Planning, Research, and Institutional Effectiveness Committee
September 24, 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, D. Sheean, M. Lopez, D. Diskin, L. Brewster, S. Quis, M. Demcho, P. Manley, and M. Hart

Absent: S. Young, L. Clarke, and R. Marine,

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

1. **Approval of Agenda**. Agenda was moved by S. Quis, seconded by D. Diskin, moving Budget and Resource Development Subcommittee reporting to top of meeting.   Agenda was carried to approve.

2. **Review of Minutes for May 14, 2021.** Minutes was moved by B. Bell, seconded by D. Diskin, abstained by L. Brewster, and carried to approve.

|	*Strategic Goals	Accreditation Standards

New Business:

1. **Program Review & Outcomes Assessment Platform Discussion.**   **3**   **I.B.**
   Committee had its first meeting this past Monday. Currently, the college is using Watermark for both program review and outcomes assessment processes. There is a consensus across the district that this platform is not meeting the needs of the colleges and to move away from this platform. From Chancellor's Cabinet, Watermark contract extension was approved, sun-setting December 2022. This will allow the district to shop, review, select, and migrate any data that will be used for the new system. Problems currently occurring are difficulty in updating and changing goals, accessibility to the data, and its user-friendliness. Request was made to involve all three college divisions, in particularly Student Services, with the selection conversation. It was mentioned that the PREDD training done for faculty will also be done for Classified Professionals. Invitation was made by Academic Success Center (ASC) to view how data is collected and how they work with the college's Research Office to analyze data points, how ASC uses PREDD to design programs and services. Suggestion was made to track student success data during the midterm to help develop mechanisms regarding student retention. Early feedback process, collection, or survey will be worked on to help move with the selection of a new platform.

2. **2021-2024 Program Review & Outcomes Assessment Calendar.**   **3**   **I.B.**
   Plan is being created to integrate some of the dates and functions being used by Instruction, Instructional Support, and Student Services for program review. Also, to incorporate this into campus wide planning when the college is working on program review and unit assessments. Suggestion was made for a monthly email communication with not only program review, Watermark, or SLOs, but can be tailored to faculty, classified professionals, or managers. As well, suggestion was made to have a program review peer-reviewer process so that others could learn from other departments and provide feedback. Regular office hours will be offered to the college by the Program Review and Outcomes Assessment facilitator. . Gratitude was expressed in regards to program review and outcomes assessment facilitator and subcommittee in working with the respective divisions and helping to unify this process.

Old Business:

1. **College Mission Statement.**   **1-5   I.A.**
   Visual map was presented to show the college's various planning processes relative to the Mission Statement (which drives everything) and the Strategic Planning Cycle (charging the direction of the college). If the college continues with the three-year cycle intervals of the Mission Statement, there is a misalignment with various other planning cycles.
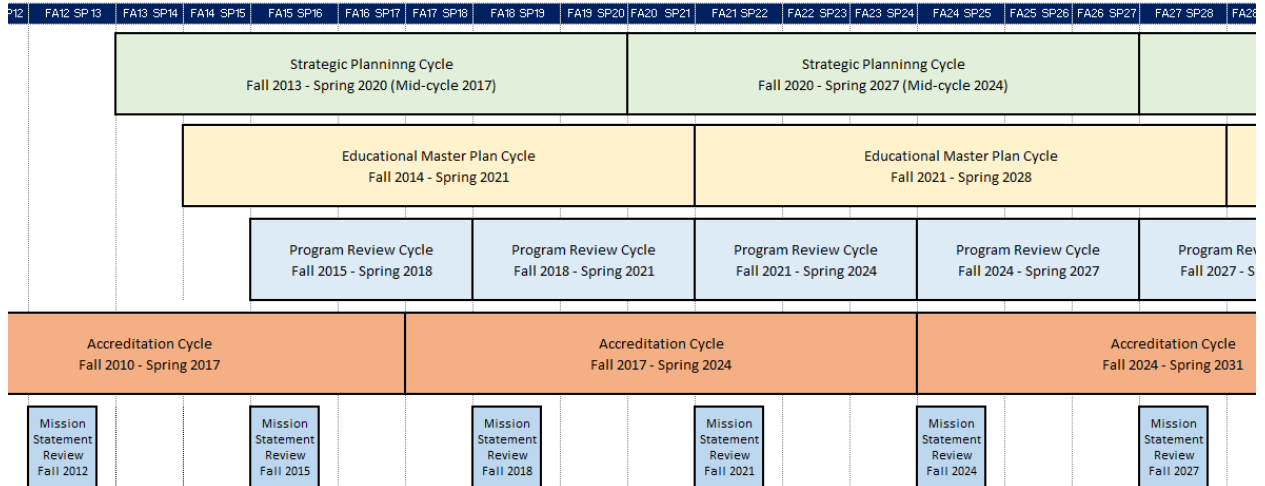
   Formal recommendation was made by M. Demcho to extend the Mission Statement Review 7-year cycle, starting fall 2025, with caveat that the Mission Statement review be part of the Strategic Planning Cycle Mid-cycle Review process, seconded by M. Odu, and moved to approve. This will be brought forth to the constituency leaders and College Council for review and approval.

2. **Benchmarking Key Performance Indicators (KPIs).**   **1-5   I.B.**
   Since last meeting, more data was collected for the KPIs. Professional Development Coordinator added operational definitions and ideas regarding benchmarking metrics. Data was also added from Program Review and Outcomes Assessment Facilitator. Also discussed was how to identify if the pandemic has had a dramatic impact on the college's data and enrollment pattern. Comment was made that the Research Office does not have direct access to primary academic plan data, not all students have an academic plan, and the college is understaffed compared to other colleges (classified professionals and counselors). KPI data will be sent to PRIE committee members for review and feedback, to begin the college's Strategic Planning 7-year process.

3. **Update to Main/Operational Plans.**   **1-5   I.B.**
   No report.

Reports/Other:

1. **Budget and Resource Development Subcommittee (BRDS)**   **3, 4**   **I.B, III.D**
   BRDS will have a new schedule beginning this semester, meeting the fourth Wednesday of every month, 1:00 p.m. to 2:30 p.m. From last BRDS meeting, membership and charge for the subcommittee was reviewed (currently is not fully appointed), budget updates were provided, and FTES targets were reviewed (reduced from last year by 375 FTES). Reviewed the college's Discretionary Budget, which decreased by $12,000. This decrease has been fully covered and will not have any impact on the campus (additional resources were found to offset decrease). Pro-rata budget has increased by over $200,000. And there is about $700,000 increase in contract salaries in both academic and non-academic – positions are being filled that were previously vacant. Miramar College has been approved for 13 additional faculty positions. Request for Funding (RFF) process for this academic year was discussed (dialogue will continue to be discussed at future BRDS meetings). Spreadsheet for RFF process will be available this week, with a due date back to BRDS on October 22, 2021. Will be working with Technology Committee to integrate their meeting schedule with the RFF process. Suggestion was made to that integration should probably occur at the program review process and not at the resource allocation requesting process. Reminder was made that BRDS is seeking faculty representation from all schools to join this subcommittee.

2. **Program Review/Outcomes Assessment Subcommittee.**   **3, 4**   **I.B**
   Committee met for the first time. Discussion included subcommittee membership and charge. Currently soliciting faculty representatives from Public Safety, BTCWI, and Counseling. Currently working on planning calendars and communication throughout the college. Discussion has begun with working on new system to replace Watermark.

3. **District Strategic Planning Committee.**   **3, 4**   **I.B**
   On hold. Looking for consultant.

4. **Informational Items**   **1-5**
   Equity Office reintroduced that they worked on the equity definition, planning summit, convocation, and is also currently planning for an equity summit.

Next Scheduled Meeting: Friday, October 8, 2021.

Adjournment: Meeting was adjourned at 12:13 a.m.

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*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