

San Diego Mesa College
 Planning and Institutional Effectiveness Committee
 Meeting Notes
 March 8, 2022
 3:30 p.m. – 5:00 p.m., Zoom

ATTENDEES	
Co-Chairs	Faculty
Bridget Herrin	John Crocitti
Holly Jagielinski	Ian Duckles
Administration	Paula Gustin
Victoria Miller	Holly Jagielinski
Tina Recalde (absent)	Danica Moore
Ryan Shumaker (absent)	Scott Plambek
Classified Professionals	Nathan Resch
Mona King	Lisa Shapiro
Courtney Lee	
VACANT (Instruction)	Student Representatives:
VACANT (Administrative)	VACANT
Consultants	
Marisa Alioto (absent)	Guest:
Howard Eskew	
Ashanti Hands	
Lorenze Legaspi	
Pamela Luster (excused)	
Isabel O'Connor	
Toni Parsons	
Michelle Rodriguez (excused)	
Administrative Support: Sahar King	

Agenda Item A: Call to Order: Holly Jagielinski at 3:45 p.m. in Zoom

DISCUSSION:
<p>1. Approval of February 22, 2022, minutes</p> <ul style="list-style-type: none"> ○ A draft of the agenda and minutes were emailed to PIEC prior to the meeting for review.

- The minutes from February 22, 2022, were M/S by Danica Moore and Ian Duckles and approved.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Post approved minutes to the website. 	<ul style="list-style-type: none"> • Sahar King 	<ul style="list-style-type: none"> • Before the next meeting.

Agenda Item B: Committee Updates

DISCUSSION:
<ol style="list-style-type: none"> 1. Mesa Pathways (O'Connor) <ul style="list-style-type: none"> ○ Met end of February to discuss data from Spring Convocation and MPC Retreat, formulating goals and deliverables for Data Coaches and Student Success Teams. 2. SET (Hands) <ul style="list-style-type: none"> ○ New State released Student Equity Plan to focus on collaboration and integration with other areas of college while centering students, transforming institution for substantial alignment to Vision for Success Goals with Guided Pathways and Call to Action, and move toward race-conscious institutional planning. 3. Program Review (Herrin) <ul style="list-style-type: none"> ○ Now in process of Qualitative analysis of all 174 program responses to see if themes emerge. Discussion of challenges during COVID, practices engaged in that you would like to continue, and campus wide practices and their effect. ○ Looking forward to working with and implementing new software (Nuventive) 4. Committee on Outcomes & Assessment (Herrin) <ul style="list-style-type: none"> ○ Also engaged in Software selection, implementation, and assessment. ○ Engaging in conversation around philosophical approach to outcomes. ○ Redesigning and updating handbook. ○ Beta testers – how Canvas can be utilized in outcomes assessment 5. Budget Allocation & Recommendation Committee (Legaspi) <ul style="list-style-type: none"> ○ Presentation to PIE as part of annual cycle – will be sent out. Rubric approved by PCab in Fall 2020 – equity and excellence. Trainings held as part of process. ○ Prioritization process done in past couple of weeks. Told people not to put in BARC requests that were ongoing (i.e., SPSS, GIS). BARC should be more innovative – continuing that messaging. HERF, Perkins, SWF funds to supplement general funds. Should be able to procure a lot of the items this year ○ Next steps: Move to PCab – 2 readings; Evaluation; Resource Alignment group – PRSC 6. Faculty Hiring Priorities Committee (O'Connor/Crocitti) <ul style="list-style-type: none"> ○ Met on Feb 18, 2022, to discuss ranking requests. Accelerated process in the Fall using PCab approved rubric; finding how that works out practically. ○ How to equitably, transparently rank requests coming from all areas of the campus. ○ Requests from in-classroom and “beyond” classroom (tutoring, work-based learning, counseling). Scoring rubric for both, separate column for submitted data to present to the

- President. Committee reviewing and scoring applications. March 23 to tally scores, if necessary, March 25 review final rankings before sending to PCab.
7. [Classified Hiring Priorities Committee](#)- (Engels)
 - Working on finalizing scoring for Classified requests. Committee will be revisiting composition for next year, as most members will be “terming out” at end of this cycle.
 8. Environmental Sustainability Committee - (Rodriguez)
 - Not present at meeting.
 9. [Committee for Diversity, Action, Inclusion, and Equity](#) (Miller)
 - Currently soliciting and planning events for Cultural Unity Week (April 11-14). CDAIE t-shirts will be available for students, working on distribution plan.
 - Discussion of Family Resource Center and how campus should create a safe space for children and students who are parents to hang out, study, eat, relax. Discussion lactation rooms on campus and how many are available.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
•	•	•

