

Planning and Institutional Effectiveness Committee

March 23, 2018

10:30 a.m. - 12:30 p.m., Rm. L-108

Co-chairs: Daniel Miramontez and Naomi Grisham

MINUTES

Present: B. Bell (Co-chaired for D. Miramontez), D. Miramontez, N. Grisham, K. Kilanski (proxy for J. Allen), G. Choe, M. Hart, X. Zhang, D. Sheean, and A. Bermodes

Absent: P. Hopkins, G. Ramsey, D. Kapitzke, J. Allen, R. Marine, D. Gutowski, S. Quis, S. Okumoto, M. Lopez, D. Mehlhoff, M. Patel, T. Teresh, and L. Woods

Guest: D. Garduno, Alfredo Ruiz

Call to Order: Called to order at 10:38 a.m. (with quorum) by B. Bell.

1. Approval of Agenda. The agenda, was moved by X. Zhang and seconded by K. Kilanski (proxy for J. Allen), and carried to approve the agenda of March 23, 2018.
2. Review of Minutes from March 9, 2018. Minutes for March 9, 2018 has been tabled.

*Strategic Accreditation
Goals Standards

New Business:

1. None.

Old Business:

1. Annual Planning Calendar 1-2 I.B
Dates for Fall 2018 to Fall 2019 were updated with feedback provided. Graphics were updated as well with and edit to the Research Agenda, to become a 3-year cycle. Watermark to be written as "Watermark (previously Taskstream)" for name transition. Naming convention for Research Office to be reviewed and updated accordingly. Motion to approve with noted changes was made by D. Sheean, seconded by K. Kilanski, and moved to approve.
2. Outcomes Assessment and Unit Level Planning 1-2 I.B
Recently disseminated the Institutional Student Learning Outcomes Survey from spring 2018, which showed gaps between unit level and institutional level. Similar to Program Review, to consider the six collegewide priorities in planning for course level or program level student learning outcomes, which is currently mapped but no purposeful connection – brainstorming to commence. Another gap is a request for BRDS access to Taskstream. This went through Instructional PR Subcommittee and went to Academic Affairs (parent committee for IPR/SLOAC), request was presented to Student Services PR, and there is no connection between Academic Affairs PR and Student Services PR (parent committee is Student Services Committee - there is an organizational gap on how to vote this request through. It should not be only Instructional PR voting on access for a collegewide issue. There isn't a connection with Student Services PR (and other PR groups) have a say with this request. There should be a workflow process that insures that all three divisions have a comment any anything to do with Outcomes Assessment, Program Review, and Taskstream – not solely just an academically or instructionally driven

process. Will need to also insure that items affecting Outcomes Assessment or Planning (outside the three divisions) have a way to solicit input. No place to match in governance. Would help to see governance flow structure, and suggest improvement or changes. Possible agenda item to review governance structure, to see where the gap is.

3. Update to Division Plans Based on EMP (Due 12/8/2017). 1-4 I.B
 Currently in mid-cycle review. Update is in progress.

Main Plans					
Plan Name	Cycle	Adopted	Sunsets	Status	
Strategic Plan	7 year	Fall '13	Spr '20	Current	
Educational Master Plan	7 year	Fall '14	Spr '21	Current	Note: Received CEC Approval on 10/24/17
Three Division Plans	7 year*	Fall '14	Spring '20	Mid-cycle review/update in progress	

4. Update to Operational Plans. 1-4 I.B
 Institutional request was made to develop a Districtwide HR Plan, then the college can develop a companion HR Plan. All other Operational Plans status are listed accordingly.

Operational Plans					
HR	6 year	Fall '12	Spr '18	Current	Note: To be reviewed at Presidents Cabinet
Technology	3 year	Fall '17	Spr '20	Current	
Marketing & Outreach	6 year	Fall '14	Spr '20	Current	
SSSP	2 years	Fall '17	Spr '19	Current/Integration Plan	
Student Equity	2 years	Fall '17	Spr '19	Current/Integration Plan	Note: Received CEC approval on 10/10/17
Basic Skills	2 years	Fall '17	Spr '19	Current/Integration Plan	
CTE	2 year	Fall '15	Spr '16	Update in progress	Note: To incorporate SWP info into plan by Spring 18
Outcomes & Assessment	3 year	Fall '15	Spr '18	Update in progress	
Cultural and Ethnic Diversity	6 year	Fall '14	Spr '20	Current	Note: Report to CEC in April 2018
Facilities (Update)	Annual	Fall '17	Spr '18	Current	Facilities Committee updates every spring-Currently being worked on

5. SER Action Plans/QFE Updates. 1-3 I.B
 No updates.

6. Planning Summit 2018: Miramar ACT* Wrap-up. 1-3 I.B
 It was commented that this was one of the best collegewide planning summit. There was engagement from faculty, classifieds, and students – there was excitement, input, and engagement. VPAS commented that it was a “wonderful job, kudos to those who planned this year’s summit”. There will be a debrief to solicit feedback from table facilitators and planning summit workgroup. This will be a follow-up to what went well, what didn’t go well, what improvements can be made – to keep this energy going. Goal for this year’s summit was to go from a higher-level planning to unit-level action, to impact program review, and start impacting collaboration. Summit had an easy-to-follow structure with only two agendas with worksheets that were easy to follow. An example would be the recent event collaboration with the Career Center, Transfer Center, and Nutrition which continued subsequently after of the summit. Student participants also liked this summit. They were able to talk about concerns from a student’s perspective, giving insight on how the college can help with student

success, and would like to be participants next year – students were understood by fellow participants at their respective tables. Students were able to connect with instructors and classified professionals. In this summit, there was a connection to the whole campus. Survey is being worked on with preliminary results produced with extremely positive results on both quantitative and qualitative data.

In reference to follow-up on unit-level planning, information from the planning summit was brought back to Fire Technology. Resolve was made to include student ed plan as a requirement for some courses. Being a possible prototype (using the college mapping tool, which reference to nurturing-keeping your eye on the ball, keeping focused), students will require student ed plans half way through the semester, as an extra credit with some discussion as making it a requirement. Will also include counseling and library tours. Program Director, D. Hall, developing courses on what community needs. Currently posted in each class and assembly areas in Fire Technology/EMT are informative posters which include Fire Technology a list of required courses and fire academy options. These are the moving parts; the courses students need. This document is also located on the department's syllabus, is published, and is given to students. D. Hall, in collaboration with the Fire Chiefs have developed a program unique to Miramar College, where students can get an academy in-house. This is how to close the loop, opening with inquiry, use events (like the summit) to facilitate these inquiries to get information, and create action to be taken to the unit-level.

In addition to what Fire Technology is doing (which shows Guided Pathways), AV is working on a Fire Technology video for Guided Pathways. Since the Guided Pathways have been politicized, this is why a conscientious and cognizant decision was made to take the summit and divorce it from Guided Pathways – continuing down the road with talking about student success. Until the Guided Pathways dialogue can go beyond the politics and mature, then that is when people can say that the college has been talking about this. Game plan is to continue to do what the College is doing and talk about student success. What made this summit stronger is the involvement of the college's ASG, cancelling their meeting to attend this summit. This helped shape conversations, which made it realistic - creating a plethora of real information. This shows the Importance of being cross-functional, with a representative from each department and/or constituencies.

Moving forward, to build on momentum point, to bring back the PSWg members with table facilitators and students to have a robust discussion on the next steps. Suggestion was made to keep it simple with one or two goals, with concrete action steps. Information to be synthesize for the April 13th PIEC meeting, to then be discussed at the next Manager's meeting. Suggestion was made to organize themes by priorities.

Reports/Other:

1. Budget and Resource Development Subcommittee (BRDS). **1.2 & 2.3** **I.B, III.D**
Meeting on April 6th will discuss finalizing the reallocation of existing resources, which is the first of the 2018-19 Budget Development cycle. Will also be looking into revising strategies for BRDS landing page from the framework for student success.
2. Research Subcommittee (RSC). **1.1, 2.1, & 4.1** **I.B**
Met on the 12th, looked at the completed ACCJC annual report and IEPI indicators. From the State Chancellor's Office, colleges are no longer doing IEPI indicators, but a simplified student

success metrics. In progress is the Spring 2018 Student Scheduling Preference Survey as well as the District Office's Cultural Climate Survey. Different office hours and workshops will be open for faculty to be able to attend. Employee perception will be a broader discussion before next survey launch. Survey will be used for accreditation writing, but doesn't reflect needs and assessing goals.

3. Informational Items.

None.

Next Scheduled Meeting: Next meeting will be on March 23, 2018.

Adjournment: Meeting adjourned at 12:01 p.m.

****San Diego Miramar College Fall 2013–Spring 2019 Strategic Goals:***

1. *Provide educational programs and services that are responsive to change and support student learning and success.*
2. *Deliver educational programs and services in formats and at locations that meet student needs.*
3. *Enhance the college experience for students and the community by providing student-centered programs, services, and activities that celebrate diversity and sustainable practices.*
4. *Develop, strengthen, and sustain beneficial partnerships with educational institutions, business and industry, and our community.*