



## Planning and Institutional Effectiveness Committee

September 25, 2015

9:30 a.m. - 11:30 p.m., Rm. L-108

Co-chairs: Daniel Miramontez and Daphne Figueroa

### MINUTES

**Present:** B. Bell, D. Miramontez, D. Kapitzke, D. Gutowski, X. Zhang, D. Buser, D. Figueroa, M. Lopez, D. Sheean, L. Murphy, C. Gilley

**Absent:** P. Hopkins, G. Ramsey, J. Allen, S. Quis, M. Guevarra

**Guest:** V. Selchau, F. Garces

**Call to Order:** The meeting was called to order at 9:33 a.m. by D. Miramontez.

1. Approval of Agenda. Agenda was moved by D. Gutowski, seconded by M. Lopez and carried to approve the agenda of September 25, 2015.
2. Review of Minutes from May 22, 2015 and September 11, 2015. Minutes for May 22, 2015 was moved by B. Bell, seconded by D. Gutowski. Minutes for September 11, 2015 was approved by D. Gutowski, and seconded by D. Buser. Both sets of minutes were approved.

### Old Business:

### \*Strategic Goals

1-4

1. Institutional Effectiveness Partnership Initiative (IEPI) Taskforce Update. IEPI/PRT visit has been changed from October 2, 2016 to October 16, 2015. Currently, no date or time has been set for the initial IEPI/PRT phone conference. PIE Steering Committee will be meeting on October 16, 2015, in place of the Planning Summit Workgroup.
2. Strategic Plan Assessment Scorecard Update. Updated Scorecard with feedback recommendations from previous PIEC meeting. PIO's office to review and provide draft version of aesthetic portion of the Scorecard, due on October 7, 2015. Updated Scorecard will be presented on next PIEC meeting for final approval. From there, Scorecard will be presented during Spring 2015 Planning Summit. Before entire campus previews Scorecard at the summit, it will be taken to smaller groups, then to Miramar Managers, ASC, Classified Senate, and Academic Senate - targeted effort to explain SPAS process.
3. 2016 Planning Summit/Fall 2015 Convocation Wrap-up. Added October 30, 2015 as additional meeting date for Planning Summit Workgroup. Planning Summit Workgroup will consist of D. Sheean, D. Miramontez, D. Figueroa, X. Zhang, D. Buser, B. Bell, N. Grisham, L. Murphy, and J. Allen. A suggestion was made for H. Irvin along with A. Jacobson (with a student), to be a part of Planning Summit Workgroup. First meeting next Friday.
4. College Mission, Vision, and Value. PIEC reviewed suggested updates from PIE Steering Committee. PIEC made additional recommendations while simultaneously updating the

narrative. College Mission, Vision, and Value was finalized and moved by B. Bell, seconded by M. Lopez, and carried to approve - to move forward to constituencies for review, approval, and finally to Board for approval. See attached documents for detailed changes.

5. Review PIEC Goals, Procedures, and Membership. PIEC reviewed suggested updates from PIE Steering Committee. PIEC made additional recommendations while simultaneously updating the narrative. PIEC goals, procedures, and membership were finalized, moved by D. Buser, seconded by M. Lopez, consensus to move forward to College Governance Committee (CGC). Discussion was brought forward and a request was made to create a subcommittee of Institutional Outcomes and Assessment Subcommittee under PIEC. Future discussion regarding additional details is needed for this subcommittee to take shape. See attached documents for detailed changes.

**New Business:**

1. 2016-17 Planning Calendar. Placeholder.
2. ISLO Assessment. Tabled until next meeting.

**Reports/Other:**

1. Budget and Resource Development Subcommittee (BRDS). **1.2-2.3**

From previous meeting, BRDS approved and prioritized their goals for the upcoming year. A timeline for Request for Funding (RFF) was approved, which will tie into the end of program review process. RFF instructions and forms will be emailed, to be returned back to BRDS by October 14, 2015 (requires quoting process, prioritization, and approval). For planning purposes, BRDS Unrestricted Fund for 2015-16 Fiscal Year is allocated as indicated below:

BRDS Unrestricted Fund  
2015-16 Fiscal Year

Function	2014-15 End Balance	2014-15 Net Income	2015-16 Balance Avail	2015-16 Approved Allocation	Allocation Adjustment	Adjusted Allocation	Actual Expenses	Year-end Balance
Athletics Reserves	\$ 25,525	\$ 16,361	\$ 41,886	\$ 41,886	\$ -	\$ 41,886		\$ 41,886
Fitness Center Equipment Reserves	\$ 93,431	\$ 15,908	\$ 109,339	\$ 109,339	\$ -	\$ 109,339		\$ 109,339
Technology Replacement and Bulbs	\$ 16,919	\$ 27,839	\$ 44,758	\$ 33,569	\$ -	\$ 33,569		\$ 44,758
Staff Development	\$ 7,857	\$ 3,977	\$ 11,834	\$ 11,834	\$ -	\$ 11,834		\$ 11,834
Other Campus Wide Equipment	\$ 10,934	\$ 15,908	\$ 26,842	\$ 20,132	\$ -	\$ 20,132		\$ 26,842
Total Line Item Allocations	\$ 154,666	\$ 79,993	\$ 234,659	\$ 216,759	\$ -	\$ 216,759	\$ -	\$ 234,659

Additional resources available to the campus this year, resources are as follows:

**2015-16 RFF Funding**

\$ 33,569	BRDS Unrestricted
\$ 20,132	BRDS Unrestricted
\$ 384,074	1X Lottery/ Instructional Materials
\$ (84,013)	Lottery Offset to IELM to fund Library Books
\$ 84,013	IELM Offset to BRDS to fund Equipment
<u>\$ 437,774</u>	RFF Funding Available

RFF funding available this year is \$437,774 - \$54K is available campus wide, for Administrative Services, Students Services, and Instructional Services. Available for Instruction is \$384,074 (supplies). The 5-Year IELM Plan was updated:

BRDS - IELM Allocation								
Accelerated Conservative - Consistant Funding For All								
			2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
	Reserve		96,257	0	0	0	0	-
	IELM		50,131	400,000	420,066	290,000 *	200,000 *	200,000 *
	Total		146,388	400,000	420,066	290,000	200,000	200,000
	Reserve	0.00%	0	0	0	0	0	-
	Technology Refresh	80.00%	117,110	320,000	336,053	232,000	160,000	160,000
	Library Books	20.00%	29,278	80,000	84,013	58,000	40,000	40,000
	Total	100.00%	146,388	400,000	420,066	290,000	200,000	200,000

\* Estimated State Allocation

BRDS will be managing process for Discretionary budget for the campus, which increased from \$33K, over last year. BRDS has a process to permanently allocate additional resources (documents to be sent out today, and returned back to BRDS for further prioritization). Consensus was made to move forward to CEC.

2. Research Subcommittee (RSC).

**1.1, 2.1, & 4.1**

No updates

3. Informational Items.

None

**Adjournment:** The meeting was adjourned at 11:06 p.m.

The next PIEC meeting is scheduled October 9, 2015, with time change of 9:30 a.m. to 10:30 a.m.

**\*San Diego Miramar College Fall 2013–Spring 2019 Strategic Goals:**

1. Provide educational programs and services that are responsive to change and support student learning and success.
2. Deliver educational programs and services in formats and at locations that meet student needs.
3. Enhance the college experience for students and the community by providing student-centered programs, services, and activities that celebrate diversity and sustainable practices.
4. Develop, strengthen, and sustain beneficial partnerships with educational institutions, business and industry, and our community.

## 1. College Mission-Vision Statement (Draft 150925-PIEC Recommendations-Edits) v2:

### Edited Version

#### Mission

San Diego Miramar College's mission is to prepare students to succeed in a complex and dynamic world by providing quality instruction and services in an environment that supports and promotes diversity, equity, and success, while emphasizing innovative programs and partnerships to facilitate student completion for transfer preparation, workforce training, and career advancement.

#### Vision

San Diego Miramar College will be a hub of education, diversity, and services to our community.

San Diego Miramar College, in keeping with this vision, supports and emphasizes the following guiding values:

- Access, learning, and success of all students to achieve their educational goals. ~~including degree and certificate completion~~
- A collegiate college community with a culture that embraces ~~offers~~ civility, mutual respect, courtesy, and responsibility, and appreciation ~~accountability~~ from a global perspective
- Accomplishments of individuals, groups, and the college as a whole
- Diversity of our students, staff, faculty, and programs that reflect our community
- Creativity, innovation, flexibility, and excellence in teaching, learning, and service
- The ability to recognize and respond to opportunities and challenges emerging from a complex and dynamic world
- Sustainable practices in construction, curriculum, and campus culture
- Collaboration and partnerships
- Participatory governance and communication
- ~~Sustainable practices in construction, curriculum, and campus culture~~
- A Culture of evidence, collaborative inquiry, and action that focuses on the student experience

B. Bell, M. Lopez, consensus to move forward.

## 2. PIEC Governance Info (Draft 150925 - PIEC Recommendations-Edits)

### Planning and Institutional Effectiveness Committee

#### Committee Goals:

To ensure that the college

~~To develop, coordinate, direct and evaluate the college integrated planning process is in and to ensure alignment with the college mission, student success, the ACCJC accreditation standards, and compliance with applicable Federal, State, and local requirements. Title 5 regulations and Education Codes.~~

#### Committee Procedures and Calendar:

The Planning and Institutional Effectiveness Committee will:

- ~~1. Coordinate, and evaluate, and update the College Integrated Planning Process. Review and update the College model of Integrated Planning Process and alignment of the College Division and Operational plans and their timeframes within the Strategic Plan~~
2. Establish Review and update the planning calendar and work flow diagram of the College Annual Planning Cycle.
- ~~3. Coordinate, and evaluate, and update the College Integrated Planning Process, including alignment of the decision-making functions of the College governance committees within that process.~~
4. Review Provide leadership for the review of the College Master and Operational Plans Strategic Plan and the College Annual Planning Cycle and facilitate recommend revisions and updates.
5. Review the College model of integrated planning and alignment of the College Division and Operational plans and their timeframes within the Strategic Plan.
- ~~6. Review and forward Route all integrated planning documentation and recommendations through the participatory governance process.~~
- ~~7. Maintain and continuously improve a mechanism to Regularly assess the attainment of College strategic plan.~~
8. Establish, review, and evaluate a mechanism for assessment and timeline for data collection and analysis to evaluate attainment of the Strategic goals.
9. Recommend revisions to of the College Mission and Vision Statements congruent with analysis of the Strategic Plan assessment results.
10. Ensure that the Outcomes and Assessment process is aligned with the College Integrated Planning Process to facilitate student success.

Committee will meet no less than once per month. The steering committee will meet additionally as needed.