San Diego Mesa College

Planning and Institutional Effectiveness Committee

Meeting Notes

February 14, 2023

3:30 p.m. – 5:00 p.m., Zoom

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

**Agenda Item A:**

| DISCUSSION: |
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| 1. **Call to Order:** <br> Holly Jogielinski at **3:34** p.m. in Zoom. <br><br> 2. **Approval of November 8, 2022, Minutes** <br>   o A draft of the agenda and minutes were emailed to PIEC (Planning and Institutional Effectiveness Committee) prior to the meeting for review. <br>   o The minutes from 11/08/22 were M/S by Ian Duckles and Scott Plambek and approved by all, abstaining Hai and Holly who were absent last meeting. |

| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
|---|---|---|
| • Post approved minutes to the website. | • Gity Nematollahi | • Before the next meeting. |

**Agenda Item B: Continuing Business**

| DISCUSSION: |
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**1. Mesa Pathways Report:**

- o **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, with additional marketing in the works. This workgroup continues to work with the Mesa Pathways Leadership Team to identify a technology solution to consistently display, format and update program maps on our website.
- o **Onboarding and Career Exploration:** OCE's focus for spring semester will be on the creation and release of a digital Viewbook, as well as Mesa Journeys 3000, an updated version of Mesa Journeys tool.
- o **College of Continuing Education:** 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. Participants can register for free via Eventbrite.
- o **Student Success Teams (SST):** The Student Success Team will continue their pilot into spring, with monthly communication with students in the pilot cohort through the semester with additional targeted check-ins focused on summer/fall enrollment and submission of FAFSA (Free Application for Federal Student Aid). The bulk of meetings for the spring semester will focus on planning for the 2023-2024 academic year. A preliminary report on the SST pilot has been created and the outcomes will be shared in a future meeting.
- o **Data Coaches:** The Fall 2022 Data Coaching pilot program successfully trained three data coaches over the semester. A participant survey was conducted to collect feedback and improve the program in the future. A report recapping the Fall 2022 pilot program is available here: Link to DC Debrief Document and planning for the spring semester is in the works.
- o **ACP Workgroup:** The ACP Workgroup reconvened at the Mesa Pathways working meeting on Wednesday, February 8th and will continue to meet monthly. The group determined that its work will be centered around two ACPs (Academic and Career Pathways): Education & Guidance and Engineering, Math & Sciences.
- o **Pathways Fellows:** On January 17th, the Mesa Online Success Team subgroup OnRamp to Online launched its four-week non-credit pilot course to a cohort of Promise Students who are new or new to online learning. We are grateful to the Pathways Fellows, who collaborated to provide helpful contributions to this project. The Fellows also participated during Welcome Week and tabled alongside various campus resources. They were able to connect with new and continuing students, share resources and opportunities and continue to build their student contacts for their Student Stories project this semester.
- o **Call for Members, Pathways Workgroups, and Project Teams:** If you are interested in becoming involved in a Pathways workgroup or project team, please reach out to Marisa Alioto (malioto@sdccd.edu) or to Howard Eskew (heskew@sdccd.edu).

- o **Next MPC Meeting:** Our first Mesa Pathways Committee Meeting for the spring semester is scheduled for Wednesday, February 22nd from 12:45 - 2:15 pm (meetings are held online via Zoom). We will also hold a Mesa Pathways working meeting on Wednesday, March 8th from 12:45 - 2:15pm.
- o To learn more about Mesa Pathways: https://www.sdmesa.edu/mesa-pathways/

## 2. SET Report:

- o The SET Committee has not met yet. In their next meeting they will decide what areas they need to focus on.
- o Last semester they successfully complete the writing and submission the "Equity Plan"
- o The plan was accepted by the Chanslor's office et the end of the Fall semester.

## 3. Program Review Report:

- o An email with important updates about the Program Review was sent out yesterday 02/13/2023.
- o Program Review Timeline: includes Important deadlines.
- o Program review Training Schedule: We offer 12 sessions from February 24 to April 5 to support your process primary online, but we do offer a couple of in-person options as well. For more training sessions, please contact our office.
- o We will not be using Nuventive, we will continue using this template (Also shared in the email) **a**nd you can submit it please use this form.
- o To submit the Resource Request, please copy and paste the content from the template into this online resource request portal.
- o Before submitting, please review it with your supervisor

## 4. Committee on Outcomes & Assessment:

- o President Hands spoke about "Knowing Your Why"
- o We were able to review our goal, our purpose, and our deliverable.
- o A comment about the interaction between the software Nuventive and canvas was shared. We will have a presentation for the Academic Senate as soon as we have more information and details about Nuventive. Hopefully by April we will have more information to share with the Academic Senate.
- o Nuventive group meets weekly on every Thursday morning at 9:00 Am. We encourage you to join.
- o We are looking for people to work on COA (Committee on Outcomes and Assessment) deliverables. An interest form will be sent out later for the people to choose a work group to join.

