

**San Diego Mesa College  
PIE Committee  
Meeting Notes**

October 22, 2019  
2:15 p.m. – 5:00 p.m.  
MC211 B&A

<b>ATTENDEES</b>	Bridget Herrin, Co-Chair	Leticia Lopez (excused)
	Holly Jagielinski, Co-Chair (excused)	Pamela Luster (excused)
	Donald Barrie	Anda McComb
	Jacob Babauta	Victoria Miller
	Danene Brown	Isabel O'Connor
	Ian Duckles	Kim Perigo
	Ashanti Hands	Scott Plambek
	Ed Helscher	Monica Romero
	Leroy Johnson	Ryan Shumaker
	Terry Kohlenberg	Tracy Tuttle
	Courtney Lee	Manuel Velez
	Lorenze Legaspi	
		Guests:
	Administrative Support: Sahar King Carla Grossini-Concha	

**Agenda Item A: Call to Order:** By Bridget Herrin at 2:30 p.m. in MC 211A/B

<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>Approval of October 8, 2019 Minutes <ul style="list-style-type: none"> <li>Draft of the minutes was emailed to PIEC prior to the meeting for review.</li> <li>The minutes were M/S by Ian Duckles and Tracy Tuttle and approved.</li> </ul> </li> </ol>
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<ul style="list-style-type: none"> <li>Post the approved minutes to PIE webpage</li> </ul>	<ul style="list-style-type: none"> <li>Sahar King</li> </ul>	<ul style="list-style-type: none"> <li>Before the next meeting</li> </ul>

**Agenda Item B: Continuing Business**

<b>DISCUSSION</b>	N/A
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## Agenda Item C: **New Business**

Discussion	<ol style="list-style-type: none"> <li>1. Integrated Planning Assessment <ul style="list-style-type: none"> <li>▪ Introductions</li> <li>➤ The consultant, Eva Conrad has over 40 years of experience in CCC and has a Ph.D. in Psychology. She was a faculty member. The second chapter of her career was in administration, and she was president of Moorpark College in Ventura. After retirement, she focused on consulting.</li> <li>▪ Agenda <ol style="list-style-type: none"> <li>1. What is integrated planning?</li> <li>2. Elements in integrated planning</li> <li>3. Assess the College's model of integrated planning</li> <li>4. Recommendations for the College's model of integrated planning</li> </ol> </li> </ul> </li> </ol> <p>Discussed: what is Integrated Planning?</p> <ul style="list-style-type: none"> <li>○ Continuous</li> <li>○ Broad-based</li> <li>○ Systematic</li> </ul> <ul style="list-style-type: none"> <li>▪ Accrediting Commission Standard 1: B.9.</li> <li>➤ The institution engages in continuous, broad-based, systematic evaluation, and planning. The institution integrates program review, planning, and resource allocation into a comprehensive process that leads to the accomplishment of its mission and improvement of academic quality. Institutional planning addresses short- and long-range needs for educational programs and services and human, physical, technology, and financial resources.</li> <li>➤ What is Integrated Planning? The institution systematically evaluates and makes public how well and in what ways it is accomplishing its purposes, including assessment of student learning outcomes. The institution provides evidence of planning for improvement of institutional structures and processes, student achievement of educational goals, and student learning. The institution assesses progress toward achieving its stated goals</li> <li>➤ Makes decisions regarding improvement through an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and re-evaluation. The institution assesses progress toward achieving its stated goals</li> </ul>
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and makes decisions regarding improvement through an ongoing and systematic cycle of evaluation

- Twenty-one requirements that colleges must demonstrate in order to be accredited. (institution must make public how well it is meeting its goals)
- Society for College and University Planning says integrated planning is a sustainable approach to planning that builds relationships, aligns the organization, and emphasizes preparedness change
- Group Interactive Activity that discussed: SDCCD Strategic Goals, Short-Term Plan, Long Term Plan, Assess the Plan, Annual Report, Implement the Plan, Evidence, and Resource Allocation, Program Review, Mission, Other Plans

- **Mission:**

- What is it?
  - States the College's aspirations
  - Includes
    - Educational purposes
    - Intended student population
    - Types of degrees and other credentials it offers
    - Its commitment to student learning and student achievement
- Where did it come from?
  - Title 5 and ACCJC Standard

