

San Diego Mesa College
Planning and Institutional Effectiveness Committee

Meeting Notes

October 11, 2022

3:30 p.m. – 5:00 p.m., Zoom and MC211B

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

Agenda Item A: Call to Order: Bridget Herrin at 3:30 p.m. in Zoom and MC211B

DISCUSSION:
<ol style="list-style-type: none"> 1. Call to Order 2. Approval of September 27, 2022, Minutes <ul style="list-style-type: none"> ○ A draft of the agenda and minutes were emailed to PIEC (Planning and Institutional Effectiveness Committee) prior to the meeting for review. ○ The minutes from 09/27/22, were M/S by John Crocitti and Danica Moore 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: Continuing Business

DISCUSSION:
<ol style="list-style-type: none"> IP Calendar Updates Meeting modality and membership responsibility <ul style="list-style-type: none"> Polled members – majority indicated preference for Zoom only; 10% in person only, 30% continue hybrid. Future semesters – think about scheduling 2-3 meetings in-person and have the rest on Zoom. Bridget proposed PIEC to be held via Zoom for the remainder of the semester; M/S by Danica Moore and John Crocitti and approved.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Reach out to / forward any folks you think would be good fits for the current PIEC vacancies. 	<ul style="list-style-type: none"> Everyone 	<ul style="list-style-type: none"> Ongoing
<ul style="list-style-type: none"> Request faculty rep from HS&PS to serve for remainder of FA22 while Holly is on leave. 	<ul style="list-style-type: none"> Bridget/Mona 	<ul style="list-style-type: none"> Before next meeting

Agenda Item C: New Business

DISCUSSION:
<ol style="list-style-type: none"> Climate Action Plan Update (Michelle) <ul style="list-style-type: none"> Based on new responsibilities of Mesa2030, going to revise goals of committee to align. Need to collect information about sustainability on campus and climate literacy; campus-wide sustainability survey forthcoming (all faculty, staff, and students). Surveyed roughly 1/3 bus riders last week and will use that data in Climate Action Plan. Updating EcoMesa website; Joel will be putting on web master training this coming Friday and following Monday. Will post first completed draft of Climate Action Plan on the website. Looking to have formal draft by November PIEC meeting. Committee Updates (link to written updates) Governance Improvement recommendations

- Formal recommendation of Buddy/Mentor system for new members across all governance committees on campus, keeping committee website up to date/sending out regular emails to keep on established timeline.
 - President Hands willing to send out e-mails from President’s Office, but requests to be given draft and DL for relevant points of contact.
 - Need better understanding of administrative support for committees – reaching out to find out which have or need support, how to facilitate web trainings, provide job aids.
- Charge Gov101 workgroup with operationalizing recommendations from PIEC.
- 4. Resource Allocation Process Update**
 - Still underway – governance committees getting together to discuss next steps following AS vote a few weeks ago.
 - Still on backend of building PR workflow in Nuventive.
- 5. Information items:**
 - [IE Glossary](#)
 - Looking for feedback; additional terms, agree with current definitions? Want to link on IE Office website, governance committee websites once finalized.
 - [DEIA Discussion Guide](#)
 - Developed as first step toward implementing more systematic discussions around DEIA in spaces across campus.
 - **NACCC Staff Survey**
 - Will go out mid-November and directed specifically at Classified Professionals concerning campus climate.
 - **EI Survey**
 - Education Engagement Index Survey went out today, will inform Mesa2030 facilities process.
 - **PCab retreat – Nov. 1st**
 - In person from 2:15 pm – 4:30 pm.
- 6. Administrative Support**
 - Mona has accepted the position as Acting Director of EOPS at City College through the remainder of 2022. Stephanie Oldengarm from IE Office (soldengarm@sdccd.edu) will be taking on administrative support during her absence.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> ● Submit your committee updates relevant to PIEC. 	<ul style="list-style-type: none"> ● Committee Reps 	<ul style="list-style-type: none"> ● Before 1st PIEC meeting each month.
<ul style="list-style-type: none"> ● Input any additional items, make deletions on IP Calendar or forward to 	<ul style="list-style-type: none"> ● Everyone 	<ul style="list-style-type: none"> ● Ongoing

someone who is lead for your group(s).		
<ul style="list-style-type: none"> Reach out to Chairs of governance committees to inquire about their administrative support, processes for updates. 	<ul style="list-style-type: none"> Ian 	<ul style="list-style-type: none"> TBD
<ul style="list-style-type: none"> Develop step-by-step guide on updating websites, getting permissions and training. 	<ul style="list-style-type: none"> Gov 101 Workgroup 	<ul style="list-style-type: none"> Spring 2023
<ul style="list-style-type: none"> Review and send any suggestions re: IE Glossary. 	<ul style="list-style-type: none"> Everyone 	<ul style="list-style-type: none"> Ongoing

Agenda Item D: Announcements/ Adjournment

DISCUSSION:
<ol style="list-style-type: none"> Next meeting: October 25, 2022 Meeting Schedule 2022-2023

Submitted by: Sahar King, Administrative Support

Approved on: November 8, 2022