

Planning and Institutional Effectiveness Committee

November 9, 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, D. Kapitzke, J. Allen, R. Marine, A. Neff, X. Zhang, S. Quis, G. Choe, M. Hart, M. Lopez, M. Demcho, and A. Bermodes

Absent: A. Gonzales, S. Okumoto, and D. Sheean

Guests: G. Beitey, K. Buenaventura, and S. Dehestani

Meeting called to order at 10:34 a.m.

1. **Approval of Agenda.** Moved by D. Kapitzke, seconded by J. Allen with revision to add New Business Item 2. Local Goals Alignment. November 9, 2018 agenda was carried to approve.
2. **Review of Minutes for October 12, 2018.** Moved by S. Quis, seconded by M. Hart, carried to approve minutes for October 12, 2018.

*Strategic Goals Accreditation Standards

New Business:

1. **Student Equity and Achievement Presentation (VPSS).** 1-2 I.B
To be tabled for next PIEC meeting.
2. **Local Goals Alignment.** 1-2 I.B
This discussion item will be added to this PIEC meeting following Brown Act. Presented to PIEC was the State Chancellor's Office alignment of the college's priorities with the system goals. This was sent to CEC for feedback, and then college was informed. Given that PIEC took the lead in identifying the college's six collegewide priorities, PIEC can also lead this effort, as well as a committee, since this is in line with planning and institutional effectiveness. With the rollout of the State's student funding formula, part of legislation was to align the college's priorities with the Vision for Success goals. Common priorities, themes, and vision was presented accordingly. Required for each college is to establish the following: 1. Local goals that are aligned with the system-wide goals in the Vision for Success, 2. Local goals that are numerically measurable, and 3. Local goals that specify the timeline for improvement.

Process for Local District Goal Setting 2018-19 was reviewed and presented. Part of this process is to engage the Board of Trustees in this process and to review the college's student performance using the Student Success Metrics which are specifically designed to align with the Vision for Success goals. Also included in this process is to review existing college strategic and/or educational master plans to identify current improvement priorities that align with systemwide goals. For this, the college's Educational Master Plan was referred to which includes the college's six priorities; To increase transfer volume and rate, increase the number of Associate Degrees and Certificates awarded, increase the success rate for CTE students, increase the number of course sections to reach the goal of 10,000 FTES (achieved), increase course

completion rates for disproportionately impacted populations of students as identified in the Student Equity Plan, and to increase the number of outreach activities and programs.

In the November-December 2018 process, the college will review student performance using the Student Success Metrics, which are specifically designed to be aligned with the systemwide goals in the Vision for Success. Student success metrics (originally called simplified metrics), came online on Tuesday for this process and reviewed. Launchboard data from State was examined, but contained numerous discrepancy (headcount was low, enrollment was too high, etc.). Validation cannot be done across the state, sister colleges, and internally - data at the current stage is unreliable and awaiting response from State Chancellor’s Office. Suggestion was to plan to identify and align goals regardless of what the current outcomes are, allowing outcomes to catch up with planning. Taking a closer look at the indicators and measures in this Launchboard, it focuses on the reporting on the progress and completions of the student journey. For the process of reviewing existing plans and priorities, the college can reference our Strategic Plan Assessment Scorecard (SPAS), which contains the main data for decision-making. It measures the health of the institution (five years of data compared to floor benchmarks and aspirational benchmarks). Note was made that SPAS went through governance approval by forming the SPAS Workgroup (formed by PIEC, reported to PIEC). Workgroup collected and reviewed data (using content expertise), and reported back to PIEC regularly. PIEC communicated to the college on SPAS progress. Once benchmarking process was completed, Scorecard was developed by Research Office and SPAS was presented to the college, with final presentation to CEC, which was approved. Upon SPAS approval, Educational Master Plan was written, also approved using similar governance process. Idea is about collecting comprehensive data to speak to the entire health of the college. Therefore, although the Student Success Metrics is currently unreliable, the college has its SPAS and Educational Master Plan with priorities. Vision for Success came out last year with the six goals. Last year’s Planning Summit of Miramar ACTx with slide on “What does this all mean?” which shows work that already aligns with systemwide goals.

What does this all mean?

