San Diego Mesa College

Planning and Institutional Effectiveness Committee

Meeting Notes

September 13, 2022

3:30 p.m. – 5:00 p.m., Zoom

ATTENDEES	
Co-Chairs	**Classified Professionals**
Bridget Herrin	Mona King (C Senate President)
Holly Jagielinski	Courtney Lee
	VACANT (Instruction)
Administration	VACANT (Administrative)
Victoria Miller	
Ryan Shumaker (excused)	**Faculty**
Monica Romero	John Crocitti (A Senate President)
	Ian Duckles
Consultants	Moreno Ikari, Jill
Marisa Alioto (excused)	Holly Jagielinski
Howard Eskew (excused)	Danica Moore
Ashanti Hands	VACANT (Humanities)
Lorenze Legaspi	Nathan Resch
Larry Maxey	Lisa Shapiro
Isabel O'Connor	Barbara Sexton (excused)
Toni Parsons	Valerie Pallares
Michelle Rodriguez	**Student Representative**
Monica Romero (CTE) Or Alexander Berry	VACANT
Andrew Hoffman	
	Guest(s)
Administrative Support: Sahar King	N/A

Agenda Item A: Call to Order: Holly Jagielinski 3:35 p.m. in Zoom and MC211B

DISCUSSION:
1. **Call to Order**   o Introduction: attendees introduce themselves with name, how long they have been at Mesa, what area they are representing, and one word to describe their current state.   2. **Welcome from Dr. Hands**   3. **Approval of 05/10/22 Minutes**

o	A draft of the agenda and minutes were emailed to PIEC (Planning and Institutional Effectiveness Committee) prior to the meeting for review.
o	The minutes from May 10, 2022, were M/S by Nathan Resch and Ian Duckles and approved.

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

Agenda Item B: Continuing Business

DISCUSSION:
1. **PIE Committee Membership (Objective: Vacancy Replacements)** o Reach out to folks you think would be interested/a good fit for vacancies – Humanities faculty, 2 Classified Professionals (1 Instruction, 1 Administrative), and Student Representatives.   2. **Program Review Alignment Plan (Objective: Informational)**   o Program Review Report and Resource Request Structure proposal making way through Senate and Governance groups.   o New model that came out of PR Steering Committee is being implemented: *Executive Summary → Data Reflection → Practice Reflection → Unit Goals → Action Plans → Resource Needs → Prioritization*.   o One unified CHP, FHP, BARC form. Resource request questions and rubric for prioritization process align with values of Mesa2030 roadmap – Equity, Excellence, Innovation, and Sustainability. Will include guidance for writers a glossary and ongoing training once workspaces are built.   o Small functional team demo for Program Review side of Nuventive taking place tomorrow. More fleshed out demo next week for more groups across campus.   o Discussion about how new programs or requests that don't fit neatly into existing program/unit can be made. Discussion that leadership for the broader areas connected to the request would have insight into new needs and could include in their goals and requests.   2. **Outcomes Assessment Cycle (Objective: Informational)**   o COA voted last year to align with Program Review. Year 1 will focus on revising, reviewing, and/or reaffirming CLOs, PLOs, SSOs, and ILOs so that we can start Nuventive with accurate information (workspaces will likely be built in Spring 23 semester).   4. **Accreditation (Accreditation: Update)**   o Met with ACCJC advisor, have accreditation team working with Draft 1.5 – hoping to have Draft 2 presented to President's Cabinet by mid-October

o Working on Quality Focus Essay now. Looking at Roadmap Strategic Objectives – have identified Completion & Scholarship. Identified 4 strategic objectives we would like to focus on and will bring to constituency groups for feedback.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• Reach out to / forward any folks you think would be good fits for the current PIEC vacancies. See Item 1 for details.	• Everyone	• Ongoing

Agenda Item C: New Business

DISCUSSION:

1. **Orientation / Governance 101**
   o Gov101 website includes governance handbook, guides, resources, job aids, current committee list, and a form to report any inaccurate/incomplete info for any committees.
   o Review of PIEC website where you can find the purpose, goals, current membership, and additional information for PIEC.
   o Report-Out Structure
      i. Send written updates relevant to PIEC prior to first meeting of the month so they can be linked and reviewed together.
   o Meeting Schedule
      i. 1st meeting of the month – Report-Out from Committees to PIEC
      ii. 2nd meeting of the month – work meeting
   o Governance Survey (Objective: Results Review)
   o Facts on File
      i. District report for 2022 – good reference for Student and employee demographics, high level student outcomes, top degrees and majors, enrollment by course types, success and completion rates, and more.
2. **Develop Deliverables for 22-23 (Objective: Establish)**
   ▪ Accreditation
      o Support the development of our ISER.
      o Ensure alignment of the Quality Focus Essay to the Roadmap and share with the campus.
   ▪ Program Review / Outcomes
      o Coordinate the development of an integrated timeline to deploy Program Review and Outcome workspaces.
   ▪ Governance
      o Updated Committee Inventory (Fall and Spring).

- o Analyze governance survey results and make recommendations for improvement.
  - ▪ Roadmap Implementation
    - o Gap analysis of Strategic Objectives that aren't being supported by Unit goals.
    - o Recommend an approved Climate Action Plan to President's Cabinet.
  - ▪ Updated Integrated Planning Calendar
3. **Committee Updates (link to written updates)**
   - o SET – 1st meeting this Friday – going over data and walking through data set to clearly identify and confirm DI groups during process of writing 3-year equity plan.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• Review developed 22-23 deliverables and bring any additional suggestions to next meeting.	• Everyone	• Before the next meeting.
• Submit your committee updates relevant to PIEC.	• Committee Reps	• Before 1st PIEC meeting each month.

Agenda Item D: Announcements/ Adjournment

DISCUSSION:
1. **Next meeting: September 27, 2022**
2. **Meeting Schedule 2022-2023**

Submitted by: Sahar King, Administrative Support

Approved on: