Planning, Institutional Effectiveness, and Research Committee - Minutes

San Diego Miramar College

Friday, April 11, 2025 ● Room L-108 ● 10:30 a.m. to Noon

Members: ***Present-*** Daniel Miramontez (Co-Chair), Lisa Brewster (Co-Chair), Brett Bell, Adrian Gonzales, Xi Zhang, Patti Manley, Michael Lopez, Nessa Julian, and David Wilhelm
Proxy- Michael Odu proxy by Lou Ascione
Absent- Andrew Huang, 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 10:33 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 March 28, 2024 was moved by N. Julian, seconded by B. Bell, no discussions, abstention by L. Brewster, motion carries.

C. **Committee Reports:**

- Budget and Resource Development Subcommittee: No report.

- Program Review/Outcomes Assessment Subcommittee: Program Review items will be due April 15, 2025, currently on track. Email reminders were sent out to individual departments that still needs to complete, or start their program review. To increase participation, question was asked on how to increase participation? It was mentioned that for resource request to go forward, program review must be completed. If not completed, resource request is impacted. Planning session for program review. This will be brought forward to President Cabinet to brainstorm strategies, possibly use incentives, planning/training sessions, or recognitions.

- District Strategic Planning Committee: No report.

D. **New Business:**

#	Item
1	Resource Allocation Process – Initiated the use of Nuventive resource requests as part of the RFF process about two years ago, it is running like clockwork. New process for allocation of ongoing requests was presented (this is a request for new budgets). Will be looking at using similar process for facilities and Classified hiring, respectively. Using the Resource Request section in Nuventive, exported data was presented and process on how request rankings was previewed. This included ongoing request from Administrative Services, Instructional Services, Student Services (departments under President's Office to be added soon). Upon sorting of data, elimination of duplicates, ranking by program, end result will be the Continuous GFU Discretionary Resource Allocation Request under Additional Amount Requested. To be reviewed and added is the policy and procedure about the follow-up to resources that have not been funded. Resource Prioritization process was also presented for One-time, Ongoing Discretionary, Classified Hiring Resource, and Facility Resource (purpose, process, timeline, and workflow). Currently engaging with Classified Senate with the review/input of Classified Hiring procedure in Program Review (but not the allocation of the resources). The new process aims to be more transparent, with results published on the BRDS website. The importance of current program review was emphasized for the proper categorization of resource requests. Next steps will be taking this new process through constituencies and departments. Will bring this pack to PIER committee upon return of input and feedback. This should go to College Council possibly around August or September.
2	Program Viability Review Process – This was approved by the PROA Subcommittee (PROASC). This process not only address program initiation, but now includes program modification and program discontinuance. This process was developed based on actual scenarios, conversations, and collaboration (and now being used by the District, and reviewed by sister colleges). Motion made by B. Bell, Second by L. Ascione, move this through constituencies for review and approval, motion carries with no nays or abstentions.

E. **Old Business:**

#	Item
1	2025-26 Annual Planning Calendar – Planning Calendar was updated accordingly. To be updated with is the departments under the President's Office (working on draft by workgroup). To be added on this calendar are new processes, Equity Summit, planning cycle (being developed by Student Success Committee), and college level

	events (that speaks to planning). Updated version will be sent to PIERC members for review and feedback, due by Wednesday, April 23rd for the April 25th PIERC meeting.
2	Planning Summit 2025 Debrief – Delayed due to program review ad-hoc data request. Office of IE to develop one- or two-page bullet point summary, a cliff notes version to be organized by the five buckets. This will be a full qualitative data packet with a summary page as a communication piece that ties into the college's strategic goals and directions. Will explore the idea/theme for next year.
3	Miramar Educational Plan Update – Approved by College Council and will be sent to the PIO office for formatting. Upon completion, this will be posted to website.
4	Strategic Plan Mid-Cycle Review: SPAS 2.0 Progress Update – Tabled.
5	Vision Aligned Reporting (VAR) Update – From March convening, there will be a VAR Academy. Application was presented and reviewed. Application instructions included timeline of activities, costs, goals that impact institutional practices, college readiness/self-assessment, and equity/institutional change, implementation/ support needs, data utilization/success metrics, and why Miramar College is a strong candidate for the VAR Academy. Application will be submitted accordingly with six individuals to make up team composition.
6	Update to Main/Functional Plans – Updates were provided, with Master Educational Plan receiving College Council approval.

F. **Announcements:** None

G. **Adjourned:** Meeting was adjourned at 11:55 a.m.

H. **Next Scheduled Meeting:** Friday, April 25, 2025.