

## Planning and Institutional Effectiveness Committee

April 23, 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, A. Neff, L. Brewster, B. Cuaron, D. Kapitzke, D. Diskin, M. Lopez, S. Quis, and M. Hart

**Absent:** M. Demcho, L. Clarke, R. Marine, S. Haddad, Young, and S. Okumoto

**Visitor:** N. Julian, O. Fryszman, and P. Manley

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

1. **Approval of Agenda.** Agenda was moved by S. Quis, seconded by X. Zhang, and carried to approve.
2. **Review of Minutes for April 9, 2021.** Minutes was moved by L. Brewster, seconded by A. Neff, and carried to approve.

[\\*Strategic Goals](#)    [Accreditation Standards](#)

#### New Business:

1. **None.**

#### Old Business:

1. **Planning Summit 2021 - Debrief.**

1-5    I.B

Shared was the Qualitative Data Packet produced by the college's Research Office in collaboration with the Equity Office. Data was collected from the Spring 2021 Collegewide Planning Summit, with the theme of Bridging the Gap: Pathways to Student Success. Focus for this spring summit was on adopting student centered approaches in order to institutionalize equitable practices collegewide. Activities included an interactive student panel which represented the college's diverse student population, i.e., undocumented (Latinx male), student with disabilities (AAPI female), athlete (white male), single parent (Black/African American female), LGBTQ (AAPI male), formerly incarcerated (Latinx female), and EOPS Middle-eastern North African (MENA) male. As well, the summit contained breakout sessions (nine groups) focused on sharing best practices by cross-functional teams of faculty, classified professionals, students, and management. The qualitative data packet is meant to be used in efforts such as educational master planning, program review, unit-level planning, and collegewide student equity planning. From the summit's breakout sessions, recurring themes extracted included looking at addressing equity in teaching and learning, equity in Student Services, lifting minoritized voices, and equity in campus policies/procedures. Also presented was the verbatim notes collected from group discussions during the breakout sessions (these are detailed/verbatim notes from the cross-functional team dialogue). Next steps will be reconvening the Planning Summit Workgroup (PSWg) for further debrief on the qualitative data packet. This packet will be mailed to PIEC members and the Academic Senate Equity Workgroup. Request was made to also present this to constituencies, as well as sharing with faculty for program review and DEI planning. Comment was made that the college's newly formed Equity Office can help coordinate and be the clearinghouse for the equitable activities occurring on campus. This qualitative data packet will be available and posted in the college's

PREDD. Request was made for the PSWg to work on a one-page infographic so that information could be digested quickly for faculty and staff.

2. **Benchmarking Strategic Plan Key Performance Indicators.** 1-5 I.B  
KPIs was previously approved by PIEC and has been shared with constituencies. Both the managers and ASG have reviewed and approved these KPIs. Academic Senate and Classified Senate will review this at their next meeting.
3. **Proposed Program Review/Outcomes Assessment Subcommittee.** 4 I.B  
This is an ongoing agenda item. Currently, the Classified Senate and Academic Senate have approved the College Governance Handbook. Next steps will be for final approval by CEC. Once handbook is approved, then the proposed Program Review/Outcomes Assessment Subcommittee (under PIEC) can move forward. This will also lead into the combined Program Review/Outcomes Assessment Facilitator that will be the chair for this subcommittee, with planning efforts beginning in the fall term.
4. **Update to Main/Operational Plans.** 1-5 I.B  
On hold.
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  
From last meeting, 2021-2022 Budget Update discussion included two scenarios that was being considered for FTES targets that directly affects the college's discretionary budget. The high of the reductions, we are looking at \$57,500 with a reduction of 38 FTEF. With the low end scenario, we are looking at \$6,500 reduction to discretionary funds with a reduction of 4.33 FTEF. Currently, there is no finalized CAM, but there are finalized target (similar to lower reduction scenario). Discussion will continue at next BRDS meeting. New Business discussion were on school budgeting about technical and mechanical operational issues related to the budgeting and expenditures at the school and department level (robust discussion). Most of the questions and resolutions were referred back to the Deans of that school to address operational level. Discussion also included budgeting techniques and broad concepts about how the college uses the Lottery Funds to help offset and mitigate discretionary reductions from year to year. Update in regards to the CARES Act was provided. The CARES Act Student Direct Aid will be fully expended by April 30, 2021. Requisitions are still expected for the CARES Act Institutional Fund with deadline extension to April 30, 2021. CARES Act MSI Funds, which will be utilized for additional student direct aid, was extended by April 30, 2021. BRDS had a brief discussion regarding HERF II which is approximately \$1.5 million additional money for student direct aid and \$4.6 million for additional institutional funds (budget development processes are currently in place). Also discussed was how the discretionary budget was originally allocated. Originally, when discretionary budgeting began, it was modified from year to year. There are two collegewide inner budget development process. The first process occurs each spring where each department school and division has the opportunity to allocate existing resources. The next budget development process occurs each fall. During this time, there is an integrated budget development allocation process whereby program review data is analyzed and requests for new resources are developed collegewide. This process is overseen by BRDS, which is not approved by BRDS and there are no qualitative input from the RDS – only to make sure the process occurs (this process is where additional resources are added to the discretionary budget).

- 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**  
The District’s Institutional Research Office presented the Environmental Scan Report and was shared with PIEC for discussion. The context for this report is for post COVID-19 planning, and what the region looks like. It provided historical economic composition of the San Diego region, job loss by economic sector, effects on employment, unemployment in California (by race and ethnicity), enrollment changes, headcount changes, basic needs (HOPE Survey), U.S. Personal Savings Rate, pandemic resilient jobs. Looking ahead, business sectors that fared well during the pandemic should continue to grow. These include innovation, manufacturing, construction, finance, insurance, and military. Sectors that were hardest hit, such as tourism, retail, and education would return to normal as the economy reopens – full recovery can take years. Savings expending will support the economic recovery, which will lead to part-time jobs and skill-based knowledge learning. The American Rescue Plan Act of 2021, \$1.9 trillion bill (along with other Federal support) will continue to bolster the economy in 2021. The college must prepare to support the aftermath of COVID-19 as students and their support systems face challenges that lay along Maslow’s Hierarchy of Needs. Request was made for disaggregated data for Miramar College will be provided. Any questions regarding this report can be directed to the Direct of Institutional Research and Planning, Natali Cordoba-Velasquez Alarcon, nalarcon@sdccd.edu. .

- 4. Informational Items** **1-5**  
None.

**Next Scheduled Meeting:** September 2021.

**Adjournment:** Meeting was adjourned at 11:44 a.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