

Planning, Institutional Effectiveness, and Research Committee - Minutes

San Diego Miramar College

Friday, September 13, 2024 ● Room L-108 ● 10:00 a.m. to 11:00 a.m.

Members: Present- Daniel Miramontez (Co-Chair), Brett Bell, Nessa Julian, Xi Zhang, Michael Lopez, Marcella Osuna, Dawn Diskin, and David Wilhelm.

Proxy- Adrian Gonzales (proxy by B. Bell), Michael Odu (proxy by N. Julian)

Absent- Lisa Brewster (Co-Chair), Patti Manley, Dennis Sheean, Francois Bereaud, and Andrew Huang.

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 10:18 a.m.
- B. **Approval of Agenda and Minutes:** Agenda for 09/13/2024 was moved by B. Bell, seconded by D. Miramontez, no discussions or abstentions, motion carried. Minutes for 4/12/2024 was moved by B. Bell, seconded by M. Lopez, no discussions, abstained by D. Diskin, motion carried. Minutes for 4/26/2024 was moved by B. Bell, seconded by M. Lopez, no discussions, abstained by D. Diskin, motion carried.
- C. **Committee Reports:**

- Budget and Resource Development Subcommittee: 2024-25 Adopted Budget was presented accordingly:

	2024-25 Adopted	2023-24 Adopted	Change
Academic Classroom	11,676,320	10,965,847	710,473
Academic Classroom Adjunct / Overload	10,088,982	7,822,011	2,266,971
Substitute	324,968	247,133	77,835
Dept. Chair ESU	483,831	399,238	84,593
Dept. Chair Reassigned Time	913,381	672,330	241,051
Other Reassigned Time	277,596	224,934	52,662
TOTAL FTEF ALLOCATIONS	23,765,078	20,331,493	3,433,585
Balance of Contract Salaries	22,579,577	19,626,845	2,952,732
Public Safety	4,160,226	3,910,162	250,064
Discretionary	1,006,657	1,015,657	(9,000)
ALLOCATION BY FORMULA	51,511,538	44,884,157	6,627,381
Adjusting Contractual Items	1,038,744	1,036,328	2,416
Reserves and Encumbrances	332,868	293,576	39,292
TOTAL ALLOCATION	52,883,150	46,214,061	6,669,089

To clarify hold over concept from last year for CAM, there would have been additional resources allocated to each college. Miramar College was tagged to receive and estimate of \$1.4MM, but this did not happen.

- Program Review/Outcomes Assessment Subcommittee: Have not met. Next meeting will include subcommittee membership, meeting calendar, and the 2024-2027 Program Review Outcomes Assessment Functional Plan. This plan will be vetted through constituency groups and will go to College Council for final approval.
- District Strategic Planning Committee: SDCCD Strategic Plan Processes presentation was discussed (this was from the last District Strategic Planning Committee meeting). Reviewed were the District and each college's integrated planning cycles and the strategic planning process. The District Strategic Planning Committee will be meeting twice per semester.

D. New Business:

#	Item
1	<p><u>Committee Membership and Charge Review</u> – As done with each academic year, committee membership, purpose/charge, responsibilities, procedures, meeting frequency, and subcommittees were reviewed. This is from the College Governance Handbook updated for Fall 2024. For membership, Academic Services Designee replaces Library or ASC Designee. Purpose/Charge was revisited. Name change/update was recommended for Miramar Educational Plan (MEP) instead of Educational Master Plan, as well as Operational Plan to Functional Plan. There will be a full review of mission statement next year (product of PIER, move through constituencies for feedback, and ratified by College Council). A subsequent meeting, will include updating the committee on the new set of accreditation standards by ACCJC.</p>

2	<p><u>2024 -2025 PIER Committee Meeting Calendar</u> – Calendar was reviewed. PIER Committee will continue to hold meetings on the second and fourth Fridays of each month, with recommendation to shorten PIERC meeting time to an hour and a half, 10:30 a.m. to noon. Consensus was reached to change meeting time. Outlook calendar invite with updated time will be sent. Planning summit will be held on March 14, 2025, with Planning Summit Workgroup meeting dates, times, and location determined accordingly.</p>
3	<p><u>Miramar Educational Plan Review</u> – Outline of Miramar Educational Plan (MEP) was worked on last year. Outline starts with Vision 2030, aligned with District Strategic Plan 2023-2030, Guided Pathways, Strategic Plan, Equity, governance, and integrated planning narrative. This agenda item was added so that discussion can be initiated. Suggestion was made to adjust hierarchical placement, giving a false connection between District’s planning efforts over college planning efforts (to show function of structure, reciprocal relationship). To have pointed language which address narrative placement that is not a top down process. MEP will be sent out to PIER Committee members for thorough review, and provide feedback at the next meeting. As well, next meeting to talk about how to communicate this out to the college.</p>

E. **Old Business:**

#	Item

F. **Announcements:** None

G. **Adjourned:** Meeting was adjourned at 11:06 a.m.

H. **Next Scheduled Meeting:** Friday, September 27, 2024.

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.

