

Planning and Institutional Effectiveness Committee

September 14, 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, D. Kapitzke, B. Bell, R. Marine, X. Zhang, M. Hart, M. Lopez, D. Sheean, M. Demcho, and A. Neff

Absent: , P. Hopkins, A. Gonzales, J. Allen, S. Quis, G. Choe, S. Okumoto, and A. Bermodes

Guests:

Meeting called to order at 10:35 a.m.

1. **Approval of Agenda.** Moved by D. Kapitzke, seconded by B. Bell, carried to approve agenda of September 14, 2018.
2. **Review of Minutes for May 11, 2018.** Minutes for May 11, 2018 was moved by B. Bell, seconded by X. Zhang, and carried to approve.

[*Strategic Goals](#) [Accreditation Standards](#)

New Business:

1. **PIEC Committee Review.**

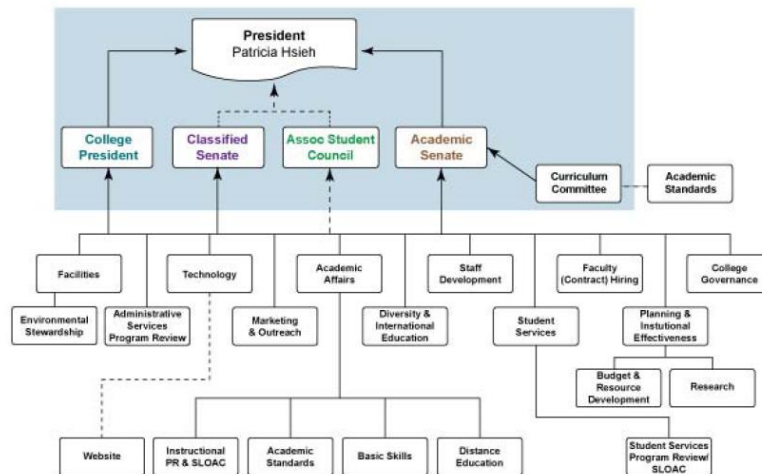
1-2

I.B

a. Results from Evaluation – PIEC Evaluation (Pilot Study) Summary of Findings Survey was presented based on survey completed by PIEC members last meeting. The purpose of this survey was to evaluate the committee & test survey instrument. There were 35 questions on Likert-type scale and 4 open-ended questions (2 for co-chairs only) with questions on voting status and attendance record. With 14 surveys received, the majority of respondents (79%) were voting members and the majority of respondents (64%) attended nearly all the PIEC meetings. Accomplishments of PIEC included connecting high level planning to unit level planning, maintaining planning calendar and updating plans, meeting goals, taking the lead on the planning summit campus-wide dialogue and allowing all faculty, classified professionals, and administrators to feel welcomed in sharing their ideas; helping individuals connect mission, campus-wide priorities/goals and how it relates to their dept./role, summits, guided pathways, strategic planning, effectively feeds the college in planning and institutional effectiveness, and planning strategies (data informed). Changes that can be made were about communication, get Academic Senate involved in committee, reduce meeting frequency and length, have more opportunities for students' feedback, and communication/dissemination to constituencies.

b. Communication – Recommendation for dissemination of information was for PIEC to be a standing agenda item where PIEC can be discussed. Discussion was continued with the PIEC membership. The committee membership is represented by administrators (4), classified (6), faculty (8), and students (1). Clarification was made that members of PIEC represents this groups and not the school or department they work for. Each chosen for their areas of expertise. There may be a problem that there are two lines of communications, reporting to the constituency group that appointed the member (official), and then to peers (unofficial). Not all committees have members that report out to the constituency groups by which they are appointed from. Communication should be a two-way street (those in the committee and those

represented). Question was asked on how this is effective (reporting back to the constituencies) versus reporting back to the departments. There has been more changes with reporting back to the departments (i.e. EMGM, Library, etc.). With this reporting structure, is this a symptom of the committees or a symptom of the structure? There are too many layers within the governance structure in regards to communication.



This could be a structural issue (where does information flow and how). There has been two evaluations for this committee (by College Governance and internal). This may be an opportunity for a governance redesign. There is no collaboration with constituency groups and the message back to the departments has to be clear. Suggestion was made to review the current structure. The message being brought back to the departments has to be made clear to all reporting back (a clear reporting package). Discussion on this topic will be continued.

2. College Mission Statement Review.

1-4 I.A

According to the short-term planning cycle, the college’s Mission Statement is to be reviewed every three years (last review was fall 2015). Recommendation for PIESC to review and bring back initial findings to PIEC. Once reviewed at PIEC, Mission Statement will be forwarded to constituency groups for review and feedback. Informal announcement will be made at next CEC meeting.

3. Collegewide Planning Summit 2019.

1-2 I.B

Evaluation overview of what was done in the past planning summits (Spring 2015 to Spring 2018) was presented. Topics covered included demographics, attendance patterns, organization, logistics, effectiveness, and overall satisfaction. Most popular summits with the most positive feedbacks were during Spring 2016 and Spring 2018, respectively. During the 2018 Summit, when asked what needs to be improved most about the planning summit, participants wanted to see how their ideas are being implemented. This 2018 summit was more purposeful because information presented could be taken back for program review (thinking about goals, six collegewide priorities, and planning for the next three years). Suggestion was made to continue this unit-level planning in conjunction with the college-level planning. Comment was to contact ASG and more specialized groups - to continue the Interactive activities to drive attendance. With the continued theme of Miramar ACTx, we are now in the year of Transformation with the Planning Summit being held on March 15, 2019. Looking at the

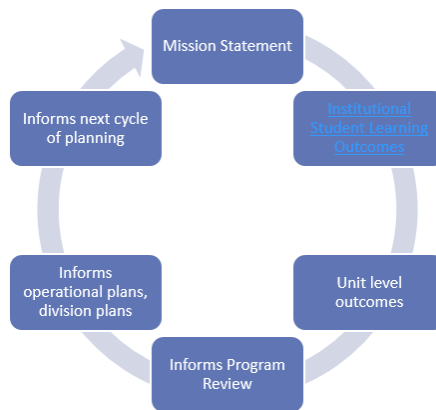
college's mission statement, we are preparing students to succeed in a complex and dynamic world. In order to do this, students need to gain skills. Suggestion was made to focus on how to help students become innovative. Looking at the college's tail-end of the planning framework with students being successful and completing, students are here to get a job. To get jobs, students need skills that match outside company requirements. To consult with different companies and find what these skills are, to connect with the industry. For the planning summit in Spring 2019, recommendation was made to focus on some of the skills that industries are looking for and how each area might be able to impact those skills (refer to Career Education, soft skills, as a starting point). Next steps for Planning Summit Spring 2019 will be discussed in the next PIESC meeting, taking formats from 2016 and 2018 and merging them under the theme of Transformation (ACTx: Action, Collaboration, and Transformation). Recommendation was made for PIESC to look into new initiatives such as Guided Pathways, Student-Centered Funding Formula, AB705, and SEA (Student Equity and Achievement). This will be an opportunity to encourage integrated planning and to highlight what the college does very well.

Old Business:

1. Outcomes Assessment and Unit Level Planning.

1-2 I.B

Student Learning Outcomes and Service Area Outcomes presentation was previewed. Now entering a new 3-year cycle. Objective was how to define SLO/SAO, discuss their benefits, and discuss components of meaningful SLO/SAOs. Diagram on how the college's Mission Statement is related to unit-level was provided, and discussed as follows:



This cycle showed that everything is connected to one another. Brand new goals for program review can be created and brand new student learning outcomes based on the fact that it is tied in with the college. This will allow us to see the impact on six collegewide priorities, ISLOs, and the college's mission statement – as a foundation on how to plan to move forward with outcomes and assessment. Suggestion was made to take this information (from Outcomes Assessment Facilitator) back to department and constituency groups as a representative of PIEC. Information will also be available on the Outcomes and Assessment website. Suggestion was that there needs to be a set of criteria that helps define and evaluate what a is a good program review. A checklist to help the Deans evaluate and approve program reviews. This is a task an accreditation QFE item.

2. Update to Operational Plans.

1-4 I.B

Operational Plans were reviewed and updated accordingly:

Operational Plans					
Plan Name	Cycle	Adopted	Sunsets	Status	Notes:
<i>HR</i>	6 years	Fall 2012	Spring 2018	Outdated	<i>College request that District Stral Committee create a HR Districtwide Plan</i>
<i>Technology</i>	3 years	Fall 2017	Spring 2020	Current	
<i>Marketing & Outreach</i>	6 years	Fall 2014	Spring 2020	Current	
<i>SSSP</i>	2 years	Fall 2017	Spring 2019	Current/Integration Plan	<i>Received CEC approval on 10/10/17</i>
<i>Student Equity</i>	2 years	Fall 2017	Spring 2019	Current/Integration Plan	<i>Received CEC approval on 10/10/17</i>
<i>Basic Skills</i>	2 years	Fall 2017	Spring 2019	Current/Integration Plan	<i>Received CEC approval on 10/10/17</i>
<i>CTE</i>	2 years	Fall 2015	Spring 2016	Update in progress	<i>To incorporate SWP info into plan by Fall 18</i>
<i>Outcomes & Assessment</i>	3 years	Fall 2018	Spring 2021	Current	<i>Added to website over summer 2018</i>
<i>Cultural and Ethnic Diversity</i>	6 years	Fall 2014	Spring 2020	Current	<i>Report to CEC in April 2018</i>
<i>Facilities (Update)</i>	Annual	Fall 2017	Spring 2018	Outdated	<i>Went to CEC (conditionally approved), pending Academic Senate approval</i>

3. SER Action Plans/QFE Updates

1-3 I.B

2018-19 (SOU) updates. 2018-19 status update was previewed. It was recommended to take this information back to their divisions showing that there is a strong connection between unit planning and college planning. If goals are being discussed in departments, to pay attention to the action plans for this will also respond to the college’s accreditation recommendation.

Reports/Other:

1. Budget and Resource Development Subcommittee (BRDS)

1.2 & 2.3 I.B, III.D

BRDS worked on developing a meeting and action calendar for the year and will update committee membership (currently at full participation with an exception of an identified student). Committee goals for the year were reviewed and updated. Most importantly, reviewed the first draft of the RFF instructions. Co-chair G. Choe was commended for the work he has done for the past several months revising the RFF instructions and meeting with the Chair’s Academy to go over the RFF Instructions - there is a clear expectation of what is required to participate in this process. BRDS has scheduled a review date for deans (before final due date of RFFs) to answer questions.

2. Research Subcommittee (RSC)

1.1, 2.1, 4.1 I.B

Last meeting, RSC reviewed committee membership and goals. The 2017-20 Environmental Scan Report is now accessible through the college’s planning website, incorporated in the Student Success Framework for Long-term Integrated Planning. RSC also reviewed and worked on the Qualitative Data Packet, as well as the Survey Data Packet (scheduling preference and graduation). Committee performance evaluation was also reviewed with discussion on how to improve communication.

3. Informational Items

1-4

Student Centered Funding Formula will be discussed in BRDS and information will be made available to the campus.

Next Scheduled Meeting: Next meeting will be held on September 28, 2018.

Adjournment: Motion by D. Sheean, seconded by X. Zhang, adjourned at 12:11 a.m.

***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.*