

**San Diego Mesa College
PIE Committee
Meeting Notes
April 28, 2020
3:30 p.m. – 5:00 p.m., Zoom**

ATTENDEES	Bridget Herrin, Co-Chair	Leticia Lopez (excused)
	Holly Jagielinski, Co-Chair	Pamela Luster (excused)
		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 April 28, 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 Ed Helscher and Ian Duckles and approved.
-------------------	---

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: Continuing Business

DISCUSSION	<ol style="list-style-type: none"> 1. Chairs’ Orientation Workgroup <ul style="list-style-type: none"> • The Chairs’ Orientation Workgroup was established at previous PIEC Meetings. • A smaller group of PIEC member came together to volunteer to participate in a workgroup, that workgroup met in February to discuss training opportunities for all members of governance committees as well as the administrative support of the committees.
-------------------	--

	<ul style="list-style-type: none"> • One of the primary findings of the Governance Survey was that people felt there wasn't adequate orientation in roles/responsibilities of a committee chair. • The workgroup will be meeting in the next couple of weeks to discuss ideas and what a virtual training might look like. • Updates will be provided via email. <p>2. Integrated Planning Calendar Review and update</p> <ul style="list-style-type: none"> • Revisions and updates are being added for the 20/21 academic year. • Recommendation for PIE Co-chairs: send your updates to the IE office, so that the calendar can be updated by the end of the academic year. • The goal is to have final updated documents of the calendars ready by next meeting, May 12, 2020. <p>3. Institutional Planning & Governance Guide-updates</p> <ul style="list-style-type: none"> • Recommendation from Holly Jagielinski: Promoting the IPGG across committees or at least across committee chairs. • Notify the IE office of the updates to the IPGG.
--	---

Agenda Item C: New Business

<p>DISCUSSION</p>	<p>1. Governance Survey</p> <ul style="list-style-type: none"> • We would like recommendations from this group (PIEC). • Ian Duckles' recommendation: Go forward with the survey. • Adding questions about how COVID-19 affects people. • Holly Jagielinski's recommendation: Continuing business as usual but also keeping track of mission-critical items. Helpful to collect data anyways to see what worked/what didn't work. • Kim Perigo's recommendation: Focus on the external information of the committee work and using meaningful data for accreditation purposes and use the ACCJC standards. • Danene Brown's response: It would be helpful to have some response and data from the committees. The data can then be incorporated into the Mid-term Report. • Terry Kohlenberg's recommendation: Postpone the Governance Survey and focus on mission-critical items. • Isabelle O'Connor's recommendation: perhaps we could focus on how the governance committees did work during the COVID-19 crisis. We could benefit from understanding what our needs are and how well the governance structure worked during COVID-19. • These are the recommended options: <ul style="list-style-type: none"> • Option 1: Cancel the Governance Survey • Option 2: Have a Governance Survey with COVID-19 questions
--------------------------	---

	<p>added</p> <ul style="list-style-type: none"> • Option 3: Do a draft of the survey, business as usual • Recommendation from Bridget Herrin: Take a look at what we need in order to fulfill the ACCJC recommendation for the Governance Survey. • Bridget and Danene will meet offline and come back to PIEC to show recommendations that align with accreditation. <p>2. COVID-19 Student Need Survey Results</p> <ul style="list-style-type: none"> • This survey was conducted by Mesa research office. • Responses were collected between March 25th and April 23rd. • Nearly 10,000 students responded to the survey. • The pdf is navigable with links throughout the document. There are included additional links as resources for both students and staff/faculty. • Challenges Faced by Students. <ul style="list-style-type: none"> ○ Over half of the respondents claimed “Income Loss” as a challenge. • Students were asked to respond to the open-ended question: “How can Mesa help you?” Here were the themes: <ul style="list-style-type: none"> ○ Financial Relief ○ Flexibility ○ Communication and resources ○ Technology support ○ Mental Health ○ A Ray of Sunshine (positive remarks of students) • Additional Links provided access to: <ul style="list-style-type: none"> ○ COVID-19 Campus Updates. ○ Online Student Support Services. ○ COVID-19 Emergency Relief Fund Sign-Up for Students. ○ COVID-19 Emergency Relief Fund Donation page. • COVID-19 Student Need Survey Results <p>3. Membership for 20/21</p> <ul style="list-style-type: none"> • Notify the IE Office if you are or are not going to be a part of the committee for the next year.
--	---

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 Result • IPG Update 	<ul style="list-style-type: none"> • Each committee member • IE Office • Each committee member 	<ul style="list-style-type: none"> • May 8 • Before next meeting • May 8

Agenda Item D: Announcements

DISCUSSION	<ol style="list-style-type: none">1. Next meeting, May 12, 20202. President's Cabinet Retreat – cancelled3. The meeting adjourned at 4:35pm
-------------------	---

Submitted by:
Approved on:

DRAFT