## 5. Budget Allocation & Recommendation Committee

- o There will be a slight change with the BARC (Budget and Allocation Recommendation Committee) because of the new timeline.

- o Thanks to Joel for the new portal.
- o All items approved by BARC will be purchased **after July one**. (This is a change from what we used to do traditionally. We have moved the timeline up to March, to make sure that we can finish our ranking and brining it through the committee structure process before the purchasing deadline, June30th, July 1st)
- o We are still working out the timeline of when we are going to receive the list, rank them, notify people (specifically faculty who are off contract/starting in the summer to work with their deans and managers) in a timely manner.
- o Everything else is the same.
- o We have planned online and in–person training in the program review schedule.

## 6. Faculty Hiring Priorities Committee:

- o We scheduled two training days for Lead writers for faculty hiring requests on Friday 02/24 10:00 – 11:00 AM and Thursday, 03/09 12:00 – 1:00 PM.
- o The request portal seems to be simple, when you click you will see dialogue boxes with questions that lead writers can directly answer or copy and paste answers that they have prepared before.
- o We will be announcing the specific room for the Hy flex workshops shortly
- o We have generated our entire Spring schedule in relationship to the Program review and Resource request timeline. We had a good start.

## 7. Classified Hiring Priorities Committee:

- o The CHP (Classified Hiring Prioritization) Committee has not met yet. We have planned some training.

## 8. Environmental Sustainability Committee

- o ESC (Environmental Sustainability Committee) is working on Spring collaboration schedule. We will be reaching out to different entities around the campus for input into the climate action plan.
- o We have submitted the first version of STARS reports (the report on sustainability activities on campus to the association for advancement of sustainability in higher education)

- o The district Committee on Sustainability has been meeting.
- o Paterson at district is engaging a contractor to complete the STARS report and do the greenhouse Gas emissions inventory for the entire district as well as to create a district climate action plan which seems like that in part is modeled on the one that we are developing at Mesa.
- o We are unsure how long it will take to have a final draft.

**9. Committe for Diversity, Action, Inclusion, and Equity**

- o Wednesday, 02/02, at 10AM is the grand opening of the pride Center, join us!
- o We won second place in the Martin Luther Kind Parade; we participated as a district.
- o We are currently celebrating Black History Month and have various educational events. The schedule is out.
- o As a college community we participated in Family YOU, the conference which supports students who are parents.
- o Two lactation Pods are going to be on campus. More information is coming up.
- o Cultural Unity Week, April 17 to 21st. We are inviting every department to participate.

| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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| • none | • | • |

**Agenda Item C: New Business**

| DISCUSSION: |
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1. Roadmap Progress Report:
   - o There was a survey in Fall 2022
   - o We have only 4 responses, hopefully we will have more responses by the next meeting.
   - o Action Item: Hai will send out the survey starting next week a few times.
   - o The goal was to have this for the Fall semester and report on it in the Spring.
   - o Hai showed a copy of the survey and pointed out that it is straight forward.

2. Accreditation:
   - o Reminder to all the leads about the accreditation timeline:
   - – District content will be in this week. This will help us with our writing.
   - – A reminder to all leads that your content is important, it will lead the content for the conclusion and the quality of the improvement plan.
   - – Starting on the 21st, the VPs, the president, and accreditation team will meet to write the QFE (Quality Focus Essay) which is part of the ICER that we require to submit.
   - – Based on the conclusion and the improvement plan that you each have in your section, and everything related, please make sure that to get in all the information by February 21st.
   - – Then we will send the document on a tour around to all the senates, Academic Senates, Classified Senates, Student Senates. Hai will coordinate with all the senates for the first and second read.

- We will have everything approved in March and we will send the final draft to the district beginning of April.
- Reminder: every standard lead please read your section in the ISER

3. Governance 101:
   o The sub-group GOV 101 was created to improve the governance process within the committees at Mesa. We have been meeting as needed on GOV 101.
   o How can we deploy GOV 101 training for the chairs and admin? Convocation breakout rooms was suggested and members seemed to agree.
   o How do we want GOV 101 to look? We should look at the goals of the committee annually to make sure the number of meetings supports our goals (PIEC). No other feedback on this point. We will revisit this idea in future.

| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
|---|---|---|
| none | | |

**Agenda Item D: Announcements/ Adjournment**

Meeting adjourned at 5:00 PM

| DISCUSSION: |
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| 1. **Next meeting: February 28, 2023** |
| 2. **Meeting Schedule 2022-2023** |

Submitted by: Gity Nematollahi

Approved on: 02/28/2023