- **SDCCD Strategic Goals**

- What is it?
  - Overarching aspirations designed to advance the District mission
  - Guides planning and resource allocations at both the District and Colleges
- Where did it come from?
  - ACCJC Standards

- **Long-Term Plan**

- *What is it?*
  - Generally educational master plan and facilities master plan, combined or separate
  - Uses data to identify anticipated challenges and develop Mesa Strategic Directions and Strategic Goals as a commitment for how the College will meet those challenges
  - Mesa Strategic Goals are broad-based statements describing how the College intends to improv
  - Various titles: Master Plan, Strategic Plan, Comprehensive Master Plan, Educational and Facilities Master Plan, VISION 2030, Mesa 2030, etc
- *Where did it come from?*
  - Title 5 and ACCJC Standards

- **Short- Term Plan**

- *What is it?*

	<ul style="list-style-type: none"> <li>○ <i>Identifies objectives</i> that describe specifically how the College intends to fulfill Mesa's Strategic Goals</li> <li>• Types of Short-term Plans: <ul style="list-style-type: none"> <li>○ A short-term plan for College-wide activities often called a Strategic Plan</li> <li>○ A short-term plan for individual programs or units, typically called Program Review</li> <li>○ A short-term plan for units that provide College-wide institutional support</li> </ul> </li> <li>• Short-term plans include <ul style="list-style-type: none"> <li>○ Objectives (or specific actions) <ul style="list-style-type: none"> <li>▪ Objectives must be Specific, Measurable, Attainable, Relevant, Timely</li> </ul> </li> <li>○ Responsible parties</li> <li>○ Timeline</li> </ul> </li> <li>• Where did it come from? <ul style="list-style-type: none"> <li>▪ ACCJC Standards and Best practices of institutional planning</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>• <b>Program Review</b></li> <li>• What is it? <ul style="list-style-type: none"> <li>○ Short-term plans for individual programs and services</li> <li>○ Includes Action Plans that show how programs and services intend to</li> <li>○ Address identified programmatic challenges and opportunities</li> <li>○ Contribute to the achievement of the Mesa Strategic Directions and Strategic Goals</li> </ul> </li> <li>• Where did it come from? <ul style="list-style-type: none"> <li>○ ACCJC Standards and Best practices of institutional planning</li> </ul> </li> <li>• <b>Other Plans</b> <ul style="list-style-type: none"> <li>○ Staffing, Student Services, Student Equity, IT Strategic Plan, Enrollment Management</li> </ul> </li> <li>• What is it? <ul style="list-style-type: none"> <li>○ Short-term plans for specific types of institutional support</li> <li>○ Describes how these services intend to</li> <li>○ Address identified service-specific challenges and opportunities</li> <li>○ Contribute to the achievement of the <b>Mesa Strategic Directions, Strategic Goals, and Strategic Plan Objective</b></li> </ul> </li> <li>• Where did it come from? <ul style="list-style-type: none"> <li>○ ACCJC Standards only for the technology replacement plan and Best practices of institutional planning</li> </ul> </li> <li>• <b>Evidence</b></li> <li>• <i>What is it?</i> <ul style="list-style-type: none"> <li>○ Informs the challenges and opportunities and thereby informs Mesa Strategic Directions and Strategic Goals</li> </ul> </li> </ul>
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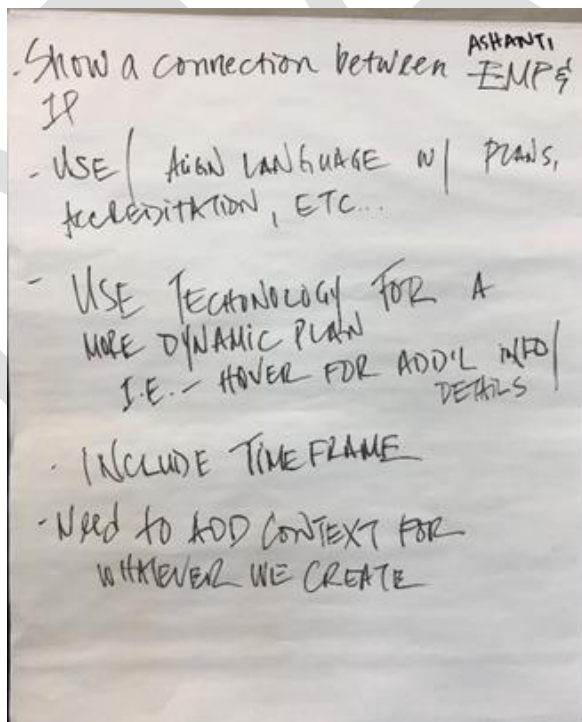
- Assesses the outcomes of actions undertaken to achieve Strategic Plan Objectives
  - Documents improvement
  - Highlights areas in need of attention
- *Where did it come from?*
  - ACCJC Standards and Best practices of institutional planning
- **Resource Allocation**
- *What is it?*
  - The process to fund the achievement of the Mesa Strategic Directions and Strategic Goals and support institutional effectiveness
- *Where did it come from?*
  - ACCJC Standards
  - *Standard D.1. The institution's mission and goals are the foundation for financial planning* And Best practices of institutional planning
- **Implement the plan**
- *What is it?*
  - Follow through on the actions described in the Strategic Plan Objectives and Program Review
  - Assign responsibility to specific individuals or groups who commit to:
  - Ensuring that the objectives and action steps are completed with the timelines
  - Assessing the levels of success following plan implementation
  - Reporting the results of the activities for the annual progress report
- *Where did it come from?*
  - ACCJC Standards and Best practices of institutional planning
- **Assess The Plan**
- *What is it?*
  - Demonstrates the status of work undertaken to achieve Mesa Strategic Directions, Strategic Goals, and Strategic Plan Objectives
- *Where did it come from?*
  - ACCJC Standards and Best practices of institutional planning
- **Annual Report**
- *What is it?*
  - Makes public the College's progress on achieving Mesa Strategic Directions, Strategic Goals, and Strategic Plan Objectives
- *Where did it come from?*
  - ACCJC Standards
  - *Eligibility Requirement 19. The institution systematically evaluates and makes public how well and in what ways it is accomplishing its purposes.*
  - Best practices of institutional planning

**Questions regarding the presentation:**

- Linda: is the mission for the district or college? Strategic goals are for the district
- The district has a mission as well as strategic goals on a 4-year cycle
- Accreditation – the long-term plan has to be under the strategic goals

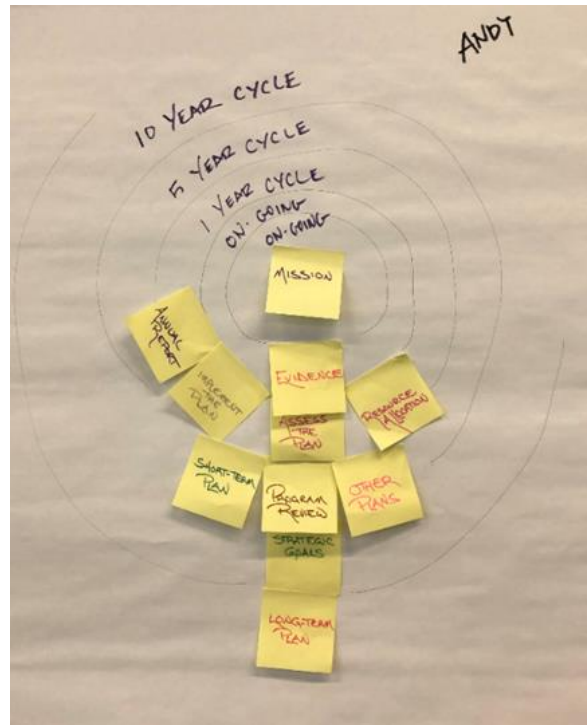
### Recommendations for the College's Integrated Planning Model

- Recommendations will be shared at PCab Retreat
  - Ashanti for Group 1:
    - This group did not have a drawn model
    - We need to add context for what we create
    - New Model Recommendations
      - To make it integrated we need to show a connection between the educational master plan and integrated planning
      - Align language between all the documents/plans we create and accreditation language
      - Have standard definitions
      - Use technology to make the integrated plan more dynamic and provide the ability to click or hover over to get further details
      - Add a time frame for each section on the integrated plan
      - Students should be connected to all the other elements on the plan and graphically place students in the center of the model
      - There needs to be clear communication to the standard

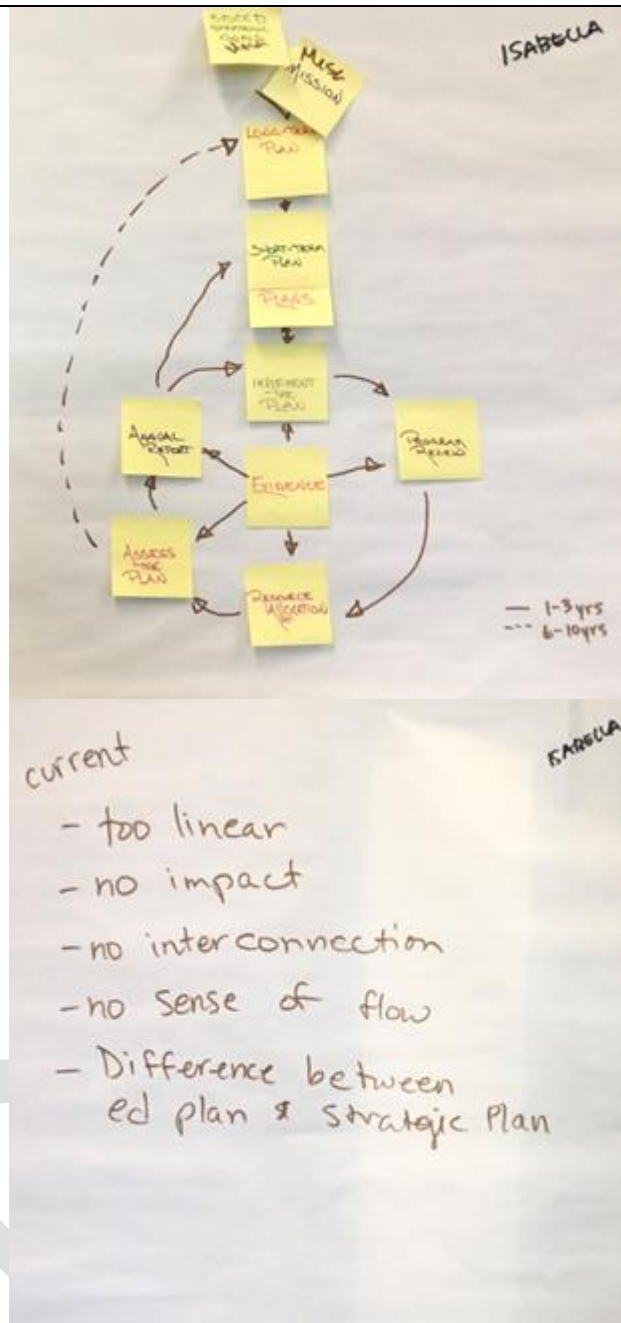


- Andy for Group 2
  - this group liked Model V because it was simple
  - New Model Recommendations
    - Add the mission in the middle that relates to students

- Show how each plan is aligned with the time frames
- Evidence should be ongoing
- No hierarchy because it's a circular model

