

# SAN DIEGO MESA COLLEGE

## Planning and Institutional Effectiveness Committee Minutes

February 27, 2024

LRC 435

3:30 p.m. to 4:30 p.m.

### Attendees

Holly Jagielinski,, Andrew Hoffman, Lisa Shapiro, Mona King, Howard Eskew, Lorenze Legaspi, Ashanti Hands, Larry Maxey, Toni Parsons, Ryan Shumaker, Michelle Rodriguez, Todd Curran, Jade Bersamina, Zora Williams, Isabel O'Connor, Paige Hu, Scott Plambek, Marisa Alioto

#### A. Call to Order

1. Check-in: Holly Jagielinski
2. Approval of [02/13/24 Minutes](#)
  - Motioned – Andrew Hoffman
  - Seconded – Scott Plambek
  - Abstained – Isabel O'Connor
  - Edit: Ryan Shumaker: continuing business add e

#### B. Continuing Business

1. Mesa 2030 focus: Completion
  - i. Review [Electronic results](#), review the [Activities](#), discussion on progress and success, confirm the leads, communication update
  - ii. Discussion centered on reviewing electronic results, the progress and successes of activities, confirmation of leads, and updates on communication strategies.

#### C. New Business

1. [CHPC](#) Presentation
  - i. The overview provided focuses on current projects and their impact on institutional effectiveness.
  - ii. **Scoring Rubrics:** The scoring rubrics were designed with a focus on equity, excellence, innovation, and sustainability. These criteria were applied consistently across all requests, ensuring a fair and transparent evaluation process.
  - iii. **Consideration Factors:** The evaluation process incorporated a comprehensive review of various factors, including the completeness and relevance of the requester's answers to questions aligned with the provided prompts. Additionally, there was a deliberation on the necessity for clearer

guidelines on whether requests for supervisor or coordinator positions should be channeled through the CHPC classified hiring priority committee or if alternative pathways should be considered for such submissions.

- iv. **Rubric Adjustments:** There was a discussion about the potential need to modify the rubric to include specific elements for supervisory positions. This indicates an ongoing evaluation of the rubric's effectiveness and adaptability to different types of position requests.
  - v. **Final Rankings and Communication:** It was mentioned that the final rankings of position requests would be distributed to all relevant parties via PDF as part of the meeting minutes. This ensures that all stakeholders are informed of the outcomes and the rationale behind the decisions made during the scoring process.
  - vi. The final decision on all requests lies with the President, with the President's Cabinet responsible for making recommendations. This ensures a structured and hierarchical decision-making process, underlining the importance of executive oversight in the final approval of position requests.
  - vii. [CHP \(Classified Hiring Priority\) List](#)
2. [BARC \(Budget Allocation and Recommendation Committee\) Presentation](#)
- i. Detailed review of budget allocations, resource management, and future financial planning.
  - ii. **Budget Allocation:** The committee discussed the budget allocation, which included \$250,000 from the general fund and instructional equipment funds. There was also a possibility of augmenting this with an additional \$50,000 from career education grants, including funds from Strong Workforce and Perkins initiatives. This allocation reflects the committee's strategic planning to support instructional needs and equipment upgrades.
  - iii. **Request Management Process Challenges:** The committee outlined several next steps to address challenges in the request process. These steps involve determining the CE funding allocations, notifying requesters and managers about the decisions, and coordinating with the business office for the disbursement and management of the allocated funds. Emphasizing transparency throughout the process was highlighted, including notifying individuals and departments that did not receive funding and making the list of allocations publicly available for review.
  - iv. **Delegation of Requests:** A significant portion of requests were delegated due to the determination that they did not require a thorough program review process. Only 37 requests were included in the BARC
  - v. [BARC List](#) – First Reading
3. [MAPPER and mapping process](#) - Howard Eskew (Pathways)

- i. The presentation highlights the advancements in the mapping process to enhance student pathways.
- ii. **Objective and Scope:** The primary aim of the MAPPER project is to facilitate students in meticulously planning their academic journeys. The initial focus is on associate degrees for Transfer (ADT)
- iii. **Tool Functionality and Design:** the MAPPER tool is designed not to dictate students' academic decisions but to serve as a supportive resource that allows them to efficiently plan their semesters and academic progression. This approach ensures that the tool enhances student autonomy in educational planning.
- iv. **Integration with Academic Resources:** Efforts are being made to align the tool with the 2023-2024 academic catalog and the California Community Colleges General Education pattern. This alignment ensures that the tool remains relevant and accurately reflects current academic structures and requirements.
- v. **Accessibility:** The MAPPER tool will be hosted on an external website, making it easily accessible to students. This strategic decision ensures that the tool can reach a wide audience, providing valuable guidance to students as they navigate their academic paths.
- vi. **Purpose and Impact:** By providing a clear and accessible resource for academic planning, the MAPPER tool promises to play a critical role in enhancing student success and facilitating smoother pathways through education.

#### D. Announcements

1. [Meeting schedule for 2023-2024](#)
2. Next Meeting: The next meeting was announced for March 12, 2024, in person at LRC (Learning Resource Centers) 435.

#### Action Items

1. Mesa 2030 Initiatives: Teams to report back on progress by the next meeting. Specific leads to follow up on action points discussed.
2. BARC and CHPC Recommendations: Follow-up discussions scheduled to integrate feedback into planning.

#### Reminders

Useful links:

[Review of PIEC \(PIE Committee\) website](#)

[2023-2024 Goals](#)

[Integrated Planning](#)

[Program review resources](#)

### **Adjournment**

Meeting adjourned by Holly Jagielinski at 4:35 p.m.

### **Minutes**

Note: The minutes capture the essence of the discussions, focusing on the outcomes and decisions made. Specific details and participant contributions are documented in the full meeting transcript for reference.

Submitted by: Mona King

Approved on , 2024