

# Planning, Institutional Effectiveness, and Research Committee - Minutes

## San Diego Miramar College

Friday, April 26, 2024 • Room L-108 • 10:30 a.m. to 12:30 p.m.

**Members: Present-** Daniel Miramontez (Co-Chair), Brett Bell, Michael Odu, Xi Zhang, Patti Manley, Channing Booth, Monica Demcho, Andrew Huang, and Francois Bereaud.

**Proxy-** Lisa Brewster (Co-Chair, proxy by P. Manley) Nessa Julian (proxy by D. Miramontez), Monica Demcho (proxy by F. Bereaud)

**Absent-** Adrian Gonzales, Michael Lopez, Dennis Sheean, Denise Kapitzke.

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

A. **Call to Order:** The meeting was called to order at 10:42 a.m.

B. **Approval of Agenda and Minutes:** Agenda for 02/24/2024 was moved by B. Bell, seconded by D. Miramontez, no discussions or abstentions, motion carried. Minutes for 04/12/2023 was tabled.

C. **Committee Reports:**

- Budget and Resource Development Subcommittee: 2023-2024 BRDS RFF Update was presented. All requisitions and request for funding have been requisitioned, purchased, and some received. Unallocated Lottery Fund (only available to instructional supplies) was reallocated to schools and have one more week to fully spend \$18,000 that was reallocated. The 2024-25 Budget and CAM Update was presented. The District is anticipating state budget update on May 14, 2024, with tentative budget based on Hold Harmless Revenue. District will continue to modify budget planning to incorporate SCFF components. Revenue and CAM allocations have not been finalized. It is anticipated that Miramar and CE will be allocated a disproportionately larger share of the revenue which will continue for three years or until Miramar and CE revenues equal SCFF allocations by performance. Additional resources will need to be allocated in the fall semester. FTES (8,579.55) and FTEF (488.17) targets have been finalized. BRDS committee membership for governance handbook was reviewed. BRDS will be making recommendation to reclassify Director of Administrative Services as manager, replace specified Business Office Accounting Supervisor to designee (adding one new classified member), and PRIELT to Academic Service.

- Program Review/Outcomes Assessment Subcommittee: Currently working on updating the program review guide, assessment plan, and having discussion on disaggregation (PLOs, SLOs, and SUOs).

- District Strategic Planning Committee: During last meeting, concerns were vetted and scheduled to revisit in next meeting.

D. **New Business:**

#	Item
1	<u>Eat Pie Smorgasbord</u> – PIER Committee celebrated the last 2023-2024 academic year meeting with their traditional smorgasbord of pie.
2	<u>2024 -2027 Program Review and Outcomes Assessment Plan</u> – Discussion was on Dean level program review analysis. Process for Dean’s were based on SWOT analysis. Request was made that Deans should make a report specific on individual programs with annual updates. Recommends that once department program review is done, then Deans starts internal SWOT analysis of the departments. If internal conversations are not resolved, then it moves up to division VP. This is not a quality program review, but an opportunity to begin conversation within the school. For the 2024-2027 Program Review and Outcomes Assessment Plan, this is the second attempt for the 2024-2027 three-year plan. This next focus is on disaggregation of data (previous focus was on process), and discussion for what reports will be helpful/informative for administration. Motion to approve the 2024-2027 Program Review and Outcomes Assessment Plan was made by C. Booth, seconded by M. Odu, and motion moves to approve. Next steps will be to move forward to constituencies for vetting.

E. **Old Business:**

#	Item
1	<u>Planning Summit 2024 Debrief – Review of Qualitative Data Packet</u> – Action Planning Activity data was collected. Summarization was presented with four main themes of Care, Ready to Help, Resources, and General Collegewide efforts. Qualitative data packet, with recurring themes, can be accessed in the college’s PREDD. Request was made to outreach and get data to broader campus.

2	<u>Strategic Plan Mid-Cycle Review: SPAS 2.0 Progress Update</u> – Started this academic year, in the mid-year point of seven-year cycle, need to finish out SPAS operational definitions for Goal IV. Relationship Cultivation-Build and sustain a college culture that strengthens participatory governance, diversity, inclusion, and community partnerships. As well, finish out Goal 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. Robust conversation ensued for Goal IV. Once operational definitions are finalized, then will work on data collection tools to address the specific metrics. Suggestion was made for the governance evaluation survey to include this into the Participatory Governance Academy training and Chairs-of-Chairs. With difficulty of collecting data, another recommendation was made for Deans to complete survey (targeted survey into the meeting). For Goal V., another robust discussion regarding operational definitions and tying this with the Equity Plan (refer to Equity Framework and Assessment Tool by the RP Group). As well, data/benchmarking from Professional Development Workgroup under newly established Student Success Committee, Employee Satisfaction/Cultural Climate Survey, Basic Needs Coordinator, and CREATE. This summer, will be looking into the Vision Alignment Reporting relative to operational definitions and will update accordingly. Will continue/revisit this agenda item in fall semester.
3	<u>Vision Aligned Reporting (VAR) Update</u> – Received update from RP Group, now 13 programs. Taskforce will reconvene on May 8 <sup>th</sup> on how to report expenditure by activity, collecting data, Element 451 (already invested by college), and how to report on VAR without feeling like it is an additional initiative - will be leveraging the program review process. District is working on revising the MIS process. Recommendation was made to inform it by VAR architecture.
4	<u>2024/2025 Annual Planning Calendar Update</u> – Updates were made and will go to constituency groups for vetting.
5	<u>Guided Pathways-Equity-Institutional Effectiveness Integration: College Update</u> – Outline of report will be worked on and will be presented in the fall semester.
6	<u>Update to Main/Functional Plans</u> – None.

F. **Announcements:** None

G. **Adjourned:** Meeting was adjourned at 12:18 p.m.

H. **Next Scheduled Meeting:** Friday, September 13, 2024.

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**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.