

San Diego Mesa College
 Planning and Institutional Effectiveness Committee

Meeting Notes

03/14/2023

3:30 – 5:00 PM, Zoom

ATTENDEES	
Co-Chairs	Classified Professionals
Holly Jagielinski	VACANT (Administrative)
Hai Hoang (Absent)	Courtney Lee
	VACANT (Instruction)
Administration	
Victoria Miller	Faculty
Ryan Shumaker	John Crocitti (A Senate President)
	Ian Duckles
Consultants	Jill Moreno Ikari (Absent)
Marisa Alioto (Excused)	Holly Jagielinski
Howard Eskew	Valerie Pallares (Absent)
Ashanti Hands	Scott Plambek
Lorenze Legaspi (Excused)	Nathan Resch
Larry Maxey (Excused)	Lisa Shapiro
Isabel O'Connor (Excused)	Barbara Sexton (Absent)
Toni Parsons (Excused)	
Michelle Rodriguez	Student Representative
Alexander Berry	VACANT
Andrew Hoffman	
Administrative Support: Gity Nematollahi	Guest(s): David Fierro, Kyung Ae Jun

Agenda Item A:

DISCUSSION:
<p>1. Call to Order: Holly Jagielinski at 3:34 PM in Zoom.</p> <p>2. Approval of 2028/2023 Meeting Minutes</p> <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 02/28/23 were M/S by Scott Plambek and Ian Duckles and approved by all.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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<ul style="list-style-type: none"> • Post approved minutes to the website. 	<ul style="list-style-type: none"> • Gity Nematollahi 	<ul style="list-style-type: none"> • Before the next meeting.
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Agenda Item B: Continuing Business

<p>DISCUSSION:</p>
<ol style="list-style-type: none"> 1. Committee Updates Report <ol style="list-style-type: none"> a. Mesa Pathways (Eskew) <ul style="list-style-type: none"> ○ College of Continuing Education workgroup partnered with the district to complete filming for their College Connections videos, which will include appearances by Outreach and Promise, as well as the Math, English, ELAC and Counseling departments. ○ A reminder that CCE at Mesa Day will take place on Wednesday, March 15th from 8:30am-12:30pm. Students from CCE will be invited for presentations, classroom demonstrations and a resource fair. ○ The CE Students who are finishing their ELAC, GED, Fashion, and Culinary Art programs are invited. ○ Student Success Teams (SST): The Student Success Team pilot program continues, with members making monthly contacts with students. Planning continues for the rollout of Student Success Teams for the 2023-2023 academic year, and an action plan is in the works to continue to expand and institutionalize SSTs at Mesa. ○ Onboarding and Career Exploration (OCE) continues work on the text and photos for their viewbook, which will now be called Mesa Launchboard: A Career Exploration Guide. The workgroup is also working on checkpoints and milestones for prospective and enrolled students to update Mesa Journeys 3000, a refreshed version of Mesa Journeys tool. ○ The Data Coaching workgroup completed a review and evaluation of survey results completed by the graduating cohort. The analysis showed consistent improvement of participants from pre- to post-program completion on the key learning metrics developed for the program. The cohort are utilizing their newly acquired data coach skills in their current roles in queries and data wrangling, program review, and outcomes assessment. Planning for 2023-2024 continues and a training plan has been drafted that includes course taking patterns combined with self-paced modules and in person meetings. Next steps include finalizing a training plan and recruitment. ○ The ACP Workgroup is centering its work this semester around two ACPs: Education & Guidance and Engineering, Math & Sciences. Our Mesa Pathways Fellows represented the Education & Guidance ACP Subgroup at Club Rush February 21 to 23rd and participation is planned during the Future Education Summit on April 21, where members from the ACP subgroup will host a table with information and a QR code to encourage student participation. ○ The Engineering, Math & Science ACP subgroup is analyzing logistics of communication to better strategize how to connect students to events that are already happening. Various ideas are being considered, including sharing information in a central place in the MS building, social media, a newsletter specific to ACP-identified students, a Canvas Shell, and/or a QR code. ○ Technology Workgroup: The San Diego Mesa College (student-facing) Academic and Career Pathways (ACP) webpages are now live, and photos are continuing to be added to the ACP pages that correlate to the programs. The Office of Communications has also completed a sample video that showcases one of the ACPs, with the plan that additional videos will be created for all ACPs in the future to market our diverse array of programs. b. SET (Maxey) <ul style="list-style-type: none"> ○ No report, Larry Maxey is at a conference.

- c. Program Review (Hoang)
 - o NO report, Hai Hoang is absent.
- d. Committee on Outcomes & Assessment (Hoang)
 - o No report, Hai Hoang is absent.
- e. Budget Allocation & Recommendation Committee (Legaspi)
 - o No report, Lorenze Legaspi is absent.
- f. Faculty Hiring Priorities Committee (O'Connor/Crocitti)
 - o We had a second training session last Thursday. The first Session was recorded and is available.
 - o The tallying will begin on April 5th. This will give us approximately two weeks to score them, by the end of April 24th, we will have the ranking list.
 - o Then we will have to go to a PCAB for approval. The last PCAB meeting is when the final list will be approved.
 - o The ranking that the fifth committee gives to the requests, can be adjusted by President Hands.
 - o Question about the Rubric of Request for Hiring:
 - When you go to the request portal, and there's a link You, the lead writer should have been given. When you click on that link, there are 5 questions that you must answer that are part of the rubric. You can either write directly into a dialogue box or if you have already done it on a Microsoft word document, you can just copy and paste into that dialog box. There are some additional preliminary questions like. You must enter a separate request for each hiring. You cannot request two or three full-time hiring in just one. Then you get into the 5 questions that were quote part of the rubric. All this is derived from the rubric, but it doesn't look like a rubric, because we're using just a portal that Joel Ariel has constructed.
 - In one of those first or second boxes there is a link to request to your goals and action plans that are in the program review. Make it clear what those goals and action plans are, because no one is going to read the program review. As a matter of fact, a program review who doesn't even have to be completed until after you submit the request for hire
- g. Classified Hiring Priorities Committee- (Engels)
 - o No report
- h. Environmental Sustainability Committee - (Rodriguez)
 - o The district is conducting an inventory of greenhouse gas emissions. Part of that is a calculation of the GHG that comes from transportation. We delivered a survey in the fall semester to the Mesa campus and to the other 2 schools. There are a lot of questions there, for example about how you get to campus, and how many times you come to campus and things like that. That'll be essential to the climate action plan. It's difficult to make a plan about greenhouse gas emissions when we don't know what our emissions are.
 - o The other part that we've been working on is the curriculum piece in the institution of the leaf system. There are two pieces of the climate action plan. Looking forward to the rest of the semester, we are trying very hard to get the document itself completed. It's not clear that we're going to have it completed this semester, probably because we must wait until we see what the GHG emissions look like and because it is difficult to find the time to get it completed.

- Question about the leaf: When people get the leaf, is it for a particular section or may I decide about that?
 - The answer to the question is kind of both. There are two ways to get a leaf. Designation one is through buying the COR, which would mean that everybody would have to teach the leaf content that teaches that course. The other way to do it is through a section that is dedicated to teaching different content, using sustainability as maybe a theme or a model. Example: a math professor who teaches statistics and all the examples in the statistics class would be about climate change or sustainability. That would be up to the individual faculty member and the approval comes through the Environmental Committee and the other one goes through the CRC. We're kind of clarifying all these process questions before our workshops on March 22nd and 23rd.
- i. Committe for Diversity, Action, Inclusion, and Equity (Lee)
 - CDAI is planning a week of events from April 17 to 21st for Cultural Unity week.
 - We'll be presenting at PCAB next week to share more details about some of our plans, including a land acknowledgment.
- j. Accreditation (Shapiro)
 - Draft three has been completed. We presented it to all of our constituents for a first and second read, President's Cabinet Faculty Senate, the Associated Students and classified professionals. We'll be back at each of those constituent groups for the vote. We hope that everyone will be able to approve it. We also have an English professor who's doing a final proofread. After that it will go to our communications department so that we can get a final draft. I believe we are in discussions with the district about the final platform. It's digital. What we submit is a digital copy.
 - We've been v very careful to get all our evidence links on a platform. IE office has been working on that. We're in final communications with the district on how those links will be protected when they go out to the Review Committee. Our committee has been selected. They'll be reviewing it after August. They'll be in touch with us in the fall if they want more evidence. We have Chris Sullivan, who is also going to do a great job with them with the proofreading.
- 2. Complete ISS data (recommendation to PCAB) (Jun)
 - This year's annual report, we are reporting 3 mostly recent years. We will be reporting 19-20, 20-21 and 21-22 data.
 - Previously, we used to select students who completed 12 or more transfer units at any community college within 6 years prior to transfer, and, as long as students were enrolled at City, Mesa, or Miramar prior to their transfer year they were tracked and reported. This methodology was a little loose.
 - The new methodology adopts the student center to fund funding formula. The change in definition of the students who are tracked for transfer is that 12 or more semester units in the academic year prior to academic year of transfer to 4-year. In addition, they should have 0 community college credit earned in any community in anywhere in the academic year of transfer. Because of this definition change, the number of students decreased a lot.
 - We are 100% relying on the district office to provide these numbers for us, because they are the ones who sort things out, and because we are a multi-color district. They must do some math to split the students who get credit for student transfer.

- The 12 units doesn't have to be at Mesa, so the college of record usually gets the credit when student transfers to a 4- year institution. The college of record was used to determine which college received the credit for transfer but in this case that college of record is being determined by the academic plan code, 1 is for City, 2 is for Mesa and 3 for Miramar. They use the major code to determine who gets the credit for transfer.
- ACTION ITEM: Kyung Ae Jun to find out about it report back to you at our next meeting.
- The committee entered ISS (institutional set standards) and Goal for 3 most recent years :19-20, 20- 21 and 21-22, because it has to be on the report, and then we will provide some narrative as why we changed prior two years. Although we are setting that as far as 21-22 for the annual report not using the old data to project our goal at Mesa for 23-24 because all the numbers were projected with the old methodology and the new methodology is so radically different. (Starting on slide 12)
 - Transfer 19-20, ISS: 1250, Goal: 1358
 - Transfer 20-21, ISS: 1300, Goal: 1358
 - Transfer 21-22, ISS: 1250, Goal: 1358
- The bachelor's degree 21-22 ISS is lower than actual.
- Ian Duckles motioned to send this recommendation to the President's Cabinet, Andrew Hoffman Seconded it. All were in favor.
- ACTION ITEM: Hai will take this to the President’s Cabinet Meeting

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Finding out how the district determine the college of record for transfer 	<ul style="list-style-type: none"> • Kyung Ae Jun/Hai Hoang 	<ul style="list-style-type: none"> • Next meeting
<ul style="list-style-type: none"> • Taking the ACCJC Annual report recommendations to the President’s Cabinet 	<ul style="list-style-type: none"> • Hai Hoang 	<ul style="list-style-type: none"> • Next President’s Cabinet Meeting

Agenda Item C: New Business

DISCUSSION:
1. We did not review the Governance Survey. Hai Hoang was absent.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Sending out the institutional guide link, members will be able to review and update it for the 23-24 year. 	<ul style="list-style-type: none"> • Co-chairs 	<ul style="list-style-type: none"> • ?

Agenda Item D: Announcements/ Adjournment

Meeting adjourned at 4:21 PM

DISCUSSION:

1. **Next meeting: 04/11/2023**
2. [Meeting Schedule 2022-2023](#)

Submitted by: Gity Nematollahi

Approved on: 04/11/2023