

# Planning, Institutional Effectiveness, and Research Committee - Minutes

## San Diego Miramar College

Friday, March 28, 2025 • Room L-108 • 10:30 a.m. to Noon

**Members: Present-** Daniel Miramontez (Co-Chair), Brett Bell, Adrian Gonzales, Michael Odu, Xi Zhang, Patti Manley, Michael Lopez, Nessa Julian, David Wilhelm, and Andrew Huang

**Proxy-** Lisa Brewster (Co-Chair) proxy by P. Manley

**Absent-** Dennis Sheean, Dawn Diskin, and Francois Bereaud

**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 10:32 a.m.

B. **Approval of Agenda and Minutes:** Agenda was moved X. Zhang, seconded by B. Bell no discussions or abstentions, motion carries. Minutes from November 22, 2024 was moved by B. Bell, seconded by X. Zhang, no discussions or abstentions, motion carries. Minutes for December 13, 2024 was moved by P. Manley, seconded by B. Bell, no discussions or abstentions, motion carries.

C. **Committee Reports:**

- Budget and Resource Development Subcommittee: From last meeting, BRDS reviewed documents that will be used to create a new web page for the Budget Development Process, which will include infographic and narrative descriptions of the different budget types. This was through the efforts among Academic Senate, Classified Senate, and VPA, to produce a user-friendly information posting on the website. Reviewed new process being developed by BRDS related to resource allocation for the increase of potential new and additional resources. The tentative budget development process submitted by each division is being reviewed. The 2025-26 Budget Update was discussed, anticipating a tepid budget year with no significant information. Right now, being planned is a modest increase over last year for FTEF and FTES targets, respectively.

- Program Review/Outcomes Assessment Subcommittee: Looking at increasing the number of SLOs and SUOs that were assessed the previous year. New alignment mapping was presented, with all program goals now aligned to strategic direction (in Nuventive), and will be used for program review due April 15, 2025. Program Viability Process was reviewed and will move forward to constituencies once approved.

- District Strategic Planning Committee: Discussed was the progress/development of District Dashboard to showcase District goals (show District Data). This will help District understand how colleges are contributing to goal completion. Miramar created a crosswalk, which is discussed in New Business #1.

D. **New Business:**

#	Item
1	<u>District Goals and Objectives - College Crosswalk and Highlights Narrative</u> – Crosswalk by Miramar College was previewed that aligns the District's Strategic Goals and Objectives with the Miramar's strategic goals and directives. The crosswalk was created to provide a baseline understanding of how planning works at the colleges and how it aligns with District efforts. However, the impetus was not to align with every single District objective, but to organically connect to the college's efforts. Overall, this alignment review will help with the college's program review process, working towards the quality piece and making sure the language is meaningful. The district's goals are set to run from 2024 to 2030, with updates being made accordingly. Mentioned that, in Nuventive, a query can be done that shows program goals with resource requests, that maps to college goals.
2	<u>2025-26 Annual Planning Calendar</u> – Target dates and titles will be updated for fall 2025 and spring 2026. Placeholders will be placed into calendar for training processes, Classified hiring, Facilities, the new Resource Allocation Process, Equity Summit, etc. Note was made to be mindful that is high-level, and not a checklist. This calendar and the cycle help link program review to planning (high-level) overall. It is a bridge from college-level planning to unit-level planning. Once updated, will be sent out for review, input, and feedback. Suggestion was made to have a link to the Program Review Handbook from the calendar so that further details can be viewed (timeline, etc.). Also suggested was that programs should have an equity goal – to be addressed accordingly. Discussion is being had within the Student Success Committee in regards to committees having goals set up for the year that ties into institutional goals, along with the cycle/timeline in which information is shared among committees (to align with multiple conversations).
3	<u>Student Equity Plan (SEP) Presentation</u> – Overview was provided on what is expected from the State. Focused topics includes Reflection, DI Population Summary (metrics), populations experiencing DI, student education plans,

and Vision 2030 Equity Alignment & Coordination. For the reflection portion includes: Root causes of equity gaps experienced by students disproportionately impacted across metrics (2022-25), and what the college plans to continue in 2025-28. The sample data for DI student population included successful enrollment, completed both transfer-level math and English, persistence, completion, and transfer to a four-year institution – to eliminate an equity gap, and then to fully close the equity gap. There is an extensive focus on populations experiencing DI, their challenges/barriers, and the action plan for an ideal institution. Sample table was presented for completed comprehensive Student Education Plans (cohorts includes; New, First-Time, Non-Special Admit Unduplicated Students for that Term). Miramar attended the Equity Planning Workshop at Long Beach City College, which was highly informational and had interactive conversations. Noted that the student equity planning cycle focuses on eliminating racial inequalities experienced by students, while offering campuses opportunities for continuity between existing work and new efforts. Being planned is a working lunch that will begin the inquiry process regarding the equity history at Miramar College. This will allow individuals to talk about and bring examples of how the college has been able to work collectively towards closing gaps for our students. Next steps are reviewing equity history, forming workgroups and leads, have meetings on Vision 2030 alignment, writing retreats, prepare for the Equity Summit in fall (Vision into Action), and to finalize the plan and submit this by November 30, 2025.

**E. Old Business:**

#	Item
1	<u>Planning Summit 2025 Debrief</u> – Additional feedback was provided. Higher energy and engagement was felt at this summit. Table assignments with mixed groups was appreciated (represented by counselors, administration, classifieds, students, etc.) – which sparked conversations on similar things being done to address student needs. Would like to know the next steps with the solutions brought forward so they could become actionable. Currently, the Office of IE is building the qualitative data packet to include information on the Student Journey, Steps on the Journey, Barriers, Best Practices, Solutions, Responsible Committee and Departments (working together). Will update committee accordingly on status. Referring back on question regarding timeline on expected information, discussion is being had within the Student Success Committee in regards to committees having goals set up for the year that ties into institutional goals, along with the cycle/timeline in which information is shared among committees (to align multiple conversations) to work on the action piece. Emphasis was made on the importance of turning ideas into concrete actions and ensuring broad communication across campus.
2	<u>Miramar Educational Plan Update</u> –All the constituency groups have approved this plan. It went to College Council for final action, but quorum was not met. Will bring back to College Council at next meeting.
3	<u>Strategic Plan Mid-Cycle Review: SPAS 2.0 Progress Update</u> – Tabled.
4	<u>Vision Aligned Reporting (VAR) Update</u> – Tabled.
5	<u>Update to Main/Functional Plans</u> – Tabled.

**F. Announcements:** None

**G. Adjourned:** Meeting was adjourned at 12:04 p.m.

**H. Next Scheduled Meeting:** Friday, April 11, 2025.

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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.