

# Planning, Institutional Effectiveness, and Research Committee - Minutes

## San Diego Miramar College

Friday, September 27, 2024 • Room L-108 • 10:30 a.m. to Noon

**Members: Present-** Daniel Miramontez (Co-Chair), Lisa Brewster (Co-Chair), Brett Bell, Xi Zhang, Patti Manley, Francois Bereaud, and Dennis Sheean

**Proxy-** Adrian Gonzales (proxy by B. Bell), Michael Odu (proxy by L. Woods), Nessa Julian (proxy by D. Miramontez), Michael Lopez (proxy by L. Brewster)

**Absent-** Marcella Osuna, David Wilhelm, Dawn Diskin, and Andrew Huang.

**Vacancies-** Classified Designees: Instructional Services, Administrative Services, Student Services, and Library and Academic Success Center. Faculty Designee: Library and Academic Success Center.

A. **Call to Order:** The meeting was called to order at 10:34 a.m.

B. **Approval of Agenda and Minutes:** Agenda for 09/27/2024 was moved by B. Bell, seconded by F. Bereaud, no discussions or abstentions, motion carried. Minutes for 9/13/2024 was moved by B. Bell, seconded by X. Zhang, no discussions, abstained by P. Manley, L. Brewster, F. Bereaud, motion carried.

C. **Committee Reports:**

- Budget and Resource Development Subcommittee: From previous BRDS meeting, discussion included talks about unfunded FTES and clarified how unfunded FTES impacts the Student-Centered Funding Formula. Unfunded FTES does not count towards the 70% calculation, but will be included in a supplemental success metric. Further discussion will be had regarding unfunded FTES. Also discussed was the integrated program review ongoing funding requests, with conversation about the Nuventive Resource Requests output (to further support planning and resource allocation for ongoing funding requests). Reviewed the Annual Budgeting Process. For the BRDS Unrestricted Fund for Fiscal Year 2024-25, \$175,581 was allocated to accommodate activities on campus. For PPIS (Physical Plant and Instructional Support) Allocation, funding is extremely variable and is not ongoing with funding of \$51,927 rolling over from last year. BRDS RFF Timeline for 2024-25 was reviewed (RFF total funding is \$221,104). Lastly, Nuventive Resource Request Export was presented, which reviewed the data outputs from Nuventive Program Review Resource Request. Recommendation was made for the PIER committee to think about an integrated prioritization process due to difficulty to look at discretionary budgets, staffing, technology, and facilities.

- Program Review/Outcomes Assessment Subcommittee: Will meet on October 7, 2024.

- District Strategic Planning Committee: No information, have not met. However, since the colleges presented each of their planning infrastructures, the District is interested in learning what is being done at the college level to help inform them moving forward.

D. **New Business:**

#	Item
1	<u>Planning Cycle Alignment Chart</u> – Planning cycle alignment chart was revisited and reviewed. This chart shows how plans aligns with major functions of the college. The Strategic Planning Cycle Fall 2020 to Spring 2027 is currently in its mid-cycle review. Within the Strategic Planning Cycle includes an Educational Master Plan Cycle (updated to Miramar Educational Plan) and two Program Review Cycles. The college finished the Accreditation Cycle and will now run from fall 2024 to spring 2031. . With the District implementing a brand-new mission statement for the District, to be considered is the review of the college’s mission statement in fall 2025. Discussion will be had in Program Review Outcomes Assessment Subcommittee regarding the Program Review Cycle.

E. **Old Business:**

#	Item
1	<u>Miramar Educational Plan Review</u> – This is a continuation of discussion from last meeting. Preface was added to include statement about 3-tiered planning system, “It is important to note that the interplay between the College and District planning infrastructures, respectively, is meant to work in a bidirectional manner. That is, planning primarily happens at the college level, and then subsequently informs district-level planning efforts. District planning then comes together in ways to help support college functions (as front-line services to students).” Topics also reviewed are the Strategic Planning and College Governance, Pathway to Equity and Student Success, Integrated Planning-Tying it All Together, Short-term Planning/Program Review, and Conclusion (for the next round of planning). Will be working with the Student Success Committee for more action planning based on the

	structurally processes developed by PIERC. Suggestion was made to present this document as a culmination of work done throughout the six years, and finally coming together in one place. Wordsmithing on the name/title of this plan will continue.
2	<u>Strategic Plan Mid-Cycle Review: SPAS 2.0 Progress Update</u> – Over the summer, data was pulled for 2022-23 and 2023-24 for Goal 1. Guided Pathways Academic and Career Pathway (ACPs) data was provided for the first time. Update was provided for retention, persistence, student satisfaction, course completion, awards, and transfer. Video tutorial is being worked on for PREDD that will provide information on how to access data. Will be collecting data for the remainder of the Strategic Goals and will present accordingly.
3	<u>Vision Aligned Reporting (VAR) Update</u> – District provided a VAR Survey Briefing across all four colleges which looks at the 12 programs and their data collection platforms. Here at the college, VAR Data Governance Study was worked on over the summer. This included the research methodology, thematic findings, data collection methods, and storage platforms. General VAR timeline for the college was presented which included three training and discussion sessions, input of program-level data/narrative into VAR platform, college-level summaries, and submittal by fall 2025. Clarification will be needed on whether total cost per activity will be included - stated was the college's financial system cannot produce this information (chart of accounts is not set up to report at activity level). Separate meeting to be had with VPA on defining primary and secondary activities.
4	<u>Update to Main/Functional Plans</u> – Tabled.

F. **Announcements:** None

G. **Adjourned:** Meeting was adjourned at 12:03 p.m.

H. **Next Scheduled Meeting:** Friday, October 11, 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.