Six SDMC Collegewide Priorities	Five CCC Vision for Success
To increase transfer volume and rate	Increase transfers to CSU and UC by 35% annually
To increase the number of Associate Degrees and Certificates awarded	Increase by at least 20% CCC students who acquire associates degrees, credentials, certificates, or specific skill sets
Increase success rate for CTE students	Increase percent of exiting CTE students who report being employed in their field of study
To increase number of course sections to reach goal of 10,000 FTES	
To increase course completion rates for DI students	Reduce equity gaps/Decrease units accumulated
To increase number of outreach activities and programs	

Prior work by the college and PIEC shows planning process, evaluation of strategic planning, identification and measurement of six collegewide priorities is comprehensive. Game plan is to present to the college and show that we have a good alignment process in place as shown:

Six SDMC Collegewide Priorities	District Themes	Five CCC Vision for Success
To increase transfer volume and rate	Increase Transfer	Increase transfers to CSU and UC by 35% annually
To increase the number of Associate Degrees and Certificates awarded	Increase Completion • Degree and Certificate Attainment	Increase by at least 20% CCC students who acquire associates degrees, credentials, certificates, or specific skill sets
Increase success rate for CTE students	Increase Completion of CTE Courses Increase Employment for CTE Students	Increase percent of exiting CTE students who report being employed in their field of study
To increase number of course sections to reach goal of 10,000 FTES		
To increase course completion rates for DI students	Close Equity Gaps	Reduce equity gaps/Decrease units accumulated
To increase number of outreach activities and programs		
	Reduce Regional Achievement Gaps	

Suggestion was made to present in two slides, with first slide showing progression of SPAS and EMP (with continuous quality improvement in mind). For the process in February-April 2019, to Set Local Goals, to gather input through dialogue to inform priorities for local goals, including student voice. Alignment will be presented with full conversion in spring term. Suggestion was made in adding a last slide with what is next. Per discussion, material discussed will be sent to PIEC members with special meeting next week to reconvene and formulate the final decision (to add on agenda item and as a support piece, to make everything receptive). Once approved by PIEC, presentation will be created and finalized, with road-show presentation to the college.

This process will be the charge of PIEC, in parallel with the District. For clarification, this is certifying the process by December 15, 2018 with results of finalized alignment and measurable goals in May 2019.

Old Business:

1. PIEC Committee Review.

1-2 I.B

a. CGC Committee Assistance. CGC will be visiting PIEC with first meeting scheduled in February 2019. Pointed questions will be used. However, with talking about collegiality, the way it is being perceived is that collegiality is a function of compliance (Board Policy, etc.). PIEC has talked about communication – there is a gap with compliance and communication. Questions to be asked for CEC was reviewed and discussed. In particular, communication flow issues, possible standing report from governance groups on constituent group agendas, and clarification on guidelines in governance handbook. Suggestion was made to address if best place to start is through constituent groups or CEC, instead of procedure of where to go (referring to form in 2015) for an outline or guidance, clarify and address blurred line between

process and procedures. Questions will be sent to PIEC members for feedback/addition and return on December 14, 2019 meeting for finalization, to be presented at February CGC discussion.

b. Activity Results.

No discussion.

2. Collegewide Planning Summit 2019.

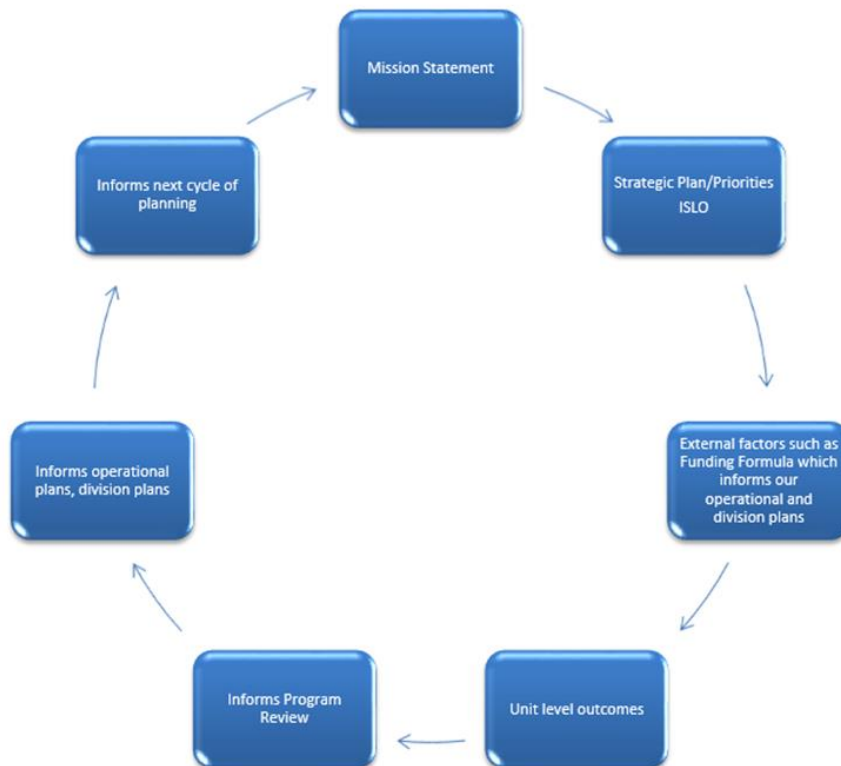
1-2 I.B

The workgroup held its first meeting. Continuing with theme of ACTx: Action, Collaboration, and Transformation, focusing on Transformation. Recommended format included life exploration/development, student soft skills-set in securing jobs, and introduction (with Mission Statement), a panel discussion, guided dialogue/table activity, and subsequent training. Will be looking at incorporating the celebration of the college's 50th Anniversary and soliciting participation from school Deans. Save-the-date will be sent next week with flex #100202. Reminder was made that this is about the students in our college - to work on and nurture soft-skills. There was a continued concern on staffing and will need to be addressed – every department participation is critical. Planning summit will be held on March 15, 2019 with time and location to be determined.

3. Outcomes Assessment and Unit Level Planning.

1-2 I.B

ISLO Program Review Cycle was presented and reviewed. Our college's mission statement serves as the foundation for all planning, preparing students to succeed in a complex and dynamic world. Diagram was presented accordingly as well as a detailed written flow:



This has impacted some of the development of program goals and the review of student learning outcomes.

4. Update to Operational Plans.

1-4 I.B

Tabled.

5. SER Action Plans/QFE Updates

1-3 I.B

Student Services is revamping how they provide more robust support to faculty and staff through the PR/SLOAC Committees – solidifying the process. On the Instructional side, SLO workshop was conducted on October 29, 2018. In regards to developing an ISLO measuring process, there was a Student Services discussion on Graduation Survey (also presented at IPR/SLOAC). There is a revised strategic plan to include student learning service unit outcomes assessment as an indicator for success that ties into achieving the college’s mission. Finally, upload for SLOs will occur during the winter break and will be in Curricunet.

Reports/Other:

1. Budget and Resource Development Subcommittee (BRDS)

1.2 & 2.3 I.B, III.D

BRDS received the completed, prioritized spreadsheet from Liberal Arts, BTCWI, MBEPS, and Library. Currently awaiting response from Administrative Services, Student Services, and Communications. There was a good participation in last meeting, with everything ranked and compiled (approximately 110 funding requests). Funds will be applied for equipment, unrestricted, and supply monies for Instructions. Funded were eight projects between the schools, totaling \$82,500. Approximately \$12,000 went to BTCWI, \$38,600 to Liberal Arts, \$31,200 to MBEPS, \$500 to Public Safety. There were approximately \$238,000 available for Instructional supplies with \$95,000 to BTCWI, \$4,000 to Liberal Arts, \$13,000 to MBEPS, \$94,000 to Public Safety, and \$365 to Library. Approximately \$45,000 of the \$82,000 in equipment is for Audio Visual upgrade for smart classrooms (totaling \$150-160K). Next steps is to take the process followed to students, faculty, classified, and management for validation, and then taken to CEC for final approval on December 7, 2018 – to begin purchasing process in the spring semester.

2. Research Subcommittee (RSC)

1.1, 2.1, 4.1 I.B

Next meeting will be December 10, 2018.

3. Informational Items

1-4

Academic Affairs recommended to PIEC that other divisions outside Instructional Division also have a charge to review divisional goals in relation to strategic planning goals. Additionally, the Office of PRIE helped design a program review process survey, it was encouraged for all to participate and provide feedback.

Next Scheduled Meeting: Next meeting will be held on December 14, 2018.

Adjournment: Motion by D. Kaptizke, seconded by M. Hart, adjourned at 12:21 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.*