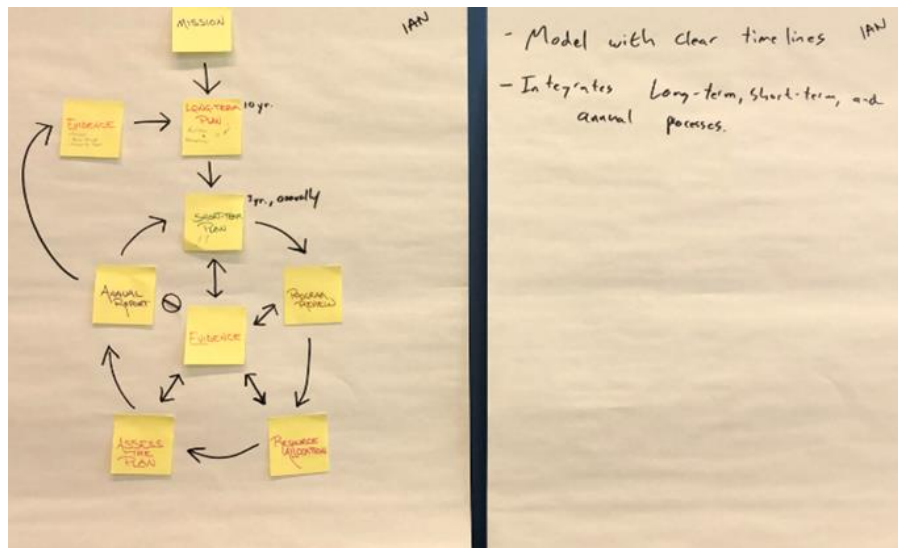


- Manuel for Group 3
  - This group preferred Model U
  - Current Mesa Model Feedback
    - Too linear, relationships are not clear on interconnection, no sense of flow
    - looks "ping pongy"
    - No visible the difference between Ed plan and strategic plan
    - The current plan has no impact
    - Difficult to understand
  - New Model Recommendations
    - The mission and the strategic goals of the top
    - Evidence needs to be in the center
    - Need the cycle to be able to flow into other areas,
    - Rather than just annual perhaps it's a three-year long term plan
    - Not to include the District Goals
    - Create strategic plans that can be changed every year
    - Include timeframes

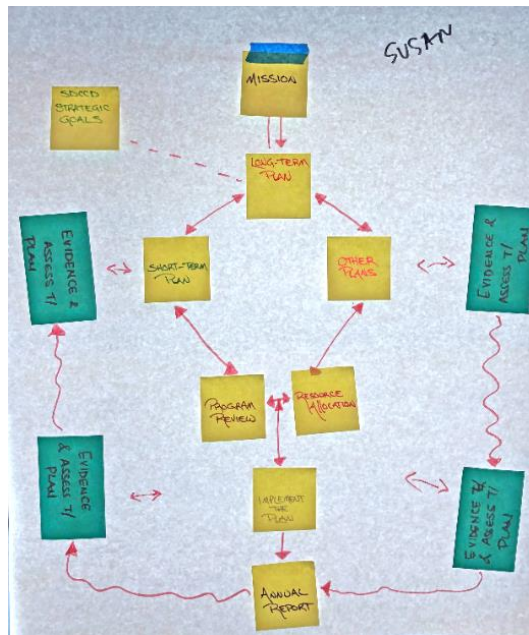


- Ian for Group 4
  - New Model Recommendations
    - Make it simple
    - Start with the mission of our college and not include the District Mission and District Strategic Goals
    - The long-term plan, which includes facilities and educational plan should be on a 10-year frame.
    - The short-term plan should be on a 3 years frame.
    - The long-term plan guides our short-term plans
    - Short-term plans feed into program review
    - Program review would feed into our resource allocation
    - We assess that plan and have our annual report

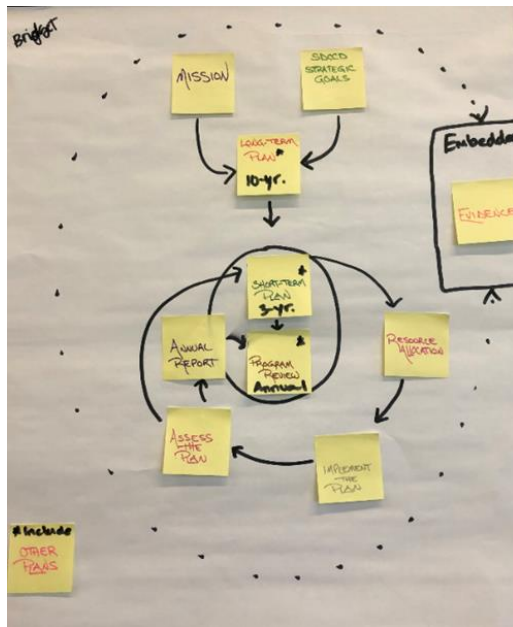
- The annual report will likely find more evidence that is used to revise the 10-year plan
- The new model should have clear timelines
- Place evidence in the center
- Every year, we make that adjustment in our annual report.



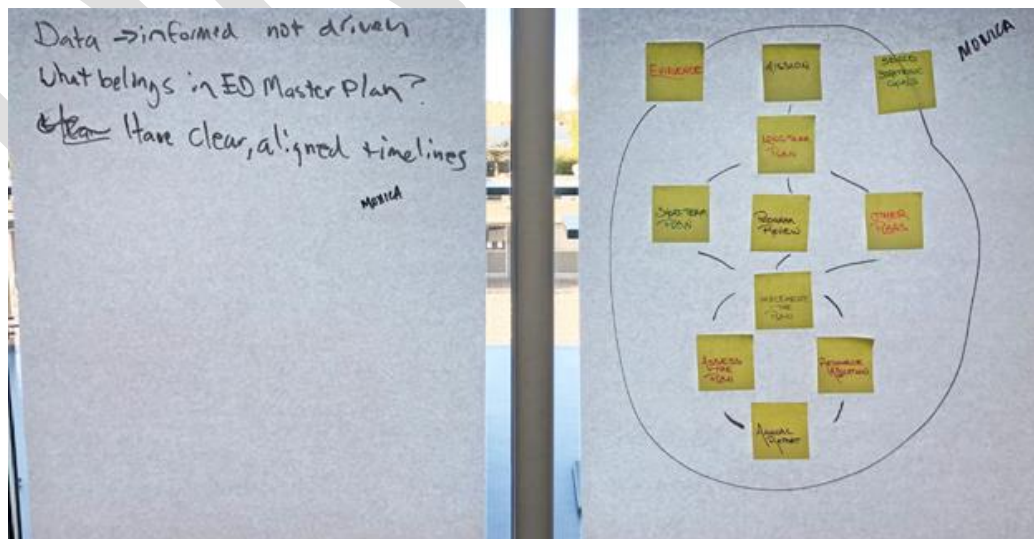
- Susan for Group 5
  - Current Mesa Model Feedback
    - Issues with the directional arrows
    - Communication is not clear
    - Plan interconnectedness is not visible
  - New Model Recommendations
    - Centered around communication and information
    - The annual report is serving the purpose of an assessment piece
    - This group feels strongly about the data informing the plans
    - The evidence should be continuous
    - The data informs and goes back to the plans and can make an adjustment to the plans
    - There should be an annual report or use the terminology "progress report". Is this a PR annual report?
    - Have a glossary of terminologies and what things mean



- Bridget for Group 6
  - Current Mesa Model Feedback
    - It looks disconnected
    - New Model Recommendations
    - The new plan needs to embed long-term, short-term, staffing / IT / Facilities/ Other Plans
    - Have the mission and strategic goals at the top
    - Evidence is a dotted line that is embedded in all the plans and processes
    - Our understanding of the strategic goals is that they are on a four-year cycle which makes them difficult to feed in a 10-year plan
    - Have a long-term plan on a 10-year frame.
    - For our short term plan, we have a program review on a 4-year cycle and have an annual update
    - The comprehensive program review could serve as a short-term plan
    - The operational side would be annual
    - Program review updates resource allocation as well as updates on implementing the plan and assessing the plan
    - Evidence should be embedded

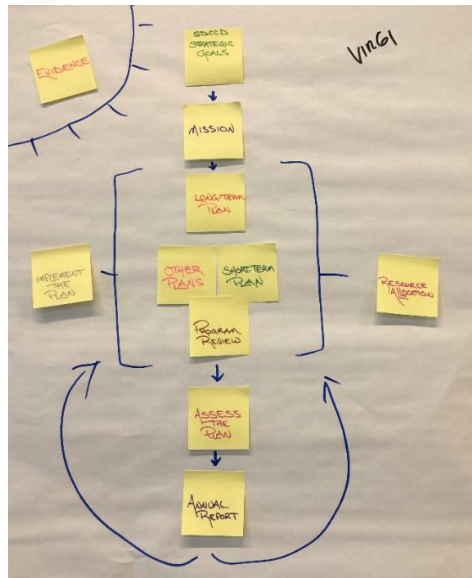


- Monica for group 7
  - Current Mesa Model Feedback
    - The current model does not include data
    - It does not include a timeline
  - New Model Recommendations
    - Use data for information
    - The model should include deadlines for resource allocation
    - Assessing the resource allocation process and the annual reports
    - Change the timeline
    - Being more aligned with these data-informed about data.



- Virginia for Group 8

- Current Mesa Model Feedback
  - Not clear communication
  - Plans do not connect to one another
- New Model Recommendations
  - Create a model with clear timelines
  - Integrates long-term, short-term and annual report
  - Use evidence to inform everything
  - Place strategic goals at the top and then to the mission
  - Add more details regarding BARC timeline with the District
  - Merge the short-term plans and program review



- **Conclusion:**
  - Timeline is difficult
  - Create a simple plan
  - Data will inform the goals
  - Long-term plans last ten years
  - Create solid goals

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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## Agenda Item D: Announcements

<b>DISCUSSION</b>	1. Next meeting, November 12, 2019 The meeting adjourned at 4:30
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Submitted by: Sahar King, Senior Secretary

Approved on:

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