

Planning and Institutional Effectiveness Committee

October 26, 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, L. Woods (proxy for P. Hopkins), A. Gonzales, B. Bell, A. Neff, X. Zhang, S. Quis, G. Choe, M. Hart, M. Lopez, D. Sheean, and M. Demcho

Absent: D. Kapitzke, J. Allen, R. Marine, S. Okumoto, and A. Bermodes

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

1. **Approval of Agenda.** Moved by B. Bell, seconded by L. Woods, carried to approve agenda of October 26, 2018.
2. **Review of Minutes for September 28, 2018.** Moved by B. Bell, seconded by G. Choe, carried to approve minutes for September 28, 2018 with two abstention by M. Hart and L. Woods.

*Strategic Goals Accreditation Standards

New Business:

1. **None.**

Old Business:

1. **PIEC Committee Review.** 1-2 I.B
 - a. Communication – Academic Affairs. This is an ongoing discussion, which talked about communication, roles (symptoms of government). Today's discussion will be more on action from previous meeting. One order of action regarding communication was regarding Academic Affairs with PIEC building the communication line with them. During Academic Affairs last meeting, they reviewed their charge regarding the college's strategic plan, discussed the Division Plan, and also looked at Unit Level Outcomes in program review to create new goals for the division. From that meeting, there needs to be a stronger connection with Academic Affairs and PIEC - to keep the communication line open. For efforts to replicate the process for the other two divisions, it was suggested to have a section for standing committee reports or items (similar to Academic Affairs). What would also be helpful is a process similar to the mid-year revision of the division plans, to align them better so that they are similar to the items reported and reviewed. From a strategic planning perspective, the same philosophy was suggested for Administrative Services and Student Services so that the notion of integration is better enforced. All three divisions are different, but there are ways that can continue the work with the divisions that will acknowledge what each is doing (a general overview or annual review). Suggestion was also made for the three divisions to do strategic planning together, which is a good goal to strive for - to work together before working with the divisional plans and think about collaboration and shared goals. This is to set broad strategic planning, then division work, then back together to develop campus wide priorities (potential structure is from macro, to micro, and then something in between).
 - b. CGC Committee Assistance. There were two self-evaluations done by PIEC (one internal and one from CGC). CGC reached out to all committee chairs and would like to have a CGC member

attend a PIEC meeting. Email regarding CGC assistance to committees was presented and discussed – to provide information and answer questions about governance processes, as well as assist with any governance issues. A set of questions and concerns regarding aid being provided by CGC will be developed (pointed questions). It was recommended that from the perspective of communication, everyone has the responsibility of knowing what our governance groups looks like and what this campus does – focusing on governance issues, not operational issues. Comment was made that here has been similar conversations occurring across campus regarding committee members reporting back information.

c. Activity Results.

Last PIEC meeting ideas/results produced the following summarized analysis regarding governance communication:

Governance Communication Strategy Matrix

Scope	High	<ul style="list-style-type: none"> a. Send out 1-pager of minutes b. Present information to all groups c. Make a summary of past PIEC meetings and highlighting important points and send out via email d. Send out email newsletter in bullet point format to make it easier to read 	<ul style="list-style-type: none"> a. Identify groups that need information and present to those groups b. Communicate to constituencies when items will be on the agenda that will impact them c. Simplify the communication structure between committee members and constituencies d. Develop specific action items to share with constituencies
	Low	<ul style="list-style-type: none"> a. Clarify the roles and responsibility of each committee member b. Clarify authoritative representation of the roles c. Be clear regarding PIEC agendas in terms of when action is required or there's a request for information d. Have a short recap at the end of meetings regarding who will share what information to whom 	<ul style="list-style-type: none"> a. Send PowerPoint slide to senate of member names if we can't get on their agenda so that they can contact PIEC members if needed
		Low	High
Impact			

This will be used in PIEC to improve the committee’s communication process (for PIEC use only). Results will be emailed to PIEC members. Suggestion was made that when meeting with CGC representative, we need to ask questions about topics offered. At a higher-level, provide a bullet-point representation of PIEC internal inquiry and what the general results were. It was mentioned that the intent of the meeting with CGC was to serve as a resource to the committees, as well as communication with committees back to constituency groups. Next PIEC meeting will continue conversation regarding basic rudimentary information from CGC and PIEC’s pointed discussion. Possible date for CGC members to provided governance assistance to PIEC is February 8, 2019 (confirmation needed from CGC).

2. Collegewide Planning Summit 2019.

1-2 I.B

PIE Steering Committee met. Recommended format for this planning summit included panel discussions, student's soft skills-set and educational journey, as well as a guided dialogue. New World of Work was discussed, information will be sent to PIEC members. Mission Statement is currently being updated and will be incorporated into this summit. Recommendation was made to include a diversity statement in the college's mission. Planning Summit Workgroup will be formed and recruitment will consist of a PIEC pre-email heads-up, college DL recruitment, working with deans on target recruitment. It was suggested to do a multi-prong recruitment with PIEC members, lead faculty, department chairs, administrators, and managers.

Email regarding constituency leader approval and the process or practice in forming the Planning Summit Workgroup was discussed. This is in response to original email requesting individuals who would be interested in helping plan the Planning Summit. Discussion on this topic was lengthy with review of governance handbook which did not have process on workgroup formation. It was suggested that clarification is needed in regards to where this is stated and to provide information to committees in regards to this topic. PIEC's response to the email will be that PIEC looked in the governance handbook and could not find a working definition on the process of forming a workgroup, if such is written, please provide. At this point, we are welcoming any individuals to join and help out

3. Outcomes Assessment and Unit Level Planning.

1-2 I.B

Instructional workshop has been scheduled for IPR/SLOAC regarding the new three-year cycle. This will focus on the meaning SLOs as well as understanding its relationship with the college mission.

4. Update to Operational Plans.

1-4 I.B

Awaiting for Academic Senate approval for Facilities Master Plan update. Same process that was being used for the past six years was presented but not approved - there is currently no Facilities Needs list for this year. Process similar to how BRDS was requested, which is being done. It was suggested to abandon this Facilities Needs list and start over – response was no, but no other direction was provided.

5. 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

Received and compiled spreadsheets from all schools. There were 300 requests, with 110 requests prioritized. Next step is for BRDS members to formulate numerical ranking. Once collected, ranking will be averaged and reviewed at next BRDS meeting. Technology Committee reviewed and prioritized technology requests. Once ranking is finalized, list will be sent to constituency groups for approval.

2. Research Subcommittee (RSC)

1.1, 2.1, 4.1 I.B

No report.

3. Informational Items

1-4

At the next PIEC meeting, our VPSS will be presenting a quick overview of the new Student Equity Achievement Program (with legislative changes). This will be in regards to some of the changes impacting the funding structure and how it leads into the new Student Centered Funding.

Next Scheduled Meeting: Next meeting will be held on October 26, 2018.

Adjournment: Motion by X. Zhang, seconded by S. Quis, 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.*