

# SAN DIEGO MESA COLLEGE

## Planning and Institutional Effectiveness Committee | Minutes

12.09.25 | LRC 435 | 3:30 p.m. to 5 p.m.

### Attendees

<b>Co-Chairs:</b>	Holly Jagielinski (HS&PS); Hai Hoang (IE)
<b>Administration:</b>	Victoria Millers (SS); Ryan Shumaker (I)
<b>Classified Professionals:</b>	Courtney Lee (SS); <b>Vacant (I); Vacant (AS)</b>
<b>Faculty:</b>	Mary Gwin (AS); Blythe Barton (ES); Lisa Shapiro (B&T); Ian Duckles (Chair of Chairs); Lisa Burget (LRC); <b>Vacant (A&amp;L); Vacant (M&amp;NS), Vacant (H)</b>
<b>Student Representative:</b>	<b>Vacant</b>
<b>Consultants (Non-Voting):</b>	Leland Simpliciano (AANAPISI); Michelle Rodriguez (ESC),

### Call to Order

1. The meeting was called to order at 3:38pm by Hai Hoang
2. Approval of 10.28.2025 Minutes
  - a. Motioned – Ian Duckles; Seconded – Courtney Lee; Minutes were approved

### Continuing Business

1. **Committee Report Outs**
  - a. **SET (Maxey)** - Absent
  - b. **BARC (Legaspi)** - Absent
  - c. **Classified Hiring (Maxey)** - Absent
  - d. **Faculty Hiring (Gwin)** – Committee met; Next scheduled meeting Feb. 6<sup>th</sup>, 2025. Responded to a charge from President Hands.
  - e. **Environmental Sustainability (Rodriquez)** - Absent
  - f. **Diversity, Action, Inclusion (Miller)** - Retreat was held on 12.5.25. Worked on aligning colleges goals with departments. They are having an ongoing discussion. CDAIE food donation drive for The Stand.
  - g. **AANAPISI (Simpliciano)** - Annual performance report opened in January 2026. If not complete, the department will be blacklisted.
  - h. **Outcomes Assessment (Hoang)** - COA discussed differences between 4-year and 6-year outcome assessment cycles. COA recommended adoption of a 6-year cycle and discussed implications for program review, curriculum processes, and related areas. PIEC discussed the approval process for the recommendation, with

a preference to forward it from COA to PIE and then to PCAB. A question was raised regarding the rationale for moving to a 6-year cycle. COA reviewed the pros and cons of both cycles, considered related questions, and concluded with a final vote.

- i. **Program Review (Hoang)** - Deadlines were reviewed, with December 1, 2025, noted as the soft deadline and February 6, 2026, as the final due date. Training for managers and lead writers was discussed. BARC has submitted its timeline, and the committee is awaiting the timeline from FHP. The committee discussed the potential impact of COA's proposed 6-year cycle on the program review (PR) cycle, including structural and decision-making considerations. PIEC expressed concerns regarding alignment of PR and COA cycles due to workload and overlapping deadlines. The committee discussed simplifying the PR process at Mesa and compared Mesa's PR model with Miramar's. It was noted that Miramar does not use a unified system or shared rubric; cycles vary, and there is no classified hiring committee; departments respond to the same prompts. No accreditation issues have resulted from differing prompts or cycles. The committee discussed the pros and cons of Miramar's model and continued discussion on decision-making authority related to rubrics.
  - j. **Accreditation (Hoang)** - See the timeline discussion below.
  - k. **HSI (Parsons)** - Absent
2. **Committee highlights structure / committee function and expectation**
- a. PIEC discussed the use of clear deliverables and public review to increase focus and engagement. Members emphasized the value of reflection, reporting, and demonstrating completed work. The committee discussed the potential of revisiting a suggested uniform reporting template and noted PCAB's role in establishing expectations.
  - b. Emphasis was placed on simplifying scope, improving efficiency, and ensuring committees are aligned with stated goals through a PIEC Review approach. PIEC discussed identifying gaps in (most critical) functions and determining appropriate follow-up. Following our governance process, the committee can gather information and forward recommendations to PCAB as needed.
  - c. Members agreed to frame the process as supportive and focused on clarity, alignment, and resource needs.
  - d. PIEC will develop a set of questions and pilot the process with one committee (BARC), with plans to refine the approach for future use.

## **New Business**

### **1. Spring Convocation**

- a. PIEC discussed a planned Spring Convocation presentation focused on campus governance, including committee structure, effective meetings, aligned websites, and yearly deliverables. The presentation aims to orient faculty and staff to governance processes and improve committee effectiveness.
- b. Holly requested a co-presenter due to Hai having scheduling conflicts, and Ian was confirmed as a co-presenter. The goal is to provide practical tools and strategies to support effective, engaging, and efficient committee work.

### **2. ACCJC Timeline**

- a. The committee reviewed a draft ACCJC timeline developed following the October 2025 discussions on accountability and structure. The draft outlines roles, responsibilities, and a proposed 7-year cycle and is open for edits.
- b. The committee discussed reestablishing the Accreditation Steering Committee (ASC) to provide ongoing oversight and feedback, the need for clearer deadlines similar to program review, and developing a simplified, campus-friendly version of the timeline.
- c. Members discussed the importance of clarifying expectations and timelines, and the value of senior leadership support in promoting alignment and follow-through.
- d. The college would benefit from clearer defined authority and responsibility of the ALO role to ensure established processes and structure are being followed.

**Action Items/Next Steps:** N/A

## **Announcements**

1. PIEC Meeting Schedule '25-'26.docx
2. Next Meeting: 02.10.2026

## **Approval of Minutes**

1. [02.10.26](#) Approval of 12.09.26 Minutes
2. Motioned: Ian Duckles - Seconded: Victoria Millers
3. Abstained: Isabel O'Connor, Blythe Barton, Ayana Woods
4. Outcome: Minutes were approved

**Minutes submitted by Brenna Bonikowske**