

Planning, Research, and Institutional Effectiveness Committee

September 10, 2021, 10:30 a.m. to 12:30 p.m.

<https://cccconfer.zoom.us/j/97604145939> Password: PRIEC

Co-chairs: Daniel Miramontez and Dennis Sheean

MINUTES

Present: D. Miramontez, B. Bell, A. Gonzales, M. Odu, N. Julian, X. Zhang, A. Neff, D. Kapitzke, S. Young, S. Quis, M. Demcho, and M. Hart

Absent: D. Sheean, M. Lopez, D. Diskin, L. Brewster, L. Clarke, R. Marine, S. Haddad, and S. Okumoto

Visitor: P. Manley

Meeting called to order at 10:33 a.m.

1. **Approval of Agenda.** Agenda was moved by S. Quis, seconded by M. Demcho, and carried to approve.
2. **Review of Minutes for May 14, 2021.** Minutes was moved by S. Quis, seconded by M. Hart, abstain by M. Demcho, and carried to approve.

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

New Business:

1. **Committee Membership and Charge.**

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I.B.

Research Subcommittee was dissolved and has been incorporated into this committee's name. New committee name will be the Planning, Research, and Institutional Effectiveness Committee (PRIEC). With possible confusion with this committee and the college's Office of PRIE and the School of PRIELT, opinions were solicited. Suggestion was made for the option of keeping the old name PIEC, but it was commented that this committee now has new components and the old PIEC name does not reflect the change, which includes the Research function. After discussion, suggestion was made to update PRIEC to PIER (Planning, Institutional Effectiveness, and Research). Recommendation was accepted and consensus was reached. This will tie into the college's planning framework. Recommendation will move forward to College Council (currently working on creating a workgroup to address committee updates and changes). Conversation continued with this committee's membership. Student designee will be reviewed at today's Associated Student Governance (ASG) meeting. Designee for the Classified Professional's Academic Support Services is currently open. Update brought forward would be to include the new Program Review/Outcomes Assessment Facilitator as part of this committee's official membership. This will be the ninth faculty position, which will lead the Program Review/Outcomes Assessment Subcommittee. Consensus was reached to add this position. It was clarified (and still being discussed) that changes and updates to committees will be done on a regular schedule, with the workgroup/taskforce reviewing submissions within a semester and taking affect in the following semester (fall/spring, spring/fall). Purpose/Charge, Committee Responsibilities, Committee Procedures, Meeting Frequency, and Subcommittees was reviewed, no comments were made. The two recommendations will be sent forward, to include committee name change to Planning, Institutional Effectiveness, and Research (PIER), as well as the addition of a new faculty member to include the Program Review/Outcomes Assessment Facilitator position.

2. Meeting Date/Time Discussion.

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I.B.

Previously, PIEC met on the second and fourth Fridays of the month from 10:30 a.m. to 12:30 p.m. Under the new governance structure, recommendation was for PRIEC to change its meeting schedule to the second and fourth Wednesday of the month from 1:00 p.m. to 2:30 p.m. This was done to alleviate committees that were meeting heavily on certain days and weeks, to create a half hour separation between meetings, avoid overlaps, and to align with meetings occurring at District (Master Calendar for meetings was created). With most committee member's preference split between either staying on Fridays or moving to Wednesdays. By consensus, it was decided to retain meeting schedule on Fridays. This is due to the reduction of meeting time from two hours on Fridays to one and a half hours on Wednesdays. This will also allow BRDS to move into the Wednesday spot. Also this will allow ASG student members to join the PREIC meeting at 11:00 a.m.

3. College Mission Statement.

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I.A.

Review will begin with PRIEC and will then move through our governance structure for feedback and approval. Looking to have both college and Board approval for the college's Mission statement by the end of this term. College's Vision statement will be reviewed, but will not require Board approval. Once officially approved by the Board, our Mission Statement can be used for public relations information for the following academic year starting in the spring term. Mission statement was last edited in fall 2018, under a 3-year cycle. Suggestion was made that the Mission statement needs to pay attention to college employees. It was recommended that PRIEC members will need time to review the cycle and statement so that input and feedback could be provided. Also recommended was to use the college's finalized Strategic Goals and KPIs (measures achievement of Strategic Goals) to drive and align with the Mission Statement - not the other way around. As well, to review how it all aligns (or not) with the college's planning cycles. Note was made to review Mission/Vision cycle relative to program review/outcomes assessment cycles. Recommendation to change wording from 'prepare students' to 'empower students.' Mission statement will be sent out to PRIEC members for review and will come back for discussion at the next PRIEC meeting.

4. Benchmarking Key Performance Indicators (KPIs).

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I.B.

2015/16-2020/21 6-Year Trend Analysis was presented which contained strategic directions matched with indicators and measures, operational definitions, and benchmarking methods. College Research Office is currently working with Program Review/Outcomes Assessment Facilitator and Outreach Associate Dean in regards to data, data collection, and developing surveys. Baseline data will be used for the new measures.. Cycles will be updated, going from 5-year to 6-year cycles (due to the pandemic). Request was made for the new baseline measurements be more distinguishable versus those that have historical data. Reminder was made that this will be a yearlong process to collect data, put data together, benchmark, move through the governance process, collect feedback, with the ultimate goal of setting the collegewide priorities based on the benchmarking process.

5. Update to Main/Operational Plans.

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I.B.

Main and Operational Plans were reviewed and discussed accordingly:

Main Plans					
Plan Name	Cycle	Adopted	Sunsets	Status	Notes:
Strategic Plan	7 years	Fall 2020	Spring 2027	Current	Working on benchmarking process.
Educational Master Plan	7 years	Fall 2014	Spring 2021	Outdated	KPIs need to be benchmarked to produce collegewide priorities. Facilities planning in currently underway.
Three Division Plans	6 years	Fall 2014	Spring 2020	Outdated	PIEC recommends to update cycle (7-year) to better align with EMP (Implementation planning). Need to wait for EMP to be developed.
Operational Plans					
Plan Name	Cycle	Adopted	Sunsets	Status	Notes:
Human Resources (HR)	6 years	Fall 2012	Spring 2018	Outdated	At 3/18/21 meeting, VCHR did say his division will be working on a HR plan. As of Fall 21, District wants to retain a consultant for the District Strategic Planning process.
Technology	3 years	Fall 2020	Spring 2023	Outdated (Covid-19)	Technology Plan 3.0. is going to College Council on 9/14/21.
Marketing & Outreach	5 years	Fall 2020	Spring 2025	Current	Plan was reviewed at 4/24/20 PIEC meeting
Student Equity	3 years	Fall 2019	Spring 2022	Current	Waiting on Chancellor's Office to provide direction on next iteration of this plan.
Career Technical Education (CTE)	1 year	Fall 2019	Spring 2020	Outdated	New CTE plan will integrate Perkins with SWP - Resource requests have been integrated. As of 5/18/21, BCTWI Dean said that this will be a priority for the incoming Associate Dean of Career Education.
Outcomes & Assessment	3 years	Fall 2018	Spring 2021	Outdated	Draft Program Review/Outcomes Assessment plan is currently being worked on.
Cultural and Ethnic Diversity	6 years	Fall 2014	Spring 2020	Outdated	1) First bring to College Council for discussion (via College President). 2) LEAD to look into SEP status check and Cultural and Ethnic Diversity Plan.
Facilities Master Plan	Ongoing	Ongoing	Ongoing	Current	Consultant is currently working with the college on collecting data. Expected to conclude March 2022.

Old Business:

1. **None.**

Reports/Other:

1. **Budget and Resource Development Subcommittee (BRDS)** **3, 4** **I.B, III.D**
Meeting schedule is being reviewed. Looking to meet at the end of September to discuss major priorities, current budget status, and launching the RFF process for the college.
2. **Program Review/Outcomes Assessment Subcommittee.** **3, 4** **I.B**
First meeting is scheduled for September 20, 2021 to discuss committee makeup, participants, and assessment plans.
3. **District Strategic Planning Committee.** **3, 4** **I.B**
District Strategic Planning Process is currently on hold pending consultant services.

4. Informational Items

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The College is currently starting the Accreditation Institutional Self-Evaluation Reports (ISER) process. Since the research function is now under PRIEC, there will be accreditation surveys for both employees and students. This update will be brought to College Council to look into the timeline of implementing the surveys over this semester. District Institutional Research Office will analyze the data and compile the reports, to be returned to this college by the end of January 2022. Survey results will be disseminated through the college's Accreditation Steering Committee to the Accreditation Tri-chair teams in addressing the standards.

Next Scheduled Meeting: Friday, September 24, 2021.

Adjournment: Meeting was adjourned at 12:17 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