

## Planning and Institutional Effectiveness Committee

September 28, 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, A. Gonzales, B. Bell, D. Kapitzke, J. Allen, A. Neff, X. Zhang, S. Quis, G. Choe, R. Olson, (proxy for M. Hart), and D. Sheean

**Absent:** R. Marine, S. Okumoto, M. Lopez, M. Demcho, and A. Bermodes

**Guests:** J. Lopez and K. Kilanski

Meeting called to order at 10:31 a.m.

1. **Approval of Agenda.** Moved by S. Quis, seconded by X. Zhang, carried to approve agenda of September 28, 2018.
2. **Review of Minutes for September 14, 2018.** Minutes for May 11, 2018 was moved by B. Bell, seconded by S. Quis, and carried to approve.

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

#### **New Business:**

1. **None.**

#### **Old Business:**

1. **PIEC Committee Review.**

**1-2      I.B**

a. Communication – It was discussed that communication needs to flow better, but also to make sure communication is meaningful for recipients. Suggestion was made to put together a communication packet – a summary with main points of information that can be taken back to constituent and area groups. A sample of the ASG Committee Report form was presented which tracked important topics to be addressed. Ideas brought forth was to create a form with a summary table to include: committee member responsible for report-out, summary of report-out information, location of files presented, what needs to be distributed, feedback, etc. Comment was made that adding a tool sounds good, but needs to be part of a bigger discussion (what are the responsibilities of the committee members). Depending on where the information is going back to, it needs to be tailored by the person presenting the information and whom it is being presented to. Suggestion of a meeting recap can be a time-saver, but may also hinder a certain type of communication tailored to where it is going. Suggestion was made that the issue of communication can be solved by having the chairs assign to members (at the end of each agenda item), if information needs to be communicated and to whom and where. Report-out will be assigned to individuals and feedback will be brought back. Concern was raised that this form can be an effective tool, but may layer more responsibilities to members. The problem is that there is a gap in how governance communicates amongst each other. Currently trying to determine strategies for each governance committee to appropriately communicate with either their parent committee or other committees. The chairs should have a plan on what to assign as a communication item (if minutes are not readily available). What is also missing from meeting minutes are where to find the documents and files. It was mentioned

that this communication piece can serve as a reminder and/or a check list for members reporting out. From survey, there was a recommendation to include all meeting material. In summary, first is that the communication be a type of mentoring and for the actual communication piece, a form can be a very good aid for information (instead of waiting for minutes). Second is the role of the committee members and who to report back to, and what is to be communicated (to departments and constituencies). Third, is the effectiveness of the governance structure (multiple ways of communication) - to tell committees what their actual charge is. For governance, communication is systematic. Suggestion was made to separate conversation on topics regarding governance and its structure, and the processes of communication. Communication piece is symptomatic of the governance structure. This committee will focus on issues of communication.

**2. College Mission Statement Review.**

**1-4 I.A**

Announcement was made at CEC meeting that PIEC will be reviewing the college’s mission statement. Due to the college’s planning cycle three-year review, the College’s Mission Statement was reviewed by PIESC and findings were presented today. Clarification was requested to confirm if Mission Statement will move to CEC first and then to constituencies, or to constituencies then CEC. Recommendation was made to forward to constituencies first to solicit comments, input, and feedback, and then to CEC. There is an inherent problem with assignments delegated by CEC – the constituents attach the assignment to CEC and not to the committee that it originated from. CEC will be informed, but assignment will go constituents. Suggestion was made that the chairs of each committee discuss which route to take (CEC to constituents or constituents to CEC). There are two pathway practices; (1) some items may go to CEC first for additional clarification, direction, and/or input. Or (2) if this is a standing item, that goes through the governance process and will need constituency approval at CEC, it may go through constituency approval first. This conversation is only being applied to PIEC, but suggested to possibly be discussed in governance committee chair’s training. From PIESC, there are no major content changes for the college’s mission statement. Upon review from PIESC changes, updates from PIEC are as follows:

<p><u>Mission Statement</u></p> <p>San Diego Miramar College's mission is to prepare students to succeed in a complex and dynamic world by providing quality instruction and services in an environment that supports and promotes <a href="#">success</a>, diversity, <a href="#">inclusion</a>, and equity, while emphasizing innovative programs and partnerships to facilitate student completion for <a href="#">degree/certificate attainment</a>, transfer, workforce training, and/or career advancement.</p>	<p>7.admin Deleted: , and success</p> <p>7.admin Deleted: a hub</p>
<p><u>Vision Statement</u></p> <p>San Diego Miramar College will be <a href="#">the center</a> of education <a href="#">innovation</a>, and services <a href="#">to support</a> our <a href="#">diverse</a> community.</p> <p>San Diego Miramar College, in keeping with this vision, supports and emphasizes the following guiding values:</p> <ul style="list-style-type: none"> <li>• Access <a href="#">to learning</a>, <a href="#">a</a> for all students to <a href="#">successfully</a> achieve their educational <a href="#">and career</a> goals</li> <li>• A culture that embraces <a href="#">inclusion</a>, <a href="#">civility</a>, responsibility, <a href="#">sustainability</a>, and appreciation from a global perspective</li> <li>• Diversity of our students, <a href="#">classified professionals</a>, faculty, <a href="#">managers</a>, and programs that reflect our community</li> <li>• Creativity, innovation, flexibility, and excellence in teaching, learning, and service</li> <li>• The ability to recognize and respond to opportunities and challenges emerging from a complex and dynamic world</li> </ul> <p>• <a href="#">Strategic resource and partnership development to support curriculum and program innovation</a></p> <ul style="list-style-type: none"> <li>• Collaboration and partnerships</li> <li>• <a href="#">Effective participation in governance</a> and communication</li> <li>• A <a href="#">transformative process</a> of culture of evidence, collaborative inquiry, and action <a href="#">for promoting student success</a>.</li> </ul>	<p>7.admin Deleted: , diversity,</p> <p>7.admin Deleted: to</p> <p>7.admin Deleted: learning,</p> <p>7.admin Deleted: nd success</p> <p>7.admin Deleted: of</p> <p>7.admin Deleted: &lt;#&gt;Accomplishments of individuals, groups, and the college as a whole¶</p> <p>7.admin Deleted: &lt;#&gt;staff</p> <p>7.admin Deleted: Sustainable and intentional practices in construction, curriculum, and campus culture</p> <p>7.admin Deleted: Participatory governance</p> <p>7.admin Deleted: that focuses on the student experience</p>

This is more of an update, and not substantive. By consensus, the reviewed College Mission Statement will be forwarded to constituency groups for review and feedback. There is now a

clear connection to statewide items – tying it in with the Student Funding Formula, Vision for Success, or priorities, etc. Once CEC approved, mission statement will move to the Board of Trustees for final approval in January 2019, to be effective for the 2019-20 academic year. After a robust discussion, motion was made to approve the college’s mission, vision and values by B. Bell, seconded by S. Quis, with one reply of no by P. Hopkins. PIEC Co-chairs will move forward and send to constituency leads (leads will send to respective bodies) and will also be sent to PIEC members.

3. **Collegewide Planning Summit 2019.** 1-2 I.B  
 The Collegewide Planning Summit will be held on March 15, 2019. Location is currently to be determined, as well as the time. The theme of this summit will be Transformation, which is continuity from Fall 2018 Convocation and Planning Summit 2018 (building off EMT-Fire presentation). The summit’s theme will be “Working together on integrated planning efforts by: a. Collaboration among divisions, schools, and departments, b. Dialoging/action planning about student success, and c. Continue to focus on quality improvement”. The working title is Miramar ACTx: Action, Collaboration, and Transformation. The planning summit’s format will be about career exploration, focus on students skills-set in securing jobs, and industry partners- three panel discussions by school Liberal Arts, Business, Technical Careers, & Workforce Initiatives/Public Safety, and Mathematics, Biological, Physical, & Exercise Science. Recommendation was to have representatives (from Academic Senate) place as an Academic Senate agenda item stating that PIEC is asking for input regarding this planning summit. Recommended format will be updated with logistics.
  
4. **Outcomes Assessment and Unit Level Planning.** 1-2 I.B  
 No updates. Deadline for program review is this October.
  
5. **Update to Operational Plans.** 1-4 I.B  
 Tabled.
  
6. **SER Action Plans/QFE Updates** 1-3 I.B  
 Tabled.

**Reports/Other:**

1. **Budget and Resource Development Subcommittee (BRDS)** 1.2 & 2.3 I.B, III.D  
 Last meeting, BRDS went over the RFF process (talking about spreadsheets and how they were derived). Deans were invited to discuss RFF process. New instructional worksheet was created for the originators, department chairs, and Deans. There were some really good input provided by M. Demcho – a valuable contributor to creating really good action items. Student Centered Funding Formula was also reviewed. CAM is being reviewed for modification.
  
2. **Research Subcommittee (RSC)** 1.1, 2.1, 4.1 I.B  
 No update.
  
3. **Informational Items** 1-4  
 District Strategic Planning Committee revised web resources. Asking for an extended time for the colleges to review for the planning cycle. Request was made to the District Strategic Planning Committee to update the Human Resources plan, which is being looked into.

**Next Scheduled Meeting:** Next meeting will be held on October 12, 2018.

**Adjournment:** Motion by D. Sheean, seconded by X. Zhang, adjourned at 12:28 p.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.*