Agenda Item C: Operational Updates

<p>DISCUSSION</p>	<ol style="list-style-type: none"> 1. Accreditation (Herrin) <ol style="list-style-type: none"> a. Monthly accreditation steering committee meeting was on Monday; had dialogue around how we collect evidence, what types of evidence are best, how it sometimes fits into multiple standards and how to best reflect that. b. Lisa combing through evidence with brief descriptions about how those pieces of evidence support our meeting each standard. c. Intention is to have draft to share by April meeting and will then share out to campus for feedback/input. 2. HSI (Hispanic Serving Institution) Programs (Parsons) <ol style="list-style-type: none"> a. Held first engineering workshops on campus in Innovation Research Lab. 31 students who started off, 10-day workshop throughout semester and students get certificates of completion (and honors credit by some professors) on top of work-based learning. b. STEM Center is busy – tutoring, peer mentoring. c. Danica been in touch with UCSD PhD student who will be doing a talk on March 23rd about her experience as a POC in STEM. 3. AANAPISI Programs (O’Connor) <ol style="list-style-type: none"> a. In process of finalizing hiring of Program Activities Manager; interviews in early February – hoping for finalist to take job soon! b. In process of identifying group of students to send to the APAHE conference. 		
<p>ACTION ITEMS</p>	<p>PERSON RESPONSIBLE</p>	<p>DEADLINE</p>	
<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	

Agenda Item D: Continuing Business

<p>DISCUSSION</p>	<ol style="list-style-type: none"> 1. ACCJC Annual Report (Objective: Approve) ** <ol style="list-style-type: none"> a. Focused on the four metrics of course success, certificates, associates degrees, and transfer. b. Shared in each breakout rooms – actuals, what was set as previous ISS/goals, rationale shared on how we came to those goals in previous years. c. Additional slide – Annual Report purpose, pulled directly from ACCJC website. Primary reporting tool for annual monitoring; 		
--------------------------	--	--	--

	<p>look at key data points to look at institutional growth, holding ourselves accountable for continuous improvement.</p> <ul style="list-style-type: none"> d. Extracted from group work some proposed ISS and goals moving forward, based on actuals from previous year. e. Concerns about goal numbers; impacts of COVID on enrollment, capturing all the data, engaging campus resources towards these goals (Pathways, Student Success Teams, etc.). f. Proposed to reduce Certificate ISS to match the average of the previous 5 years' actuals and reduce goal to 400. All others were left as is. g. Proposed ISS & Goal 2022 approved for submission to PCab. <p>2. Governance 101 (Objective: Update)</p> <ul style="list-style-type: none"> a. First project engaging in is committee inventory – will make its way to committee chairs for validation in the next few days. <p>3. Roadmap Implementation (Objective: Review draft reporting templates and approval)</p> <ul style="list-style-type: none"> a. Reviewed Progress reporting template b. Met with chairs of all coordinating bodies c. Positive feedback around it being a simple form d. Plan is to send out for report at the end of each Spring and Fall semester 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

Agenda Item E: New Business

<p>DISCUSSION</p>	<ul style="list-style-type: none"> 1. Governance Self-evaluation (link the survey here for reference) <ul style="list-style-type: none"> a. Starting a new cycle of evaluation. Last survey sent in 2018/19 year b. Survey to be sent end of April c. Goal is to keep survey the same, if possible. d. Reminder – small workgroup of PIE that designed this survey; clustered into three categories. <ul style="list-style-type: none"> i. Integration ii. Culture iii. Logistics/Operations e. 1 response per person on a committee, not 1 response per committee. f. This also came out of an ACCJC recommendation.
--------------------------	---

	<ul style="list-style-type: none"> g. To be sent to all committees form the committee inventory Gov101 is working on. h. Committees receive their own results i. PIEC will look at aggregate trends across campus, make recommendations for improvement to overall governance at Mesa. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Send out Governance Self-Evaluation to everyone to reflect on their work. 	<ul style="list-style-type: none"> • Office of IE 	<ul style="list-style-type: none"> • End of April, early May

Agenda Item F: Announcements/ Adjournment

DISCUSSION:
<ol style="list-style-type: none"> 1. PCab Meeting on District Planning – March 15, 2022, * (date change-meeting invite coming) 2. Next meeting: March 22, 2022

Submitted by: Sahar King, Administrative Support

Approved on: