

Planning, Institutional Effectiveness, and Research Committee - Minutes

San Diego Miramar College

Friday, September 22, 2023 • Room L-108 • 10:30 a.m. to 11:00 a.m.

Members: Present: Daniel Miramontez (Co-Chair), Lisa Brewster (Co-Chair), Brett Bell, Adrian Gonzales (proxy by N. Julian), Michael Odu (proxy by B. Bell), Xi Zhang (proxy by L. Cuarao), Patti Manley, Nessa Julian, Mary Hart, Andrew Huang, Michael Lopez, Monica Demcho, Channing Booth, and Francois Bereaud

Absent: Dennis Sheean.

Vacancies: Classified Designees: Instructional Services, Administrative Services, Student Services, and Academic Support Services. Faculty Designee: PRIELT and Faculty Designee.

Guest: Scott Moller

- A. **Call to Order:** The meeting was called to order at 10:32 a.m.
- B. **Approval of Agenda and Minutes:** Agenda for 09/22/2023 was moved by B. bell, seconded by M. Hart, no discussions or abstentions, motion carried. Minutes for 9/8/2023 was tabled.
- C. **Committee Reports:**
- Budget and Resource Development Subcommittee: First meeting will be held on Wednesday, September 27, 2023.
 - Program Review/Outcomes Assessment Subcommittee: First meeting was held with discussion on subcommittee membership and charge. Graphics Program discontinuance will be going to College Council. Next subcommittee meeting will include agenda item on mapping and ISLOs.
 - District Strategic Planning Committee: First meeting is scheduled for October 26, 2023. IE Deans will be meeting with VC of IIE to help set the agenda.

D. **New Business:**

#	Item
1	<u>None.</u>

E. **Old Business:**

#	Item
1	<u>Committee Membership and Charge Update</u> – Based on last PIER Committee meeting, updates to PIER membership, purpose/charge, and responsibilities were presented and discussed. Membership updates included: 1) Update Administrator: Dean of PRIELT to Dean of Institutional Effectiveness, and Dean of Academic Success and Integrated Support Services t to Dean of Equity. 3) Update Classified Professionals: Academic Support Services Designee to Library and Academic Success Center (ASC) Designee. 4) Update Researcher to Research and Planning Analyst. 5) Update Faculty: PRIELT Designee to Library and Academic Success Center (ASC) Designee, one Designee to BRDS Co-Chair. Purpose/Charge included update of 'integrated planning process' to integrated planning framework'. Responsibilities included updates to: 'integrated planning process' to integrated planning framework', delete "Master" and update Operational to Functional, update to read "College Mission, Vision, and Value, and to delete roman numerals I-III. In Committee Procedures, delete "Master". Change forms has been forwarded to CGH Taskforce accordingly. Clarification was made that official college governance committees have appointments made by each constituency groups, the committee does not make the appointments. Approval to be a member of a committee or subcommittee will need approval from appropriate constituency group. As well, members will need to report-back decisions, inputs, feedback, etc. to appropriate constituency group. Suggestion was made to document appointment dates and end dates of committee members.
2	<u>Guided Pathways – Equity – Institutional Effectiveness Integration: Alignment Example</u> – From previous meeting, discussion was on Strategic Enrollment Management Plan (Equity Plan and Guided Pathways was discussed last year). Previous discussion looked into an alignment grid that became very complex and convoluted. After a robust review, discussion, and feedback, the following alignment will be updated accordingly:

Strategic Plan	Miramar Educational Plan		
Strategic Goals	Guided Pathways Pillars	Strategic Enrollment Management (SEM) Goals	Equity Metrics
Pathways	<i>Clarify the Path</i>	<i>Increase Access</i>	<i>Successful Enrollment</i>
Engagement	<i>Enter the Path</i>	<i>Increase Retention</i>	<i>Complete Transfer-level Math & English in 1st year</i>
Organizational Health	<i>Stay on the Path</i>	<i>Increase Persistence</i>	<i>Persistence Rates (Term to Term)</i>
Relationship Cultivation	<i>Ensure Learning</i>	<i>Increase Success and Completion</i>	<i>Completion Rates (Vision for Success)</i>
Diversity, Equity, and Inclusion		<i>Building a Community</i>	<i>Transfer to a 4-Year</i>
1) Pathways 4) Relationship Cultivation 5) Diversity, Equity, and Inclusion (DEI)	Clarify the Path Enter the Path	Increase Access	Successful Enrollment
1) Pathways 2) Engagement 3) Organizational Health 4) Relationship Cultivation 5) Diversity, Equity, and Inclusion (DEI)	Stay on the Path Ensure Learning	Increase Retention and Persistence Building Community	Complete Transfer level Math & English in 1st year Increase Persistence Rates
1) Pathways 2) Engagement 4) Relationship Cultivation 5) Diversity, Equity, and Inclusion (DEI)	Stay on the Path Ensure Learning	Increase Success and Completion	Increase Transfer to a 4-Year Rates Increase Completion Rates

3 Planning Summit 2024 – Since the college is now an emerging HSI, theme will be on what it means to be a serving HSI, with the focus on the concept of “Servingness” as an institution. Planning Summit will continue Equity Summit college theme, Cultivating a Campus of Care: Making the Invisible, Visible. Presentation from Equity Summit was previewed, to include keynote speaker, Dr. Daisy Gonzales, CCCCO Deputy Chancellor. Breakout session for Equity Summit will focus on four specific barriers on: Recruitment & Retention of Employees, Culturally Responsive Pedagogy, Professional Development, and Culturally Responsive Practices through Servingness. Book Club will be introduced to the college on Hispanic Serving Institutions in Practice: Defining “Servingness” at HSIs (book by Dr. Gina Garcia), which will lead to next year’s Planning Summit on March 15, 2024. Details on distribution of book for pre-read will be explored. The LEAD Office, Office of IE, and HSI Office will continue work on details, which will lead to the formation of the Planning Summit Workgroup.

4 Update to Main/Functional Plans – Continued conversation on Functional Plans. Resulting in the following from discussion:

Main Plans						
Plan Name	Cycle	Adopted	Sunsets	Status	Notes:	Responsible Committee
Strategic Plan	7 years	Fall 2020	Spring 2027	Current	SPAS 2.0 has been published. Move onto EMP discussion based on alignment/integration efforts.	PIERC
Educational Master Plan	7 years	Fall 2014	Spring 2021	Outdated (due to Covid)	Use SEP, GP Workplan, and SEM plans as basis for plan. Suggestion to update to Miramar Educational Plan (MEP)	PIERC
Three Division Plans	6 years	Fall 2014	Spring 2020	Outdated (due to Covid)	Retain Division Plans. Upgrade plans when MEP is completed.	PIERC
Functional Plans						
Plan Name	Cycle	Adopted	Sunsets	Status	Notes:	Responsible Committee
Human Resources (HR)	6 years	Fall 2012	Spring 2018	Outdated	Highly dependent on District operations. Take to District Strategic Planning Committee for consideration.	
Technology	3 years	Fall 2020	Spring 2023	Outdated	Technology Committee is currently reviewing the plan. District IT Plan is being led by a consultant.	Technology Committee
Marketing & Outreach	5 years	Fall 2020	Spring 2025	Current	Plan was reviewed at 4/24/20 PIEC meeting	Marketing and Outreach Committee
Student Equity	3 years	Fall 2022	Spring 2025	Current	This will stand as the collegewide plan as a replacement for the Culture and Ethnic Diversity Plan	IDEA Committee

Career Technical Education (CTE)	1 year	Fall 2019	Spring 2020	Outdated	CTE Functional Plan has been updated with SDCCD Plan for now. Miramar specific CTE Plan has been delayed until fall 2023. Draft is being reviewed.	
Program Review/Outcomes Assessment Plan	3 years	Fall 2021	Spring 2024	Current	Inaugural plan received College Council approval on 2/22/22	Program Review/Outcome Assessment Subcommittee
Cultural and Ethnic Diversity	6 years	Fall 2014	Spring 2020	Outdated	IDEA agrees that the plan is outdated and to discontinue it. However, there are parts of it that are valuable and will retain within committee. Will be removed from functional plan.	IDEA Committee
Professional Development Plan	3 years	Fall 2021	Spring 2024	Current	Pending collegewide vetting/approval as of April 2022. Check on CC approval.	Professional Development Committee
Miramar Facilities Path to 2035	Ongoing	Ongoing	2035	Current	Received College Council approval on May 12, 2022.	Facilities Committee

F. **Announcements:** None.

G. **Adjourned:** Meeting was adjourned at 12:05 p.m.

H. **Next Scheduled Meeting:** Friday, October 13, 2023.

San Diego Miramar College 2020 – 2027 Strategic Plan Goals

I: Pathways – Provide student-centered pathways that are responsive to change and focus on student learning, equity, and success
II: Engagement-Enhance the college experience by providing student-centered programs, curriculum, services, and activities that close achievement gaps, engage students, and remove barriers to their success
III: Organizational Health-Strengthen Institutional Effectiveness through planning, outcomes assessment, and program review processes in efforts to enhance data-informed decision making
IV: Relationship Cultivation - Build and sustain a college culture that strengthens participatory governance, equity efforts, and community partnerships
V: Diversity, Equity, and Inclusion (DEI)-Build an environment that embraces diversity, equity, inclusion, Anti-Racism, and social justice for the benefit of the college community

** **ACCJC Accreditation Standards (Adopted June 2014)**: Mission, Academic Quality and Instructional Effectiveness, and Integrity. II. Student Learning Programs and Support Services. III. Resources. IV. Leadership and Governance.