SAN DIEGO
MESACOLLEGE

San Diego Mesa College
PIE Committee
Meeting Notes

October 25, 2016
3:30 p.m. – 5:00 p.m., MC 211B

ATTENDEES	Madeleine Hinkes, Co-Chair	Pamela Luster
	Meegan Feori, Co-Chair	Andrew MacNeill
		Tim McGrath (excused)
	Rachelle Agatha (excused)	Victoria Miller
	Danene Brown	Kim Perigo (absent)
	Kristan Clark	Charlotta Robertson
	Ian Duckles	Monica Romero
	Matt Fay	Irena Stojimirovic (absent)
	Rob Fremland	Manuel Velez
	Ashanti Hands	Staff Assistant: Yolanda Catano
	Brianna Hays	
	Leroy Johnson	

Agenda Item A: **Call to Order:** By Madeleine Hinkes at 3:37 p.m. in MC 211B.

DISCUSSION	1. **Approval of the October 11, 2016 Minutes** • The minutes draft was emailed to PIEC prior to the meeting for review. • The minutes were M/S/C by Manuel Velez and Andy MacNeill.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• Post the PIEC minutes to webpage	• Yolanda Catano	• As soon as possible

Agenda Item B: **Continuing Business**

DISCUSSION	1. **ILO revision**
	• Hinkes-Last week, COA and some Academic Senate members discussed and revised the 2016 ILOs. COA voted to recommend that they move forward.
	  ▪ Academic Senate approved the ILOs unanimously.
	• The ILOs were M/S/C by Manuel Velez and Andy MacNeill.
	  ▪ PIE approved the ILOs.

	▪ The ILOs move to PCab on November 1, 2016.
	2. Distance Ed Institution-Set Standards (Bri Hays)
	• Hays-Wants to vet the institution-set standards. Hays provided a handout that will go to PCab on November 1 for approval.
	• 60% was our standard for success and our retention rate standard was 81%.
	▪ Hays will update the standard and send to PIE with the revision.
	• The Distance Ed Institution-Set Standards M/S/C by Rob Fremland and Danene Brown.
	3. Institutional Planning & Governance Guide
	• Hinkes showed a draft of the IPGG 2016 to PIE. Academic Senate members provided feedback on the document. Hinkes worked with Dawn Whiting and is making sure that what is posted from the major shared governance committees matches what is in the IPGG.
	• The signatures are on the front page from the four major governance groups.
	• The shared governance committee's chart is currently on the Mesa Governance webpage.
	• Hinkes will include the names of the people who participated and provided feedback on the end of the document.
	• Duckles-Are there plans to distribute copies of the physical document?
	• Hinkes-Yes. We are working with the Office of Communications and Printing & Mail Services.

ACTION ITEMS	PERSON	DEADLINE
▪ 1. Hays will send the updated revision on the Distance Education standard rates. ▪ 2. Hinkes would like feedback from PIE on the 2016 IPGG.	• 1. Hays • 2. ALL	• 1. By the end of the day • 2. Before our next meeting

Agenda Item C: New Business

DISCUSSION	1. **Governance/Role of PIE**
	• The major governance committees are PCab, PIE, COA, BARC, AS, CS, ASG, Deans Cabinet, FHP, and CHP.
	  ▪ Dawn Whiting and Madeleine Hinkes reviewed that.
	  ▪ We need to include Facilities and Program Review on the list.
	• Feori-PIE needs to figure out who needs to report to PIE that discuss what needs to move forward to PCab. For example, Monica Romero's Summer CRUISE report is discussed at PIE and then forwarded to PCab.
	  ▪ Luster-Some things report to PCab and others don't. The committees have relationships to one another, but not a reporting recommendation. One of the reasons why this group was created was because we didn't have a planning and institutional effectiveness committee and everything came to PCab. We are calling them major governance committees versus college governance committees.
	2. **Internal Communication**
	• Feori would like to improve college-wide communication. She displayed an example from Iowa State's weekly communication email reminder.
	  ▪ Iowa State sends a weekly reminder with all of the important

information that needs to be spread across campus. For example, the news, kudos, and events. Feori would like to incorporate something like this that could be used for the campus-wide communication.

- Hinkes-That would cut down people replying to all email.
- Luster-Until we have a public communications officer, we can't do this yet. I think it is something that we can certainly look at for the future. We have a new events portal that can produce this.
- Feori-Communication has been on everyone's mind.
- Luster-We are actually going to spend more than half of the time at PCab talking about internal communication. We have to ask, how much is too much?
- Hands-Daniel from Student Services works with different departments and he presented the use of Basecamp. We could present that type of effort to this group in the future.

3. **Educational Master Plan**
   - Hinkes-How are we doing with our plan?
   - Hays brought this discussion to PIE in September. We have 6 strategic goals and they were driven from a lot of data from internal and external analysis. Student Equity came to the center and Basic Skills. There are a lot of things that are happening at statewide level. The Educational Master Plan is essentially 90% is research. How do we want to move forward with those goals? Do we create an action plan? It might be a worthy discussion to see if we need 6 strategic directions and 23 goals.
     - Hinkes-The results of the focus groups were what gave us the number 6.
     - Hays-Planning is a journey and we were at a different place now than we were in 2013-2014. It gives us a chance to discuss if the strategic plans align with the institutional goals. What is the timeline? Where do we trim and prioritize?
     - Luster-Now we have a large plan and we really are focused on stuff that is important for us, but it is not articulated properly. Ahead of the next comprehensive cycle for Program Review, it would be good to create some goals and sub-goals to declare that we want to be the leading college of equity and success. We could make some future determinations about that. I would like PIE to be the leading force for this. The accreditors will be here in the spring.
     - Hinkes-We have mapped the goals for Program Review, but we don't really have a plan. It links a lot of that information from PCab retreat.
     - Hays-We had KPIs for each one of these. We could focus on a couple of KPIs. This doesn't mean we can't honor all data across the campus.
     - Hays shared the analogy that Tim McGrath posed; "The Educational Master plan is the Wizard of Oz and the strategic plan is the yellow brick road."
   - Hinkes-This group could get started on this for next spring. Then next fall we could develop a formal plan and work with it before we have to re-do Program Review.
   - Luster-The clearer we could point to the horizon, and then everyone gets there with whatever vehicle everyone wants to get there with. The Educational Master Plan makes it difficult for us to articulate what that point on the horizon is. We have put some indicators that have helped us get there.
     - Hinkes-We are working towards improving our KPIs.
     - Luster provided an example of how Program Review works and how

	that is currently not tied to the Educational Master Plan. Conceptually everything is in the EPM; we just need to figure out how to move forward. • This will be a focus of the November 8 PCab retreat.	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• 1. Everyone will look at the strategic goals from the Educational Master Plan and provide feedback.	• ALL	• By next meeting on December 13

Agenda Item D: **Research**

DISCUSSION	Bri Hays • N/A

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item E: **Accreditation**

DISCUSSION	Danene Brown: • We will be reviewing Standard 4 at the President's Cabinet and will be requesting feedback.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item F: **Student Success/Equity/Title V:**

DISCUSSION	Monica Romero: • N/A

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item G: **Program Review**

DISCUSSION	Madeleine Hinkes: • Hinkes-It is time for people to start the process. Time is going to go fast. We have a

	lot of training happening. Charlie Lieu is offering one-on-one trainings.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item H: Committee on Outcomes and Assessment (COA)

DISCUSSION	Kris Clark:
	• N/A

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item I: BARC

DISCUSSION	Rachelle Agatha: No report
	• BARC will offer a training session on Wednesday, October 26 from 3:00pm-4:00pm.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item J: Faculty Hiring Priorities Committee (FHPC)

DISCUSSION	Rob Fremland: No report
	• FHP will offer a training session on Friday, October 28 from 12:00pm-1:00pm.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item K: Classified Hiring Priorities Committee (CHPC)

DISCUSSION	• CHP will have a training session tomorrow from 4:00pm-5:00pm.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item L: **Goals for 2016-2017**

DISCUSSION	1. Monitor and support progress of our equity initiative and institution-set standards 2. Communicate institutional efforts through he Institutional Planning & Governance Guide (IPGG) 3. Advance the planning work of the College using data-informed dialogue and decision-making 4. Re-evaluate College-wide goals and assess whether current Educational Master Plan still fits 5. Maintain our sustained continuous quality improvement as we move through the accreditation process

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item M: **Adjournment**

DISCUSSION	• Meeting was adjourned by Madeleine Hinkes at 4:43 p.m.

Next Meeting is our Retreat on November 8, 2016 in MC 211B

Submitted by: Yolanda Catano, Senior Secretary
Approved on: <u>December 13, 2016</u>