San Diego Mesa College

Planning and Institutional Effectiveness Committee

Meeting Notes

April 12, 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
Monica Romero	Danica Moore
Ryan Shumaker (absent)	Scott Plambek
Classified Professionals	Nathan Resch
Mona King	Tracy Tuttle (absent)
Courtney Lee	
VACANT (Instruction)	**Student Representatives:**
VACANT (Administrative)	Dania Garcia
Consultants	
Marisa Alioto (absent)	**Guest:**
Howard Eskew	Lisa Shapiro
Ashanti Hands	Ellen Engels
Lorenze Legaspi	
Pamela Luster (excused)	
Isabel O'Connor	
Toni Parsons	
Michelle Rodriguez	
Monica Romero	
Administrative Support: Sahar King	

Agenda Item A: Call to Order: Bridget Herrin at 3:45 p.m. in Zoom

DISCUSSION:

1. **Approval of March 22, 2022, minutes**
   o A draft of the agenda and minutes were emailed to PIEC prior to the meeting for review.
   o The minutes from March 22, 2022, were M/S by Ian Duckles and Danica Moore and approved.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• Post approved minutes to the website.	• Sahar King	• Before the next meeting.

Agenda Item B: Committee Updates

DISCUSSION:
1. Mesa Pathways (O'Connor) 2. SET (Hands) 3. Program Review (Herrin) 4. Committee on Outcomes & Assessment (Herrin) 5. Budget Allocation & Recommendation Committee (Legaspi) 6. Faculty Hiring Priorities Committee (O'Connor/Crocitti) 7. Classified Hiring Priorities Committee (Engels) 8. Environmental Sustainability Committee (Rodriguez) 9. Committee for Diversity, Action, Inclusion, and Equity (Miller)

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• **Please respond / share out survey re: Student Success Teams participation**	• **Everyone**	• **April 29, 2022**

SAN DIEGO MESA COLLEGE

Agenda Item C: Operational Updates

DISCUSSION	1. Accreditation (Herrin)
	    a. First draft is ready to share out for feedback/input and the form for feedback.
	    b. Link to first draft
	    c. Link to feedback form
	    d. At the end of March, draft was frozen; current draft includes any evidence submitted prior. New information will go into draft 1.5
	    e. Share out April 19 at PCab.
	2. HSI Programs (Parsons)
	    a. HSI (Hispanic Serving Institution) Programs
	    b. First (of 10) engineering workshops has begun; 31 students gaining work-based learning, Honors credit for participation
	    c. Annual progress report submitted last month for Connexiones; intermediate E3 report due end of this month.
	3. AANAPISI Programs (O'Connor)
	    a. In process of hiring Program Activities Manager. Looking for end of June determination for full-time hire.
	    b. Identifying group of students to send to APAHE conference.

ACTION ITEMS	**PERSON RESPONSIBLE** **DEADLINE**

Provide any feedback/input via track changes and/or Feedback Form.	• Everyone	• Ongoing

Agenda Item D: Continuing Business

DISCUSSION	1. Governance Survey (Objective: update)
	    a. Have copied over to new version, added all committees Gov 101 included in inventory.
	    b. Intention is to send to everybody – use tool within their own committees.
	    c. Scheduled to go out Monday, stay open for 2 weeks, bring high-level aggregate data to PIE in May
	2. Outcomes and Program Review Faculty Coordinator (Objective: Discuss)
	    a. An idea that came out of conversations about combining coordinating positions to meaningfully integrate outcomes assessment into program review process.
	    b. Making sure systems speaking, both processes feeding into/aligned with Mesa2030 goals.
	    c. Goal is to keep release time low enough that adjuncts are eligible.
	3. Governance 101 Update (Objective: information item)
	    a. Share committee inventory list at PCab next week.
	    b. Updating website with list, developed plan for updating and maintaining list each year.
	    c. In process of developing two job aids, infographics (How to Join a Committee in 6 Steps, Annual Cycles).
	4. Roadmap Implementation (Objective: Round 1 in May)
	    a. Approved form last PIE meeting.
	    b. Plan to launch round 1 in May.
	    c. Will make way back to PCab, likely one of the first meetings of Fall semester.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• N/A	•	•

Agenda Item E: New Business

DISCUSSION		
ACTION ITEMS	**PERSON RESPONSIBLE**	**DEADLINE**
• Send out Governance Self-Evaluation to everyone to reflect on their work.	• Office of IE	• End of April, early May

Agenda Item F: Announcements/ Adjournment

DISCUSSION:
1. PCab retreat is in April 26,2022 2. Next meeting: May 10, 2022

Submitted by: Sahar King, Administrative Support

Approved on: