SAN DIEGO MESA COLLEGE
Planning and Institutional Effectiveness Committee Minutes
February 13, 2024
LRC 435
3:30 p.m. to 4:30 p.m.

Attendees

Hai Hoang, Holly Jagielinski, Victoria Miller, Courtney Lee, Andrew Hoffman, Lisa Shapiro, Mona King, Jill Moreno Ikari, Howard Eskew, Lorenze Legaspi, Ashanti Hands, Larry Maxey, Toni Parsons, Ryan Shumaker, Michelle Rodriguez, Todd Curan,

Absent:

A. **Call to Order**
   1. Check-in: Welcome new members
   2. Approval of 11/28/2023 Minutes

   - Motioned – Jill Moreno Ikari
   - Seconded – Ryan Shumaker
   - Abstained –N/A
   - Minutes approved with the addition of including the Pathways report from 11-28. Howard will be responsible for sending this report to the IE office.
   - Reminder and housekeeping items: You may notice an additional meeting invite on the calendar labeled "PIE meeting in Zoom." Please disregard this meeting. An updated meeting invite will be sent out to you with the updated location, which will be in person in LRC (Learning Resource Center) 435. In case the location changes from LRC 435 for any reason, we will notify you via email and update the calendar invitation accordingly.
   - All agendas, minutes, and reports will be housed on our team platform, along with links to the calendar invitations. If you encounter any access issues, please make sure you are logged in to the SCCCD domain. We will collaborate with IT to resolve any access issues promptly

   3. Committee Report Out (2-3 minutes per committee)
      1. Mesa Pathways (Eskew)
         - Mesa Pathway started working on the mapper, collaborating with the district, curriculum committee, and articulation officer. Our focus is on finalizing initial templates before moving forward. Progress is underway as we diligently complete preliminary tasks. It is encouraging to see dedicated counselors working on compliance programs and updating materials. Setting deadlines for

program completion demonstrates effective planning. Joining the pathway meeting tomorrow at 12:15 will keep you informed. Reach out to Howard Eskew if you have any questions or need assistance.

2. SET (Maxey)
   - VP Larry Maxey emphasized the importance of pathways, inspiration, transitioning, and supporting success in our work. We will be updating the plan design documentation to align with pathways and adjust outcomes accordingly. This strategic approach ensures alignment with our goals and sets a solid foundation for success. We remain dedicated to enhancing our processes and strategies for continued progress.

3. Program Review (Hoang)
   - The program review process concluded on February 5th, and the Resources Committee is currently scoring the resource requests. The summary of the program review and resource requests will be presented at the PIE and President's Cabinet meetings. There have been reported issues with NUVENTIVE, which are currently under resolution with consultants. We have reached out to everyone affected, and despite encountering 50 misalignments, we have successfully worked through them. All data has been securely saved in NUVENTIVE.

4. Budget Allocation and Recommendation Committee (Legaspi)

   - VP Legaspi reported that starting on Monday, they have implemented an innovative approach to managing resources. This year, they have focused on ensuring that all resources, including new innovative requests and ongoing replacements, are thoroughly evaluated. By removing items not pertinent to radar, the scoring process has become significantly easier for the committee. For instance, the recurring GIS software request exemplifies this approach, as it is consistently needed to support ongoing classes.
   - This year, the committee had only 37 requests, compared to the 200 requests. This reduction indicates a more targeted allocation of resources, with ongoing needs being addressed without the need for extensive review processes. The scoring process will take place on February 26, with subsequent meetings scheduled for February and March. Notification of outcomes will be sent out promptly, ensuring transparency and efficiency in the decision-making process.
   - This streamlined approach aims to provide a more effective allocation of resources while reducing unnecessary administrative

burden. If further assistance or insights are needed, the committee is readily available to provide support.

5. Faculty Hiring (Hoffman)
   - The Faculty Hiring committee met on February 23rd. They are currently scoring; details will be provided in future meetings.
6. Classified Hiring (Legaspi)
   - VP Legaspi, serving as co-chair for the Classified Hiring Committee, provided an update. They are currently assessing the timeline for this year's hiring process. There are 34 requests under consideration. They observed a positive change this year with requests for one versus two positions being separated, which facilitates clearer scoring. In previous years, there were challenges with positions being copied and posted, causing confusion in the scoring process. Last year, difficulties were encountered in filling vacancies due to hiring freezes and early retirements, resulting in a backlog of positions. Notably, positions scoring high on the list, such as those in the IE office, were successfully filled. The importance of this list is evident, as seen with the hiring of an athletic trainer from it. Therefore, the committee recognizes the significance of these positions and continues to prioritize their fulfillment. Despite these challenges, some positions were successfully filled throughout the year. The committee aims to address these issues effectively and prioritize streamlining the hiring process.
7. [Environmental Sustainability](#) (Rodriguez)
   - Implementation of the green pledge, which involves participation from four student clubs, two offices, one department, and one governance committee. The members are encouraged to sign the green pledge to demonstrate their commitment to environmental sustainability.
8. Diversity, Action, Inclusion, and Equity (Miller)

   - Dean Miller reported on the committee's progress, highlighting the upcoming cultural event scheduled for next month, Over the years, students have been actively involved in organizing these events, including designing T-shirts. This year's theme, "Stronger Together," reflects the community's unity and resilience. The T-shirt design process has been opened to students, fostering greater participation and ownership in the event.
   - The recent celebration of the 60th anniversary was profoundly meaningful, underscoring the significant impact it had on the community. The event was well-received and praised for its beauty and inclusivity. Moving forward, the committee is gearing up for the Jumpstart event scheduled for March 9, which is anticipated to

be the campus's largest event. Additionally, discussions are underway regarding involvement in the upcoming event.

9. Accreditation (Shapiro / Hoang)

- We successfully submitted our increased response to ACCJCC last Friday, thanks to the collective effort of many individuals. A special shout-out goes to Lisa Shapiro for her invaluable assistance in this process. Looking ahead, we have important dates to mark on our calendars. On February 26th, 27th, and 28th, we will be hosting a site visit. During this visit, there will be a focus on five core areas, including some areas where further information is needed and others where accommodation may be required. For example, our Enrollment Management Plan and the 13-point plan you mentioned are areas of interest where the ACCJCC would like to learn more initiatives. On February 26th, from 9:30 to 10:30, there will be an open forum for all stakeholders except managers and administrators. This will provide an opportunity for open dialogue and feedback. Further details regarding the schedule will be communicated closer to the dates.

10. [HSI (Hispanic Serving Institution) Programs](#) (Parsons)

11. AANAPISI Programs (Simpliciano)

B. **Continuing Business**
  1. Follow-up on PCAB Retreat / Mesa2030 Focus
     i. Context: the importance and timeline
     ii. Mesa 2030 focus for February: Completion
     - During our discussions, we decided to delve deeper into the various sections identified at the PCAP Retreat. This month, our focus is on the area of completion. We aim to examine the discussions held, review the SMART team goals outlined during the President's Cabinet retreat, and assess their viability as a committee. The committee discussed the progress of their 5-year plan, focusing on the area of completion. They reviewed the t goal set at the President's Cabinet retreat to increase utilization of program maps and boost the number of degrees and certificates input into the mapper, aiming for a 20% increase.
     - The completion. 1, It was developed pathways that provide students with clarity about the degree certificate and transfer requirements.
     - A concern was raised about the timeline, clarifying that these were their first 5-year goals. The discussion also touched on the need for a system that allows students to use maps as a check-in tool and provides discipline-specific suggestions for courses. The

development and implementation of a new map system to help students understand their academic paths and milestones. The discussion highlighted the need for the system to be accessible, user-friendly, and compatible with curriculum changes.

- The Committee also discussed the need to work with the Communications department to ensure the front-end user experience is clear and understandable.
- How do we effectively assess outcomes? We do not need to assess numerous aspects but rather focus on core themes. For instance, if our goal is to increase utilization, we should ensure that people are actively using the maps. Assessing quicker time to employment may not be the most relevant metric in this context. outcomes should reflect realistic goals, such as who is utilizing the maps and whether underserved groups in specific areas are being reached. We need to determine what aspects we can feasibly assess to better align our goals with measurable outcomes.

iii. Review Electronic results, review the Activities, discussion on progress and success, confirm the leads, communication update

2. Recommendation for governance survey spring 2024 improvement
   i. Overall results and next steps

C. **New Business**

D. **Announcements**
   1. Meeting schedule for 2023-2024
   2. Next Meeting: February 27, in person – LRC 435

Action Items

   1.

Next Meeting

Next Meeting: February 13, in person, MC211

Reminders

Useful links:

Review of PIEC (PIE Committee) website

2023-2024 Goals

Integrated Planning

[Program review resources](#)

Adjournment

Meeting adjourned by Hai Hoang at 4:35 p.m.

Minutes

Submitted by: Mona King

Approved on February 27, 2024