SAN DIEGO MESACOLLEGE

San Diego Mesa College
PIE Committee
Meeting Notes

March 23, 2021
3:30 p.m. – 5:00 p.m., Zoom

	Co-Chair	Faculty
ATTENDEES	Bridget Herrin – IE	Scott Plambek – Humanities
	Holly Jagielinski -	Ed Helscher – Exercise Science
	Administrators:	Michael Harrison – Arts and Languages
		Ian Duckles – Social Behavioral Sciences
	Victoria Miller	Tracy Tuttle – Business and Technology
	Ryan Shumaker	Danica Moore – Math and Science
	Classified Professionals	Holly Jagielinski -Health Physical Science
	Courtney Lee -	Leroy Johnson – Student Services
	Anda McComb – IE	Terry Kohlenberg – Chair Representative
	Consultants	Manuel Velez – Academic Senate
	Ashanti Hands -	**Students:**
	Lorenze Legaspi -	Narae Kim
	Leticia Lopez - HSI	**Guest:**
	Pamela Luster - (excused)	
	Isabel O'Connor	
	Monica Romero – CTE	
	Administrative Support: Mona King	

Agenda Item A: **Call to Order: By Bridget Herrin 3:37 p.m. in zoom**

DISCUSSION	❖ Approval of March 9, 2020 Minutes
	  ➢ A draft of the minutes was emailed to PIEC prior to the meeting for review.
	  ➢ The minutes from March 9, 2020 were M/S by Tracy Tuttle and Manuel Velez and approved.

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

Agenda Item B: Continuing Business

DISCUSSION	

	❖ **Roadmap to Mesa 2030 Draft**
	    ▪ Objective: Review and Recommend for campus
	    ▪ Link to input form
	➢ The Task Force reviewed the revised Draft on March 17, 2021.
	➢ The IE office has created a Feedback form to send out to campus for more input.
	➢ The Draft and Feedback form will be posted within the Strategic Planning Task Force website.
	➢ The plan is to share the Roadmap to Mesa 2030 Draft with the Classified Senate, Academic Senate, and Associated Students.
	    ▪ Recommendations from respective constituencies, and from PIEC are then sent to President's Cabinet then to the broader campus.
	➢ The Task Force will import all the Feedback into the Roadmap to Mesa 2030 Draft.
	➢ The Roadmap to Mesa 2030 Draft were M/S by Terry Kohlenberg and Manuel Velez and approved.
	➢ The Draft and Feedback form will be posted within Strategic Planning Task Force website.
	➢ Feel free to share the link to your constituency groups as a mechanism for gathering additional input.
	    ▪ 2021 Strategic Planning Taskforce website
	
	❖ Governance 101
	
	➢ Objective: Picking It Back Up
	    ▪ Two years ago, Governance Evaluation Survey was launched.
	        • Survey was sent to ten different committees.
	        • Results of the survey:
	            ♦ There is a need for committee orientation (eg. Governance 101) as it relates to how to be a member of a committee, (eg. How To Chair A Committee, How To Follow Up An Agenda In Your Meeting, etc.)
	➢ A group was established pre-COVID to work on this project.
	    ▪ The goal is to send invitation soon to the taskforce group to continue the process.

ACTION ITEMS	PERSON	DEADLINE
• Send Email to Governance 101 Workgroup	• IE Office	• ASAP

Agenda Item C: New Business

DISCUSSION	❖ **Governance Chapter of IPGG- (Institutional Planning and Governance Guide)**
	➢ Objective: Review and Approve the Governance Self-Assessment Survey Plan
	▪ [Google Form](#) for updates to IPGG-governance groups.
	▪ One of our challenges was gathering enough information to share across campus that pertain to:
	• What is in your committee?
	• Who reports to your committee?
	• How does this tie in with our strategic plan?
	• How does this tie in with the rest of the committees in the reporting structure?
	▪ Google form (linked above) will be sent to all committee chairs and answers to the above questions can be added to the IPGG.
	▪ Anyone reviewing the IPGG will:
	• Understand what the governance process looks like.
	♦ How processes get moved from one committee to another.
	♦ What the approval process looks like.
	♦ Difference between a "recommendation" and a "vote".
	♦ Who has the final say?
	• Will have access to the Governance Guide.
	▪ The committee purpose, goals, and deliverables should be incorporated into the Google Form.
	▪ Recommendation from committee member about Google Form:
	• add an additional question asking if there are any subcommittees under their respective committee.
	➢ **Review committee list**
	▪ We did show the list of the Committee that list it in IPGG 2019-2020, we ask the PIEC to verify the list.
	▪ What do we want to call the IPGG? Brand it and tie to Mesa2030/Roadmap.
	• Do we want to brand everything around Mesa 2030?
	• Recommended names:
	♦ Decision-Making Guide
	♦ Governance Guidebook
	♦ Mesa Governance Handbook -How Decisions Get Made In Mesa.
	♦ Campus Decision Making Guide.
	• Final name decided by PIEC: *Governance Handbook -How Decisions Get Made In Mesa*.
	➢ **Governance self-assessment survey plan**
	▪ We are sending Governance self-assessment survey to all committees
	• To help re-brand the governance handbook, the survey gathers information about the governance committees.
	• Two questions ask about ways in which the committee contributes to the Mesa2030 goals.

	❖ **ACCJC Annual Report** **(*breakout rooms)**
	   ➢ Objective: Review and Recommend for Campus
	     ▪ Review report
	     ▪ Align the report with Visions for Success
	     ▪ Determine Institution Set Standards and Goals
	     ▪ Every year, we submit a report to ACCJC on five different metrics
	       • Last year we carried over a number of the standards and goals from the previous year in our report.
	       • ACCJC report is due in a few weeks.
	     ▪ This year we are focusing in five areas:
	       • course success
	       • Certificates
	       • Associate's degrees
	       • Bachelor's degrees
	       • Transfer
	     ▪ The top number is the Institution Set Standard that we established for that given academic year
	     ▪ The middle number is the Goal that was established
	     ▪ The third number is the actual number for respective metric.
	     ▪ Items in the peach columns and the yellow columns (see hyperlink ACCJC Annual Report) discussed during breakout rooms.
	       • 20 minutes spent in breakout rooms.
	       • Instructions:
	         ♦ Give feedback about whether or not the:
	           ➢ ISS is higher, lower, or just right.
	           ➢ Aspirational Goal is higher, lower, or just right.
	       • If the number is higher or lower, provide an alternative number.
	     ▪ For the Certificates:
	       • We had a goal of 18% and there was an 80% increase over the 2016-2017 academic year.
	     ▪ The goal set the for this year, which is this under the 2019-2020 column would be our goal for the next 2021-2022 academic year.

ACTION ITEMS	PERSON	DEADLINE
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Agenda Item D: Announcements

DISCUSSION	1. **Next meeting, April 13, 2021** 2. **The meeting adjourned at 5:02**

ACTION ITEMS	PERSON	DEADLINE
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Submitted by:
Approved on: