Planning and Institutional Effectiveness Committee
May 11, 2018
10:30 a.m. to 12:30 p.m., L-108
Co-chairs: Daniel Miramontez and Naomi Grisham

MINUTES

Present: D. Miramontez, N. Grisham, P. Hopkins, B. Bell, G. Ramsey, R. Marine, X. Zhang, S. Quis, G. Choe, M. Hart, M. Lopez, D. Mehlhoff, and M. Patel
Absent: D. Kapitzke, J. Allen, D. Gutowski, S. Okumoto, D. Sheean, and A. Bermodes
Guests: T. Teresh, L. Woods

Meeting called to order at 10:33 a.m.

1. **Approval of Agenda**. Moved by S. Quis, seconded by D. Mehlhoff, carried to approve agenda of May 11, 2018.
2. **Review of Minutes for April 27, 2018.** Minutes for April 27, 2018 was moved by S. Quis, seconded by D. Mehlhoff, and carried to approve.

	*Strategic Goals	**Accreditation Standards**

New Business:

1. **Eat PIE.** **1-4** **I.B**
It has been a yearly tradition for PIEC to have pie at the last meeting day of the academic year. This year, pie is from Julian Pie Company (a-la-mode).

Old Business:

1. **PIEC and College Governance Committee Feedback.** **1-3** **I.B, IVA**
The Research Subcommittee (RSC) Evaluation Form was previously piloted at the Research Subcommittee (RSC) meeting. Upon looking at item performances and receiving feedback, instrument was revised. Revision included omitting repetitive items, adding questions regarding membership, meeting attendance, activities, and times put in by Chair/Co-Chair (this is based on the Governance Evaluation Form and the recommendations recently received). This shows no connection between the evaluation form and the conclusions and recommendations. RSC Evaluation form was distributed during this PIEC meeting to test this piloted survey and will be analyzed this summer. Results will be presented in the fall semester.

2. **Annual Planning Calendar Update** **1,2** **I.B**
2018-19 Planning Calendar will be going to CEC for final approval. Once approved, this will be placed on our college's planning website.

3. **Outcomes Assessment and Unit Level Planning** **1,2** **I.B**
This will be going to CEC for approval. The Operational Plan was going for a second read on May 1, 2018, but due to Collegiality in Action, Academic Senate meeting was moved back (this is on final reading for Academic Senate). Manager's feedback was received and ASG reviewed as well. Classified Senate provided input with a question.

4. **Update to Division Plans Based on EMP (Due 12/8/2017)**   **1-4   I.B**

Administrative Services is currently being worked on, Student Services Division is finished. VPI report is being updated with current data. Concern was raised that we are updating a plan as opposed to suggesting our operations. Understanding is that this is mid-cycle update that did not have significant qualitative changes. Formatting was changed to meet operational structure. Suggestion was made that we shouldn't take multi-year plans and updating them on an annual basis. But this is a mid-cycle update that is focused on aligning formatting, no major updates (unless significant). According to our Long-term Planning cycle, this is a static 6-year plan that should be updated after the Strategic Plan and Educational Master Plan is updated, and upon Vice President's discretion. In general, a major overhaul every 6-years with a onetime update mid-cycle. In Annual Planning Calendar, notifications of annual tasks were scrubbed.   It is under the discretion of the Vice Presidents to update annually, or as needed. Confirmation will be needed to confirm length of year for division plan (6-year or 7-year). Next cycle, PIEC will concentrate on a new long-term planning cycle, with a broader discussion on which plan informs the other and then make adjustment to the cycle (so that plans are staggered and due at the appropriate time). Correction will be made from ending period 2020 to 2021.

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	Note: Student Services completed-Waiting on Administrative and Instructional Services

5. **Update to Operational Plans**   **1-4   I.B**

Update to Outcomes Assessment portion was provided (see above). HR plan will be contingent on the District having a Districtwide HR Plan - campus cannot create an HR plan, not knowing the direction of District. Request was made by PIEC that the Districtwide Strategic Planning process to include an HR Districtwide Plan so that a campus HR plan can be created and be in alignment. Currently, there is not a college level HR committee. CTE Plan is currently being updated, which will incorporate the Strong Workforce and Perkins Planning, respectfully. This will align, integrate, and streamline processes and key steps. Overall theme is to expand and develop current and new programs. Update will occur in Fall 2018. Facilities have completed recommended work and is scheduled to go to CEC.

Operational Plans					
HR	6 year	Fall'12	Spr '18	Current	Note: College request that District Strat Committee create a HR Districtwide Plan
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 Fall 18
Outcomes & Assessment	3 year	Fall '15	Spr '18	Update in progress	Note: Go to last CEC meeting on 5/15/18
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	Note: Go to last CEC meeting on 5/15/18

6. **SER Action Plans/QFE Updates**   **1-3   I.B**

QFE Updates – Looked at the efficiency of college's structures to manage learning outcomes. Also focusing on contract for Watermark (formerly Taskstream), which is due to expire in December 2018. There has been Watermark feedback sessions, which will include discussion and training in regards to higher-level planning connected to unit-level planning. Have been working with ICS on creating a guide to Watermark leading to training for Instructional Support Services departments. For SLO Disaggregation, the recommendation were approved at CEC on April 24, 2018. Recommendations include comparing SLOs and modalities (online versus onsite), as well as comparing SLO data towards course success data and getting accurate education plan data (on hold due to PeopleSoft). For ISLO, recommendation was made to look at capstone courses or graduation as a point to survey versus surveying random courses throughout the year. For Watermark and Curricunet Connection, update will be provided once available.

Institutional Effectiveness update – In regards to Strategic Enrollment Management, request was made for VPI to provide evidence for a year-end report, to close out in June 2018. For Program Viability Review Plan, this is going to CEC for approval. With developing mechanism to evaluate consistency of integration of program review and SLO/SUO assessment into decision-making, this has been addressed with benchmarking process (priorities), to address collegewide and the effects on SUO or SLO.

Currently, no progress for developing a process for the annual collection and analysis of action plans arising from all planning documents, to better inform the integrated planning process. (I.A.2, I.B.5). Will be collecting information from feedback sessions for Watermark renewal to create action plans and address college needs. For instructional program review, the deans comes up with their schools actions. VPI takes these and creates actions, and after every year, status reports are done for program review. This information is in Watermark, but information will need to be pulled out by someone (actions and what has been done). For clarification, this is action plans that will be coming out from division level, into operational plans, which informs the integrating planning process. There are two levels of planning: College-level planning and unit-level planning. With unit-level planning, this is where needs assessment is located and summarized at the division level, which will be fulfilled within the infrastructure outlined in each respective operational plans. Premise is with program review needs and a summary, and is now informing our integrated planning. Narrative will be updated with baseline information. All divisions and PRIELT will have everything done by the October 2018 deadline. Status will occur in the next year.

BRDS has completed two of their three actions.

Institutional Research (IR) – This semester, to support instructional program review a data dashboard was published in excel. However, excel is not set for constructing dashboards. Data visualization tool was purchased with Tableau and are now creating and developing dashboards. Using data to tell the story, selection will be by academic year or semester, and focus will be on using the data to paint the students journey and experience through the college. Dashboards can clearly visualize built-in equity indicators, to see which groups are proportionally impacted across years, terms, and subjects which will enable dialogue, communication, and collaboration to promote student success and completion. With dashboards, hope is to automate reporting, allowing for IR to have more time to dedicate towards data coaching. Funding for software, training, research hourlies, etc. is being provided by Basic Skills so information can be created for grants and reports. The goal, along with Instructions, is to make the data and specific needs

a school or department has customizable as much as possible (which can only occur in automation and dialogue). Technology Committee will be putting forth recommendations in regards to data access for the college (loss point). This is a huge disconnect that needs to be addressed (especially with Guided Pathways) focusing on the student journey as the connection between IR and IT.

With CGC evaluation, workshop is pending.

Concern was made that the integration of Accreditation Standards with sustainable practices and mechanisms for governance has not been addressed by CGC. Update for the data collected for QFE and accreditation recommendation was provided to VC Bulger on May 4, 2018. Districtwide report will be created and will be presented to the Board of Trustees by August or September 2018. Ongoing updates will begin in fall 2018.

Reports/Other:

1. **Budget and Resource Development Subcommittee (BRDS)**   **1.2 & 2.3   I.B, III.D**
   BRDS met May 4, 2018. Discussion involved the QFE item regarding the creation of a landing page. A BRDS Taskforce has been established (meeting twice) leading to the development of a 7-page outline for the landing page (includes components of subsections). Unfortunately, outline is based on existing landing page that is not in the current style. There is an agreed-upon outline and format, next step for the BRDS Taskforce is to meet with ICS and the college's Web Designer for the new website standard. (logistics are being worked on). Also discussed was the Campus Allocation Model (CAM, formerly called Budget Model), going over the college's tentative budget line-item by line-item. With the help of VPSS and VPI, there was a robust discussion with faculty, staff, and Classified President to make sure everyone understood what the funding model looks like and how Miramar College receives resources to operate throughout the fiscal year.

2. **Research Subcommittee (RSC)**   **1.1, 2.1, 4.1   I.B**
   Next RSC meeting will be previewing the student scheduling preference survey results, as well as how to capture student voices using qualitative studies/methods to better describe their academic journey with Miramar College.

3. **Informational Items**   **1-4**
   The Employee Cultural Climate survey is still going on. It was encourage to participate in this District survey.

Next Scheduled Meeting: Next meeting will be announced for Fall 2018.

Adjournment: Motion by X. Zhang, seconded by D. Mehlhoff, adjourned at 11:51 a.m.

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*San Diego Miramar College Fall 2013–Spring 2020 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.*