San Diego Mesa College

Planning and Institutional Effectiveness Committee

Meeting Notes

September 27, 2022

3:30 p.m. – 5:00 p.m., Zoom

ATTENDEES	
Co-Chairs	**Classified Professionals**
Bridget Herrin	Mona King (C Senate President)
Holly Jagielinski (on leave)	Courtney Lee
	VACANT (Instruction)
Administration	VACANT (Administrative)
Victoria Miller	
Ryan Shumaker	**Faculty**
Monica Romero	John Crocitti (A Senate President)
	Ian Duckles
Consultants	Moreno Ikari, Jill
Marisa Alioto (excused)	Holly Jagielinski (on leave)
Howard Eskew	Danica Moore
Ashanti Hands	Scott Plambek (on leave)
Lorenze Legaspi	Nathan Resch
Larry Maxey	Lisa Shapiro
Isabel O'Connor	Barbara Sexton
Toni Parsons	Valerie Pallares
Michelle Rodriguez	
Alexander Berry (excused)	**Student Representative**
Andrew Hoffman	VACANT
Administrative Support: Sahar King	**Guest(s):** N/A

Agenda Item A: Call to Order: Bridget Herrin at 3:43 p.m. in Zoom and MC211B

DISCUSSION:
1. **Call to Order**
2. **Approval of 09/13/22 Minutes**
○ 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 09/13/22, were M/S by Danica Moore and Ian Duckles and approved.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• Post approved minutes to the website.	• Sahar King	• Before the next meeting.

Agenda Item B: Continuing Business

DISCUSSION:

1. **PIE Committee Membership (Objective: Vacancy Replacements)**
     o Request faculty rep from (HS&PS) to serve for FA22 while Holly is on leave
 2. **Finalize Deliverables for 22-23**
     o **Accreditation**
        ▪ Support the development of our Institutional Self-Evaluation Report and alignment with the Roadmap to Mesa2030
     o **Program Review/Outcomes**
        ▪ Coordinate the development of an integrated timeline to deploy Program Review and Outcome workspaces
     o **Governance**
        ▪ Updated Committee Inventory (Fall and Spring)
        ▪ Analyze governance survey results and make recommendations for Improvement
     o **Roadmap Implementation**
        ▪ Gap analysis of Strategic Objectives that aren't being supported by Units goals
        ▪ Recommend an approved Climate Action Plan to President's Cabinet
     o **Updated Integrated Planning Calendar**

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• Reach out to / forward any folks you think would be good fits for the current PIEC vacancies.	• Everyone	• Ongoing
• Request faculty rep from HS&PS to serve for remainder of FA22 while Holly is on leave.	• Bridget/Mona	• Before next meeting

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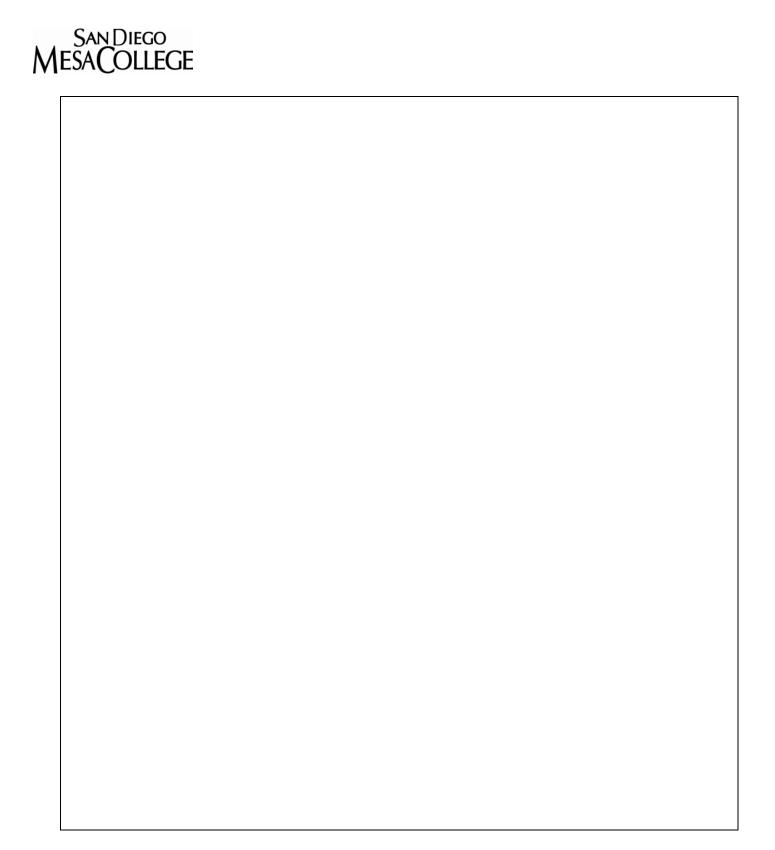**Agenda Item C: New Business**

DISCUSSION:

1. **IP Calendar Updates**
2. **Campus wide Governance Survey results**
    - Looking for trends across committees and see if any jump out as worth developing an improvement plan for
        - Integration with Mesa - Communication (group-to-group and to campus as a whole)
            - Suggestions: summaries that can be distributed to constituencies via e-mail, improve use of campus website to have uniformity across committees to post agendas/minutes/reports/etc.
        - Committee orientations for new members
            - Suggestions: "buddy system"/mentorship for an existing member to help a new member get up to speed in addition to improved Governance101 training, Chair training each year, badges
3. **Roadmap Progress Report**
    - Sent progress report end of Spring22, mixture of responses and will likely fine tune the form to make sure we phrase things clearly
    - Most in Planning, Implementation, and Scaling Phases (some still in Pre-Planning)
    - Roadmap Objectives – lists Mesa2030 goals and the strategic objectives that go with each, coordinating bodies, collaborating bodies/programs, contacts, implementation phase, action items
    - Upcoming Action Items:
        - SST Project Team
        - Program maps
        - Professional Learning offerings
        - Aligning resource requests and prioritization process for BARC, CHP, FHP
        - Climate Action Plan
        - DEIA Audit and discussion guide
    - If you are leading a group that has been identified as a coordinating body, it's important that you're clear on which objectives connect to your work and how
    - Next Progress Report form will go out in November
4. **Discussion on Acting Co-Chair for PIE committee**
    1. Holly Jagielinski is on leave
    2. Ian Duckles Volunteered to serve as Acting Chair for Fall 2022 term
    3. PIEC voted and approved to appoint Ian as Acting chair
    4. Mona will contact Sakeenah Gallardo about a replacement for Holly's school while she is out.
5. **Climate Action Plan Update (tabled)**

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

• Submit your committee updates relevant to PIEC.	• Committee Reps	• Before 1st PIEC meeting each month.
• Input any additional items, make deletions on IP Calendar or forward to someone who is lead for your group(s).	• Everyone	• Ongoing

Agenda Item D: Announcements/ Adjournment

DISCUSSION:
1. **Next meeting: October 11, 2022**
2. **Meeting Schedule 2022-2023**

Submitted by: Sahar King, Administrative Support

Approved on: