Planning, Institutional Effectiveness, and Research Committee
September 09, 2022, 10:30 a.m. to 12:30 p.m., Room L-108
Co-chairs: Daniel Miramontez and Lisa Brewster

MINUTES

Present: D. Miramontez, L. Brewster, D. Sheean, B. Bell, M. Odu (proxy by B. Bell), D. Kapitzke, N Julian, M. Demcho, A. Neff, M. Hart, P. Manley, X. Zhang, S. Quis and M. Lopez
Absent: D. Diskin, A. Gonzales, K. Hill, L. Clarke, LO. Qargha, and R. Marine
Guest: L. Sweeney, and C. Sampaga

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

1. **Approval of Agenda**. Agenda was moved by S. Quis, seconded by N. Julian and carried to approve.

2. **Review of Minutes for May 13, 2022.** Minutes were moved by S. Quis, seconded by A. Neff, abstained by L. Brewster, and moved to approve.

	*Strategic Goals	**Accreditation Standards**

New Business:

1. **Committee Membership & Charge.**   **4**   **I.B.**
   Committee membership, purpose/charge, responsibilities, procedures, meeting frequency, and subcommittee was revisited and reviewed with no major updates needed. Membership assignments were populated accordingly with those who are currently serving on the PIER committee. Comment was made to update Operational Plans to Functional Plans. Faculty assignment was reviewed and will be confirmed and clarified with Academic Senate President. Two student designees are currently open. Clarification and update will be needed in regards to the term for the Program Review Outcomes Assessment Co-Chair. Updates will be made accordingly with the alignment of Guided Pathways.

2. **PIER Meeting Dates/Times Discussion.**   **4**   **I.B.**
   The October 28, 2022 (Equity Summit) and November 11, 2022 (Holiday) meeting dates were discussed. Both meetings will be combined to one meeting date, to be scheduled for Friday, November 4, 2022. Planning summit is planned for March 10, 2023. Revised meeting calendar will be sent to PIER committee members.

3. **SPAS 2.0 (Draft).**   **1-5**   **I.B.**
   Last year, much time was spent in regards to benchmarking and reviewing the Key Performance Indicator (KPI) process. The college's Research Office has converted this information into the updated Strategic Plan Assessment Scorecard 2022-2023 (SPAS 2.0 Draft). This is the second iteration of the 2017-2018 SPAS that responds to how the college meets its mission, measure its success, and how to build on its success. At-A-Glance Analysis shows progress of Goal I. Pathways was achieved at 96%, Goal II. Engagement is a new goal, Goal III. Organizational Health was achieved at 74%, with Goal IV. Relationship Cultivation and Goal V. Diversity, Equity, and Inclusion (DEI) as new goals for the college and are yet to be determined regarding measurement. KPI Scorecard 6-year Trend Analysis was presented for discussion. These are aspirational benchmark that shows if the college has met/exceed the benchmark, if benchmark needs to be evaluated, and shows areas for improvement. Note was made that Health, Wellness, & Public Safety ACP has now been separated into Health Sciences and Public Safety

ACPs, respectively. Data for the number of Professional Development Workshop and Activities are incomplete, pending FLEX data. As well as Program Review Results for Service Unit Outcomes, Outreach Activities (pending data from Student Services). Recommendation was made for benchmarks to include the partial data, and to note "no data". The KPIs that are identified with "N/As" are those that are new. This scorecard measures the health of the college's overall success across the five Strategic Goals, which are the college's internal data. It shows accountability by building improvement plans where there are identified gaps. Crosswalk to Strategic Plan and Operational Definition was reviewed.   All N/As in this crosswalk to be updated to TBD.   The next steps are to build strategies on how to best collect data for the new strategic goals/directions. This shows maturity in the planning process with the key factor being that the college is a continuous planning cycle that focuses on improvement. Motion was made by B. Bell to send forward SPAS 2.0 to constituencies for review, seconded by P. Manley, and moved to approve. Upon feedback and review, will send to College Council for final approval.

4. **2022-2023 Guided Pathways Goals.**   **1-5**   **1-4**
   There are six goals for Guided Pathways for this academic year. Areas previewed include when these were started, steps taken, metrics, responsible party, purpose, links, timeline, and when completed. Email was sent out to chairs outlining the six goals and how they will influence students (outcomes/experience).   Upon approval of VPI, all new/incoming, first time students will be enrolled into the Academic and Career Pathways (ACP)/Canvas Shell. Currently working with the District and colleges with onboarding and redesign and on how services can overlap (communication with MyPortal and Canvas). District is redesigning the onboarding process application to registration/enrollment - Miramar College is writing what this new process is going to look like. Now have access to list of new incoming students who applied, registered, and categorized by majors/ACP. Learned that there are 929 out of 2,800 undecided students, which was previously shown as having no data (Canvas Shell has been developed to help students plan). It was encouraged to look at the Program Mapper - this shows students what it will take for them to graduate. All full-time and part-time maps are done, currently working on certificate maps and will be inputted this semester. Guided Pathways webpage is awesome with thanks to the college's web team. The college has a "Discover Your Path" page, ACP pages, and Program pages. HEERF monies was allocated to the re-engagement of stopped-out students. Starting in the next couple of weeks, videos will be developed for the Program pages so that students could watch a short video that introduces them to their program. There are amazing projects coming out of the Academic and Career Pathways Success Team (ACPST), looking at disproportionally impacted students in their ACP and develop research strategies that can be implemented campus wide. These are mentoring programs, I3 grants, career exploration programs, group Ed planning modules being built, website for building communities in classes, events to highlight ACPs on campus, and faculty mentorship program. One of the goals is that faculty communicate and provide information and data about students so that ACP can be tailored for students. It was mentioned that for the undecided students, to be mindful that a deeper dive into data is needed that is particular to each DI population. Some maybe first time students that may not know how to operate within the system. ACPS will allow them to have the freedom to explore and not get lost. Will need to look at all structures being built within the Guided Pathways framework, overlaying this through a DEI lens. To know who are students are and how to better serve them. Request was made to tie in the Guided Pathways goals to the college's Strategic Goals. The work of the PIER committee this year is to figure out how to best integrate planning with Guided Pathways through a DEI lens.

Old Business:

1. **Update to Main/Operational Plans.**   **1-5   I.B.**
   Update to plans was presented and conversation will continue regarding DEI and Guided Pathway planning. Plan will be sent out to PIER committee members for peruse status.

Reports/Other:

1. **Budget and Resource Development Subcommittee (BRDS)**   **3, 4   I.B, III.D**
   First meeting will be held on Wednesday, September 14, 2022.

2. **Program Review/Outcomes Assessment Subcommittee.**   **3, 4   I.B**
   First meeting will be held on Monday, September 19, 2022. Nuventive Workgroup Kick-off meeting for planning and design will be held on Wednesday, September 14, 2022. New Quality Program Review process will be vetted through constituencies.

3. **District Strategic Planning Committee.**   **3, 4   I.B**
   Awaiting for committee meeting schedule. Will be concentrating on the implementation of the District Strategic Plan, as refinements are being made.

4. **Informational Items**   **1-5**
   From spring 2022, College Council sent out the Governance Evaluation Survey. There was a low response rate. Survey will be re-administered to the entire college. Next PIER meeting, 15 minutes will be set aside to complete an evaluation individually.

Next Scheduled Meeting: Friday, September 23, 2022.

Adjournment: Meeting was adjourned at 12:12 p.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