SAN DIEGO MESA COLLEGE

San Diego Mesa College
PIE Committee
Meeting Notes
October 27, 2020
3:30 p.m. – 5:00 p.m., Zoom

<table>
<tr><td rowspan="18">ATTENDEES</td><td>Co-Chair</td><td>Faculty</td></tr>
<tr><td>Bridget Herrin</td><td>Scott Plambek – Humanities</td></tr>
<tr><td>Holly Jagielinski</td><td>Ed Helscher – Exercise Science</td></tr>
<tr><td>Administrators:</td><td>Michael Harrison – Arts and Languages</td></tr>
<tr><td>Danene Brown (excused)</td><td>Ian Duckles – Social Behavioral Sciences</td></tr>
<tr><td>Victoria Miller (excused)</td><td>Tracy Tuttle – Business and Technology (excused)</td></tr>
<tr><td>Ryan Shumaker (excused)</td><td>Danica Moore – Math and Science</td></tr>
<tr><td>Classified Professionals</td><td>Holly Jagielinski -Health Physical Science</td></tr>
<tr><td>Courtney Lee</td><td>Leroy Johnson – Student Services (excused)</td></tr>
<tr><td>Anda McComb</td><td>Terry Kohlenberg – Chair Representative</td></tr>
<tr><td>Consultants</td><td>Manuel Velez – Academic Senate</td></tr>
<tr><td>Ashanti Hands</td><td></td></tr>
<tr><td>Lorenze Legaspi</td><td>Students:</td></tr>
<tr><td>Leticia Lopez (excused)</td><td>Narae Kim</td></tr>
<tr><td>Pamela Luster (excused)</td><td>Guest Representative</td></tr>
<tr><td>Isabel O'Connor</td><td></td></tr>
<tr><td>Monica Romero</td><td>Lyle Batalona: SDCCCA intern</td></tr>
<tr><td>Administrative Support: Mona King</td><td></td></tr>
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Agenda Item A:	**Call to Order:** By Bridget Herrin at 3:36 p.m. in zoom

DISCUSSION	➢ Approval of October 13, 2020 Minutes • A draft of the minutes was emailed to PIEC prior to the meeting for review. • The minutes from October 13, 2020 were M/S by Manuel Velez and Danica Moore and approved. • PIEC Introductions (of all members) • Lyle Batalona: SDCCCA intern • Narae Kim: Student Representative

ACTION ITEMS	PERSON	DEADLINE
• Post the approved minutes to PIE webpage	• Sahar King	• Before the next meeting

Agenda Item C: Continuing Business

DISCUSSION	**1. Outcomes for 2020/21** ○ The feedback from the last meeting has been synthesized into clear statements ➢ **Ongoing Responsibilities of PIEC** 　▪ **2020-2021 DRAFT- Ongoing Responsibilities of PIEC** 　　1. Monitor and support progress of campus wide initiatives, using data, to support a continued focus on equity and ensure alignment with ACCJC institution set standards and campus goals. 　　2. Communicate and meaningfully engage the campus community in institutional effectiveness efforts, governance structure updates, and short- and long-term planning cycles. 　　3. Support resource allocation processes that align with long- and short-term planning goals. 　　4. Continuously evaluate the efficacy of current planning and assessment structures and engage in quality. 　▪ **Deliverables for 2020/2021** 　　1. **5-year Plan Document** 　　　• Start with the framework provided by the Goals established in the 10-year plan-Mesa2030 　　　• Coordinate and collaborate with all constituency groups 　　　• Maintain Equity & Excellence as the core tenet and overarching goal of the plan 　　　• Include short-term objectives and measurable outcomes that tie to the 10-year goals 　　　• Meaningfully integrate the work of Mesa Pathways, HSI Programs, and career education. 　　　• Develop effective feedback and input systems for the plan 　　　• Outline clear assessment plan and timeline for progress evaluation 　　　• Integrate regular quality improvement processes 　　2. **Integrated Planning Schematic** 　　　• Includes relationships between long-term, short-term, and annual planning cycles 　　　• Clarifies the relationship between planning and resource allocation 　　　• Explicitly embeds equity and excellence throughout 　　　• Identifies the governance groups that are critical in the integrated planning cycle

- Outlines process for updating annual Integrated planning calendar and multi-year planning calendar

3. Governance Model Chart
- Coordinate and collaborate with all governance groups
- Clarify Mesa's governance structure and the communication channels that exist between and amongst committees.
- Outline the organizational workflow of decision-making on campus
- Governance 101 Modules

4. Integrated Planning and Governance Guide
- Revise document to reflect 5-year plan, Integrated Planning model, and Governance Model Workflow
- Create a dynamic interface that links to other work on campus
- Create a plan and establish responsibility for the annual update

5. Provide content and feedback for the Mid-term report and annual reporting processes for Accreditation.

- PIEC is looking for a vote to approve and adopt the deliverables for 2020/2021 and ongoing responsibilities for the current academic year.
- The deliverables for 2020/2021 and ongoing responsibilities of PIE for the current academic year were M/S by Manuel Velez and Ian Duckles and approved.

2. IP Calendar 2020-2021

- We use the integrated planning calendar during PIEC working meetings to reference and keep us on track
- IP Calendar for 2020-2021 is continuously updated.
- Feedback and input from different committees were integrated into the updated IP Calendar.
- Review the tasks that were set for August through the rest of the year until Summer 2021.
- For the planning institutional effectiveness, finalize our deliverables and action plan. Then create the deliverables to present in November to President's Cabinet for the Mesa2030 goals.
- Mesa2030 Task Force is a subgroup of PIE.
  - The goals have been reviewed, they've gone to president's cabinet and all of the constituency groups.
  - They were presented today to campus forum.
  - They have been presented in a number of other venues.
- We will have a president's cabinet retreat on December 1, 2020.

