May that will show the work accomplished and the planning for Fall 2021.
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➤ **SET (Hands)**

- SET committee cancelled the meeting for March due to the remote movement. Next meeting scheduled for Friday April 17, 2020.
- SET committee was working on the Equity Crosswalk at the prior meeting and a few teams completed their assignments for it.
- The Resiliency Fund is going to launch in Fall.
- Equity workshops are being held for scholarship reviewers.
- The COVID-19 Emergency Relief Funds was launched and within 24 hours there were 2,000 applications.
 - Initially a \$20,000 donation from Associated Student Government, and the Foundation matched ASG donation with \$10,000.
 - SET was able to give out \$15,000 last week in funds as a lottery system. Funds will be given out every week.
- The Cares Act is releasing more funds that will go to students. SET is deciding how those CARES Act funds will be released.

➤ **Program Review (Herrin)**

- **See recommendation from Dr. Luster above.**

➤ **Committee on Outcomes & Assessment (Helscher)**

- The COA committee co-chairs met last week, and they are going to move to a project-based email format versus regular meetings.
- The committee is finishing up some work on ILO assessments (both the Direct Assessment and the Grad Survey).

➤ **Budget Allocation & Recommendation Committee (Legaspi)**

- No report

➤ **Faculty Hiring Priorities Committee (O'Connor/ Velez)**

- FHP Committee Membership 2020-2021
 - Manuel Vélez (Faculty Co-Chair)
 - Isabel O'Connor (Administrative Co-Chair)
 - Danene Brown - Business and Technology
 - Leroy Johnson - Counseling
 - Mark Manasse - Tutoring
 - Larry Maxey - Student Success and Equity
 - Ryan Shumaker - Athletics
 - Chris Sullivan - English
 - Susan Topham - Mathematics and Natural Sciences
 - Tracy Penrod - Medical Assisting
 - Alison Primoza - Languages
 - Charles Zappia - Social-Behavioral Sciences
 - Bridget Herrin - Consultant
 - Joel Arias - Web Consultant
- The committee looked at rubric from last year.
- FHP Scoring Rubric

	<ul style="list-style-type: none"> • Lead Writers were asked to respond to the following 4 questions which each correspond to a different criterion. FHP committee members then scored each response based on the scoring rubric. Each answer was given a numerical score between 1 and 10. • The FHP committee members were asked to score 4 questions. On a scale of 1 to 10 with 10 being the highest points possible and 1 being the lowest: <ul style="list-style-type: none"> ▪ Question 1: Discusses data trends. ▪ Question 2: Describe all aspects of the position, including non-teaching assignments. ▪ Question 3&4: Program / Service area enhancement. • Despite a district-wide hiring freeze, they received a healthy amount of FHP requests. A total of 30 requests for faculty were submitted. • Requests were submitted by 20 different programs and 8 different schools. • Highest average score = 26.75 • Highest total score = 321 ○ Recommendations for next year <ul style="list-style-type: none"> • The FHP Committee has agreed to form an ad-hoc sub-committee to review the FHP Scoring process and develop suggestions for the next year. The ad-hoc committee was specifically asked to address the following: <ul style="list-style-type: none"> ▪ Reassess the current rubric and scoring scale and consider other possible rubrics. ▪ Inclusion of equity considerations within the rubric. ▪ Exploration of Program Review abstracts as tools of the process. ▪ Consideration of processes for multiple positions from one program and for multiple requests for the same position. ➤ Classified Hiring Priorities Committee <ul style="list-style-type: none"> ○ CHP committee membership 2019-2020 <ul style="list-style-type: none"> • Ellen Engels • Karla Trutna • Alexi Balaguer • Gity Nematollahi • Marco Chavez • Andrea Lelham • Joe Benedito ○ PIE committee looked at 2019-2020 Ranked List. ○ All CHP committee members scored all positions. ○ Highest and lowest scores were removed. ○ Final scores are calculated to an average. ○ Shared positions requests are first scored individually and then combined for a final average. ○ Positions with tied scores are listed in alphabetical order only.
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	<ul style="list-style-type: none"> ○ None of the position’s requests had required Health and Safety nor Accreditation regulations. ○ CHP are trying to make the rubric clearer in terms of equity and will add a question in the request portal directly addressing equity.
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Agenda Item C: Progress/Operational Updates

DISCUSSION	<ul style="list-style-type: none"> ➤ Research (Herrin) N/A <ul style="list-style-type: none"> ○ The COVID-19 student needs survey is being postponed. ○ The first week that campus wasn’t remote, COVID-19 Student Needs Survey was deployed. <ul style="list-style-type: none"> ● There were over 11,000 responses. ● The main focus was to connect students to resources right away. ● The Research team has been working very closely with the Equity team as they are performing outreach to students. ● In addition, the Research team worked closely with LRAS/LOFT folks and getting computers and laptops out to students. ● A lot was learned about the student’s experiences. ○ A link will be sent out to PIEC and take a look at that data ○ The Research team is working on an infographic to help people understand what students are experiencing right now. ➤ Accreditation (Brown) <ul style="list-style-type: none"> ○ Mid Term report is due next spring ○ Announcement for Faculty leads went out before COVID closures and will be reviewed ➤ HSI Program (Lopez) <ul style="list-style-type: none"> ○ No report
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> ● Send updated Planning Calendar back to IE office ● The COVID-19 Student Needs Survey ● IPG Update 	<ul style="list-style-type: none"> ● Each committee member ● IE Office 	<ul style="list-style-type: none"> ● Before next meeting ● Before next meeting

Agenda Item D: Announcements

DISCUSSION	<ol style="list-style-type: none"> 1. Next meeting, April 28, 2020 2. President’s Cabinet Retreat – cancelled 3. The meeting adjourned at 4:35pm
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Submitted by:

Approved on:

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