

## Planning, Research, and Institutional Effectiveness Committee

March 25, 2022, 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:** N Julian (proxy for D. Miramontez), D. Sheean, B. Bell, M. Odu, M. Lopez, D. Diskin, M. Demcho, L. Brewster, D. Kapitzke, M. Hart, P. Manley, X. Zhang, A. Gonzales, S. Quis, and J. Okerblom

**Absent:** D. Miramontez, S. Young, A. Neff, L. Clarke, O. Qargha, and R. Marine

**Guest:** D. Solares, Jill De La Cruz Nevarez, and L. Gonzalez

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

1. **Approval of Agenda.** Agenda was moved by M. Hart, seconded by J. Okerblom, and carried to approve.
2. **Review of Minutes for February 25, 2022 and March 11, 2022.** Minutes for March 11, 2022 was moved by B. Bell, seconded by M. Odu, abstained by J. De La Cruz Nevarez, X. Zhang, and D. Diskin

\*Strategic Goals      Accreditation Standards

#### New Business:

1. **Program Viability Process (Baccalaureate Degrees).** 1      II.A.  
The college is in the process of submitting applications for baccalaureate programs (Emergency Management and Paralegal). With the Viability Review of Instructional Programs, a Viability Review Workgroup will need to be formed for the institutionalization or adaptation of a new program. Recommendation was made by the Program Review Committee for Patricia Manley to serve as one of the workgroup member (under the Program Review and Outcomes Assessment Subcommittee, they are responsible for facilitating the program viability review process). Updates to the verbiage for the Program Viability Review document will be needed to include naming convention for PIEC to PRIEC, and the position of the Program Review Outcomes Assessment Facilitator as an official member of the Viability Review Workgroup. Motion was made by VP Odu to approve recommendation for Patricia Manley as the representative for the Viability Review Workgroup, seconded by VP Gonzales, abstain by J. Griggs, and moved to approve.
2. **2022/2023 Annual Planning Calendar.** 1-5      I.B.  
Tabled.

#### Old Business:

1. **2022 Planning Summit Debrief.** 1-5      I.B.  
Discussion with feedback regarding the college's planning summit was opened. Evaluation results were presented. About 83 participants attend the summit with 29 participants completing survey, most of which were Contract Faculty-Classroom (38%). About 69% of participants attended previous planning summits. Organization of this year's summit was received with high agreement ratings with an exception to the length, pace, and breaks of the summit. Participants strongly agreed with gaining new knowledge, insights, perspectives, and felt the summit was effective in advancing the quality of program review. Participants valued

the interactions, dialogue, and connection from this summit, as well as the breakout sessions, banter/humor, and icebreakers. Overall, the participants were satisfied with the summit feeling connected to the Miramar College community.

- 2. Benchmarking Key Performance Indicators (KPIs).** **1-5** **I.B.**  
KPIs were updated with new data collected. For III.2.2 Program Review data specific to technology needs for instruction and services (BRDS RFFs), there is no way to find this information. Discussions may be had in program review, but actual resources in program may be in another place. After a robust discussion on where to acquire information, recommendation was made to take this dialogue back to Program Review and Technology Committee - to have the conversation on how to capture the data and to include data from BRDS RFFs. As for II.1.3 Number of professional development workshops and activities and II.1.4 Number of participating faculty, classified staff, and administrator's participation, Professional Development Coordinator, Laura Gonzalez, provided feedback for these two items. One parameters that may work is to limit anything that would be eligible for FLEX credit (this is only geared towards faculty). As well, there are Professional Development events initiated by the Professional Development Committee, events initiated across campus by offices and individuals, and shared events from District and sister colleges or CE. Since it is challenging to look at the number of workshops or activities, best way is to limit parameters to flex activities where an evaluation form is used. Along with the limitations, there will be zero classified staff and zero administrators (which makes it restrictive). Suggestion was made to start with goals from Professional Development Committee Plan and at the end of the year, use those the outcomes of those goals to start drawing data from – something that is intentional and established (plans, processes, data sets, etc.). Feedback will be reviewed and conversation will be brought back to PRIEC.
- 3. Update to Main/Operational Plans.** **1-5** **I.B.**  
Tabled.

**Reports/Other:**

- 1. Budget and Resource Development Subcommittee (BRDS)** **3, 4** **I.B, III.D**  
From last meeting, there was a deep discussion about the coordination and oversight of budget development on campus, focusing on how our budget and budget process is communicated across campus. There was a good discussion (starting point) on where and how resources could be accessed and how to increase communication. BRDS will be looking at established forums and processes so that there is a broader knowledge about how to apply for a grant and what initial data is required to move grant request forward. Also, reviewed the Board agenda items that allocated resources.
- 2. Program Review/Outcomes Assessment Subcommittee.** **3, 4** **I.B**  
Discussion is being had on how to rollout Program Review and Outcomes Assessment Guides (announcements). As well, discussions are being had on creating standard rubric for Program Review so that it would work across divisions and the new platform to replace Taskstream (no updates, currently at District level). Coaching and training for Program Review will be coming up on April 12, 2022 – last one was productive and really hands-on. For Program Review for support will be provided for Student Services for April 15, 2022 deadline, and Instructional Support for the August 1, 2022 deadline.
- 3. District Strategic Planning Committee.** **3, 4** **I.B**  
First college charrette took place last week. Consultants formed focus groups with themes regarding student needs, financial stability, institutional resiliency, academic excellence, and

CTE. Focus groups shared the different priorities within each themes and had discussions. Next steps are for consultants to analyze all the data and feedback from all of the different charrette across the district.

**4. Informational Items**

1-5

Program Review Outcomes Assessment Committee is sharing Program Reviews. Conversations was had with Liberal Arts School Meeting with program reviews at departmental and school level, as well as the VP's offices.

**Next Scheduled Meeting:** Friday, April 8, 2022.

**Adjournment:** Meeting was adjourned at 11:50 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