3. IPGG final draft 2020-21
- We will publish the IPGG for 2020-2021 digitally, one can always

	reference it from the website and it is updated frequently. o The goal is to make the IPGG interactive. o The IPGG was M/S by Scott Plambek and Danica Moore and approved.

ACTION ITEMS	PERSON	DEADLINE
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Agenda Item B: New Business

DISCUSSION	1. **Action Plan Activity for 2020/21 Deliverables** ▪ **Guiding Questions for Breakouts:** ▪ Identify scribe ▪ How will the committee develop this deliverable? ▪ What's the best structure? ▪ What's the timeline? ▪ How will we engage the campus? ▪ **Work of Breakout Group 1: 5-year Plan Document** ▪ **Bridget Herrin, Anda McComb, Terry Kohlenberg, Courtney Lee, Lyle Batalona** o **Option 1:** ▪ whole committee ▪ Use committee time to develop the document ▪ lead? Maybe not a co-chair ▪ breakout rooms around goals ▪ google forms for input from constituency groups ▪ feedback forms and templates around drafts ▪ smaller groups draft ideas as framework to take to the larger group o **Option 2** ▪ external structure (mini Mesa2030 TF) ▪ PIEC is the facilitator rather than the developer ▪ Leverage folks who were on Mesa2030 TF and folks form PIEC and other areas ➢ **Work of Breakout Group 2: Integrated Planning Schematic** ➢ **Danica Moore, Monica Romero , Scott Plambek, Isabel O'Connor** o **How?**

- Tie in the new Mesa 2030 Plan and goals with the planning cycles. Taking it from the 30,000 ft level to the ground.
- Update the multi-year assessment and evaluation cycle.
- Propose a revised the annual calendar.
- Have all the Mesa 2030 long-term goals on the calendar.
- Map the committees who support the work of the Mesa 2030 goals.
- Include links to all the respective committee websites.
- Make it a living document.
- Identify the person or groups who are responsible for updating the document.
- Streamline processes (like program review).
- Work with all the committees and governance groups that input into the calendar.
- Ideas – one document from all the groups that feeds (like BARC, CHP, FHP, Perkins, Strong Workforce, etc.) As long as we preserve the fundamentals of each.
- Education on the budget, understanding how one's role is connected to the budget. Transparency.

- **Timeline**
  - We have to wait until Mesa 2030 is approved.

➢ **Work of Breakout Group 3: Governance Model Chart**
➢ **Manuel Velez, Narae Kim, Ed Helscher , Michael Harrison**
- Identify lines of communication between governance committees and developing a governance module.
- Identifying the president and the VP.
- Update the governance charts and bring it to PIEC for a work group meeting.
- Define a governance committee versus an operational committee.
- Define a task force versus a committee that we can begin to kind of focus on which groups are going to identify in that chart itself and know the structure those communities, whether or not those committees are still active.
- Timeline: by end of February we define those top governance committees that we want to begin with, we will send the chart to those groups and identify committees that report under them.

- Overall, making sure that there's a clear line of communication for the committees all the way up to the President's Cabinet.
- There are several of governance committees have governance one-on-one module. To create their own orientation modules that will also allow them to take the modules to their specific organizations.
- An option is to encourage other groups to create their own governance module. For example, one committee can create a canvas shell that includes the needs of the committee.
- By the beginning of fall, we would have a portal with the module links ready to go
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➢ **Work of Breakout Group 4: Integrated Planning and Governance Guide**
➢ **Ashanti Hands, Lorenze Legaspi, Ian Duckles, Mona King**
- Revise document to reflect 5-year plan, Integrated Planning model, and Governance Model Workflow
  o Work should be started once the Five-Year plan is established in the middle/end of Spring (End of Spring/Beginning of Summer 2021? Based on what Breakout Group 1 recommends/PIE approves)
  o Timeline for finalization is Fall 2021 once the five-year plan is finished and approved.
  o A final timeline for all this should be established by the End of Spring 2021.
- Create a dynamic interface that links to other work on campus
  o Include a table of contents to aid in navigation through the document with active links to each section.
  o Ensure it is a clickable PDF or web page with active hyperlinks
  o Create a short introductory video that introduces the document (5-10 minutes) and explains what can be found in it and why it is such a valuable resource.
    - This could then be shared widely with other groups (Shared Governance, Council of Chairs, other governance committees)
- Create a plan and establish responsibility for the annual update
  o IE Office is responsible

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IE distributes it to various constituencies for feedback and updating (End of August for finalization in September)
Send to Communication Office (End of September), and then to PIE for approval

Distribute it to the broader campus community

Circulate it and let people know what is in it.
Include in Governance 101 workshops/presentations
Encourage chairs of committee to include this in their orientations.
Forma Presentations to Shared Governance Committees, Committee of Chairs, PCAB and other governance groups

Take time to go through and introduce the document in detail so people understand the value of this resource

Use this in onboarding presentations for new faculty and classified professionals
Focus should be on explaining what is in the document and why it is a valuable resource for the campus community

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ACTION ITEMS	PERSON	DEADLINE
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Agenda Item D: **Announcements**

DISCUSSION	1. Next meeting, November 10, 2020 2. IPGG-Updates have been received and document is being revised 3. The meeting adjourned at pm 5pm

Submitted by:

Approved on: