

## Planning and Institutional Effectiveness Committee

March 26, 2021, 10:30 a.m. to 12:30 p.m.

<https://cccconfer.zoom.us/j/94756731198> Password: 420538

Co-chairs: Daniel Miramontez and Dennis Sheean

### MINUTES

**Present:** D. Miramontez, D. Sheean, B. Bell, A. Gonzales, X. Zhang, D. Diskin, A. Neff, M. Demcho, L. Brewster, M. Lopez, and M. Hart

**Absent:** B. Cuaron, D. Kapitzke L. Clarke, R. Marine, S. Young, S. Haddad, S. Quis, and S. Okumoto

**Visitor:** N. Julian and O. Fryszman

Meeting called to order at 10:32 a.m.

1. **Approval of Agenda.** Agenda was moved by M. Demcho, seconded by L. Brewster, and carried to approve.
2. **Review of Minutes for February 26, 2021.** Minutes was moved by M. Lopez, seconded by M. Demcho, and carried to approve.

\*Strategic Goals      Accreditation Standards

#### New Business:

1. **None.**

#### Old Business:

1. **2021-22 Annual Planning Calendar.** 3      I.B  
The 2021-22 Planning Calendar is up for review. Information was sent to responsible parties with a deadline of Wednesday, March 31, 2021 to provide feedback. This will be reviewed at the next PIEC meeting for a feedback and possible adoption, and will then move forward through the governance process for vetting and approval.
1. **Planning Summit 2021 - Debrief.** 1-5      I.B  
Discussion was opened to allow PIEC members to share any comments about the planning summit. It was reported that this was discussed in the Chemistry Department and they were appreciative of the diversity of the student participants. It was a really good panel and students did an amazing job – they were candid and had a very good dialogue. As a faculty member, it was great to see the student perspective with an amazing and really authentic dialogue. This summit allowed colleagues a space to feel comfortable enough to have a real authentic dialogue among themselves. Next steps, the college's Research Office will be putting together a qualitative data packet, which will be sent back to PIEC for review. Planning Summit Workgroup will reconvene to review results as well. It was mentioned that possible outcomes from this summit would be the restarting of the Black Student Union on campus and potentially other affinity clubs. Discussions are also being had in Academic Senate in regards to equity initiatives and follow-up to the planning summit.
2. **Benchmarking Strategic Plan Key Performance Indicators.** 1-5      I.B  
Key Performance Indicators (KPI) was reviewed, which is the last piece of the puzzle for the college's strategic planning process. With feedback from Academic Senate and the development of DEI Goal #5, KPIs were reviewed and flushed out by the Research Office. Results from this review was presented which included updates from strategic directions,

indicators and measures (for benchmarks), as well as what is considered a secondary ad hoc requests. Robust discussion on updates included the addition of Course and Program Redesign - Program Mapper is currently being developed (to be added to Ad Hoc area). As well, indicator updates were made to Student Completion, Student Learning, Student Engagement, Professional Development, Equity, and Program Review (keeping percentage of program review reports reviewed by applying the Rubric). The college's new Goal #5: Diversity, Equity, and Inclusion (DEI) was added. Discussion on Goal #5: DEI included Indicators and measures on Equity-minded Updates and Practices. Due to multiple directions on how to measure, track (with District's BP/AP), and connection with Program Review, measure V.1.1. will be moved to Ad Hoc for further review and discussion. Further robust discussion continued with Professional Development and Development and Incorporation of Equity-minded Practices. CCSSE, NACCC and number of college processes, programs and practices will move to Ad Hoc for further review and discussion. For V.3.3. Recruitment, screening, and retention: retain a) number of faculty trained in culturally responsive instructional pedagogy; and f) climate survey results related to the workplace. Place into Ad Hoc: b) number of employees trained in equity minded student-centered services; c) number of employees trained in equity-minded recruitment, screening, and retention of employees; and equity link. Omit: d) Percentage of job postings which include equity-minded language; and e) employee recruitment metrics, retention, and other employment metrics. It is the will and recommendation of the PIEC Committee to send forward the KPIs (based upon today's discussion and updates) through governance for vetting and approval. Moved by A. Gonzalez, seconded by B. Bell, and motion carries.

3. **Proposed Program Review/Outcomes Assessment Subcommittee.** 4 I.B  
 There will be a proposed facilitator to chair this Subcommittee. Currently working on the finalization of reassignment time – to increase this beyond 60%. This position will provide support collegewide (all college divisions). Currently being reviewed by Academic Senate and was shared with President Lundburg. Final step will be taking this to the President's Cabinet on April 5, 2021 meeting. Once approved, will move forward with recruitment for the Program Review/Outcomes Assessment Facilitator for fall 2021.
  
4. **Update to Main/Operational Plans.** 1-5 I.B  
 Upon conversation with District's Vice Chancellor of Human Resources, a District Human Resources (HR) Plan will be developed. Once finalized, the college will have some guidelines, outlines, and directions on how to formulate the college's HR Plan.
  
5. **ISER Action Plans/QFE Updates** 1-5 I.B  
 On hold.

**Reports/Other:**

1. **Budget and Resource Development Subcommittee (BRDS)** 4 I.B, III.D  
 Last meeting was cancelled. Next meeting will be on April 16, 2021.
  
2. **Research Subcommittee (RSC).** 4 I.B  
 No report. Anticipation that this subcommittee will be dissolved under new governance structure.
  
3. **District Strategic Planning Committee.** 4 I.B  
 Information shared included the District Strategic Plan Development approval and implementation process, the timeline, and Thematic Analysis Development Discussions (Vision for Success, Student Centered Funding Formula, and Guided Pathways). Updated timeline was

presented:

**DRAFT**  
FOR DISCUSSION  
PURPOSES ONLY

Strategic Plan Development		Timeline
	Overview 4-year Strategic Planning Model presented to District Strategic Planning Committee	10/1/20
SPC	Begin Thematic Analysis	March 2021
SPC	Presentation and Discussion of Environmental Scan	April 2021
	Form Strategic Thematic Workgroup(s) (STW)	April 2021
STW	Review and align goals (Vision to Success, Institutional, District BOT), and draft recommendations for the Strategic Plan	April/May 2021
	Develop Draft Strategic Plan Design	Summer 2021
	Discussion to Integrate Environmental Scan and Align Institutional Goals, Priorities, and indicators into the District Strategic Plan FY2023-FY2026	Fall 2021
SPC	Drafts Strategic Plan and sends to Chancellor's Cabinet and Institutions for Review	February 2022
SPC	Discussions and Revision of Draft District Strategic Plan FY2023-FY2026	April 2022
	Recommendation of Final Draft for Chancellor's Cabinet Review	May 2022
	District Governance Council (DGC) review and dissemination for input	May 2022
	SDCCD Board of Trustees accept/approve	June/July 2022

**4. Informational Items**

1-5

None.

**Next Scheduled Meeting:** April 9, 2021.

**Adjournment:** Meeting was adjourned at 12:18 p.m.

**\*San Diego Miramar College Fall 2020–Spring 2027 Strategic Goals:**

1. **Pathways** - Provide student-centered pathways that are responsive to change and focus on student learning, equity, and success
2. **Engagement** - Enhance the college experience by providing student-centered programs, services, and activities that close achievement gaps, engage students, and remove barriers to their success
3. **Organizational Health** - Strengthen Institutional Effectiveness through planning, outcomes assessment, and program review processes in efforts to enhance data-informed decision making
4. **Relationship Cultivation** - Build and sustain a college culture that strengthens participatory governance, equity efforts, and community partnerships
5. **Diversity, Equity, and Inclusion** - Build an environment that embraces diversity, equity, inclusion, anti-racism, and social justice for the benefit of the college community