

incorporated into the Quality Program Review process before it is finalized. Robust discussion continued with the definition of “quality”. Suggestion was made that the Program Review Rubric will be the result of this comprehensive process, which is to be updated.

- 4. Benchmarking Key Performance Indicators (KPIs).** **1-5** **I.B.**
Updates were provided. For the number of certificates awarded, query was ran and pulled for 2021 data for early fall, which updated the measure to 532 (previously 417). Measure and benchmark will updated accordingly. Floor benchmark was set to 447 and Aspirational Benchmark set to 578. Transfer Volume will also be updated with data from District Research Office. 2020/21 updated to 1,511, which will update the Aspirational Benchmark to 1,312. Update on the Effectiveness of the Governance Structure was presented using the Participatory Governance Evaluation Survey (Pilot Study Spring 2022). Comment was made on the survey items regarding meeting rooms, to update this to having meetings in a virtual environment. As well, to include in Open-ended Questions on how much time committee members spend in reviewing meeting minutes. Consensus was reached to send forth recommendation to College Council for implementation.

- 5. Update to Main/Operational Plans.** **1-5** **I.B.**
Educational Master Planning process will begin, kicking it off at the Planning Summit. Division Plans are on hold until Educational Master Planning process is completed. There will be a naming convention update from Operational Plans to Functional Plans. For Human Resources, District Strategic Planning Process is currently underway this term, District HR/Staffing Plan to follow. Career Technical Education Plan is outdated, will need to consult with new Associate Dean of Career Education regarding this functional plan. Program Review/Outcomes Assessment Plan is current with date updates to fall 2021 to spring 2024, approved on February 2, 2022. Facilities Master Plan is ongoing, expected to have college approval by April 2022. As for the Cultural and Ethnic Diversity Plan, this will go to College Council for discussion, with LEAD Office to review how SEP and Cultural Ethnic Diversity Plan could potentially be merged or infused.

Reports/Other:

- 1. Budget and Resource Development Subcommittee (BRDS)** **3, 4** **I.B, III.D**
Meeting in December 2021, discussion was about General Fund Unrestricted - the definition of this, how the budget is developed, and how the budget would be decreased, if needed. BRDS has gone through a quality review of the college’s Request for Funding process. For the February 9th meeting, this was focused on Budget Development Process for the entire college (ongoing project). Identified how to communicate the actual budgets and working on narrative to describe the definition of each fund type within all accounts. As well, reviewed the Hold Harmless factors and potential impact of the governor’s proposed budget that includes a floor after Hold Harmless funding and the proposed 5.33 COLA and 0.5 percent growth (SDCCD will not participate due to current Hold Harmless status). Also reviewed was the Discretionary Budgeting Process for the College and the Board agendas that were respectively approved. At the February 23rd BRDS meeting, continued the Budget Development Process conversations and focused on three fund types –Child Development Fund, Special Revenue Fund, and Capital Improvement Fund. At the completion of the Budget Development Process, fund groups would be identified, defined, and how it goes through the process. Discussion was also had regarding quality improvement for the RFF process – communication will be sent for input on improvement for the next cycle. Per request from Academic Senate (AS) Committee on Committees to identify term lengths for the Faculty who participate in BRDS. It was determined that, in spring 2024, BRDS will ask Committee on Committee to solicit new participation for fall

2024 for BTCWI, Public Safety, Liberal Arts, PRIE, and Student Services for placement in spring 2025 for the beginning of their term in fall 2025.

2. **Program Review/Outcomes Assessment Subcommittee.** 3, 4 I.B
Been working a substantial amount of time with the Program Review Outcomes Assessment Plan and the definition of “Quality” within the Quality Program Review Process. Also working on looking into new software to replace Taskstream. Comment was made that some faculty would have liked the opportunity to review the proposed products and provide input. Lastly, been working on updating all the websites related to program review and outcomes assessment (updating verbiage, attachments, and evidence).

3. **District Strategic Planning Committee.** 3, 4 I.B
Invitation is currently being sent to fill out survey and college is scheduled to have its first District Strategic Planning Charrette on March 16, 2022 from 9 a.m. to 12 p.m. This will be the chance for our college to contribute to the District Strategic Planning Process.

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

Next Scheduled Meeting: Friday, March 11, 2022.

Adjournment: Meeting was adjourned at 12:19 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