

Planning, Institutional Effectiveness, and Research Committee - Minutes

San Diego Miramar College

Friday, April 25, 2025 • Room L-108 • 10:30 a.m. to Noon

Members: Present- Daniel Miramontez (Co-Chair), Lisa Brewster (Co-Chair), Brett Bell, Adrian Gonzales, Michael Odu, Xi Zhang, Patti Manley, Michael Lopez, Nessa Julian, Francois Bereaud Marcella Osuna, and David Wilhelm

Absent- Andrew Huang, Dennis Sheean, and Dawn Diskin

Special Guest- Randy Claros and Luis Cuarao

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 10:35 a.m.

B. **Approval of Agenda and Minutes:** Agenda was moved X. Zhang, seconded by P. Manley no discussions or abstentions, motion carries. Minutes from April 11, 2025 are tabled.

C. **Committee Reports:**

- Budget and Resource Development Subcommittee: Message to campus is that current District budget is fine, but uneasy and unsure on what the budget will look like next year. Should remain the same with no significant change from the planning done. Better guidance by May 15 for what will be expected for the next academic year.

- Program Review/Outcomes Assessment Subcommittee: Instructional Program Review is at 76%, prior year was 49%. Last year was comprehensive, this time was an annual report/much shorter version. As well, this time around faculty hiring, budget, and planning is tied to it - more openness and willingness to do program review. Presentation was also given to counseling on program review.

- District Strategic Planning Committee: No report.

D. **New Business:**

#	Item
1	<u>Dual Enrollment Strategic Plan</u> – Partnering up with Student Services and Instructional Services, Dual Enrollment (DuE) Strategic Plan was presented by Randy Claros. This is living document with updates made accordingly. Four dual enrollment pathways to college from any high school sites are CCAP (College & Career Access Pathways), MOU (Memorandum of Understanding), Concurrent Enrollment, and Credit by Exam (CBE)/Credit for Prior Learning (CPL). There has been a significant growth in dual enrollment, with a 52% increase from 2021-22. Will be looking into how to increase access for students who are not college bound or are coming from underrepresented communities. One of the ways to promote dual enrollment opportunities is by targeting DI student populations (marketing, onboarding videos, social media campaigns, and family nights. DuE Evaluation Plan was also presented. This included tracking unduplicated headcount and enrollment, disaggregated by student characteristics data for DuE (underrepresented student populations), requesting potential DuE student list from high school counselors, develop a baseline survey/checklist to assess awareness, feedback on parent/family night, promotional materials, workshops, and monthly visits to high schools. Future Evaluation Plan will include surveys to gauge student interest, analyzing labor market trends to identify high-demand career fields, evaluating unduplicated headcount, enrollment, and, outcomes data. Will be strengthening partnerships with high schools to create pathways from high school to college. This will include collecting qualitative/quantitative research data to assess meetings with high school partners, evaluating engagement with high school partners, collecting qualitative data for new joint professional development opportunities, and assess awareness and support for DuE. Discussion continued with topics on supporting ongoing improvement and engagement, as well as talking points on reporting and analysis to enhance college and on-site data (CCAP Outcomes Dashboard, Special Admit Report, and High School Pipeline Report). Will be looking into implementing a data tracking system integrated with campus and district databases, aligning workflow process with campus and district for Vision-Aligned Reporting (VAR), and training for staff on data collections and analysis techniques. As well, to increase delivery quality and consistency to meet the program's specific needs through professional development (specialized training for faculty teaching in CCAP).

E. **Old Business:**

#	Item
1	<u>Program Viability Review Process Update</u> – Process was presented to Academic Senate, as well as to Classified Senate. Was presented and approved by Associated Student Government (ASG). In two weeks, this will go back to Academic Senate for second read and to President's Cabinet the following week.

2	<u>2025-26 Annual Planning Calendar</u> – Feedback was shared and presented, and new updates were made accordingly. Updates included due dates for Non-Instructional Program Review, allocation of new Discretionary Resources, approval of New Discretionary Requests, Faculty/Classified Hiring, RFF Submissions, distribution of Discretionary Budget Reallocation. Motion was made by B. bell to move to approve the 2025-26 Annual Planning Calendar, seconded by Nessa, motion is carried.
3	<u>Planning Summit 2025 Debrief</u> – From the Research Office, Qualitative Data Summary was presented. Recurring topics of discussion were: Building a community that fosters a sense of belonging and offers humanized support; Improving the awareness and visibility of resources; Providing resources and empowerment to support both students and employees; Ensuring accessibility to educational opportunities and resources; Addressing needs in communication and information; and Supporting students through institutional collaboration and alignment. Barriers/Areas of Improvement and Best Practices/Goals were also presented from the five buckets discussed in breakout sessions (Student Readiness, Student Engagement, Class Engagement, Holistic Institutional Support, and Student Wellness). Suggestion was made to prioritize the top two to four topics for easier digestion and discussions for the college – how to move this into action and identify top priorities. As well, to gather input from the Student Success Committee and IDEA Committee to formulate recommendations. Conversation continued with the importance of creating an action-oriented plan and maintaining the theme of "cultivating a campus of care, making the invisible visible" while focusing on specific priorities.
4	<u>Strategic Plan Mid-Cycle Review: SPAS 2.0 Progress Update</u> – No Report.
5	<u>Vision Aligned Reporting (VAR) Update</u> – Institutional Effectiveness Office met with leads and received status update. From VAR State meeting, presented a document was presented on how to calculate cost. Program leads will be providing ID numbers to Institutional Effectiveness Office to match demographics.
6	<u>Update to Main/Functional Plans</u> – Marketing & Outreach will sunset this spring 2025. Marketing and Outreach Committee to review - suggestion was made to reach out to committee about retaining plan. Recommendation was made to remove the three Division Plans, as Program Review will serve as the guiding plan.

F. **Announcements:** PIER Committee Faculty Co-Chair term is ending. Call for nomination will be needed for the fall semester.

G. **Adjourned:** Meeting was adjourned at 11:59 a.m.

H. **Next Scheduled Meeting:** Friday, May 23, 2025. For fall semester, Friday, September 12, 2025

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.