

Planning and Institutional Effectiveness Committee

February 8, 2019

10:30 a.m. to 12:30 p.m., L-108

Co-chairs: Daniel Miramontez and Naomi Grisham

MINUTES

Present: D. Miramontez (proxy B. Bell), N. Grisham, P. Hopkins, B. Bell, A. Gonzales, D. Kapitzke, R. Marine, A. Neff, X. Zhang, S. Quis, G. Choe, M. Hart, D. Sheean, and M. Patel

Absent: J. Allen, S. Okumoto, M. Lopez, M. Demcho, and A. Bermodes

Meeting called to order at 10:38 a.m.

1. **Approval of Agenda.** Agenda was moved by X. Zhang, seconded by D. Kapitzke, carried to approve agenda of February 8, 2019.
2. **Review of Minutes for October 26, November 9, & December 14, 2018.** Minutes for October 26, 2018 was moved A. Neff and seconded by X. Zhang, November 9, 2018 was moved by R. Marine and seconded by G. Choe, and December 14, 2018 was moved by D. Kaptizke and seconded by M. Hart. All three minutes were carried to approve.

*Strategic Goals Accreditation Standards

New Business:

1. **Annual Planning Calendar.**

1-2

I.B

The Annual Planning Calendar/Cycle 2018-2019 was previewed (informational). This looks at a planning cycle for an academic or fiscal year, taking into consideration the majority of the planning items that the college needs to coordinate. Components of this calendar includes target dates, action items that needs to be completed, and the responsible parties. This will be updated and reviewed at the next PIEC meeting. Suggestion was made that if target dates are not attainable or action item process should be done elsewhere, then there needs to be a critical analysis on why item is on this planning calendar/cycle. PIEC will send the Annual Planning Calendar/Cycle to responsible parties for input on revised dates.

Old Business:

1. **Local Goals Alignment Game Plan (Action Item).**

1-2

I.B

This plan contains the alignment to CCCCO's Vision for Success (VFS). The college has a clear pathway for measurement and reporting on two direct goals, two in-direct goals, and one goal currently not being measured. For the two goals that has direct measurements, efforts will be focused on using direct measurements, processes, and results in evaluating the college's performance. With the two items that have indirect measure, it was recognized that it only addresses certain subset of the Chancellor's Office goals – subject matter experts to review data/suggest additional data or benchmark. There is one Vision for Success goal that the college does not measure, which will require subject matter expertise. Suggestion was made to include Guided Pathways Steering Committee, but that this committee does not have the established workgroup. Another suggestion was made to include Academic Affairs for high-level faculty involvement. This plan has a tight timeline, with a due date to the Chancellor's Office by the end of May 2019. Plan will need Board of Trustees approval in April, which will give the college

a short window to review data for March 2019. Classified Senate has approved this plan. Academic Senate had concerns about the direct numbers and has made recommendation to form a workgroup for benchmarking. Emphasis was made that this plan is not creating direct goals, but setting targets for Vision for Success - the college will continue operating with its strategic goals and priorities as indicated (same process, same timeline). The college's Strategic Goals will be updated in fall 2019 with information that comes from the Local Goals Alignment. Will be awaiting for comments from Academic Senate in regards to the VFS Goal 3: Unit Accumulation. For VFS Goal 4: Workforce, this will be sent to CTE, with VFS Goal 5: Equity to be handled by Student Equity. Approval requested from PIEC to address the Local Goals Alignment by looking at the direct numbers with current data, indirect measures to be sent to subject matter experts for feedback on benchmarking the target goals, and Goal 3: Unit Accumulation to have conversation with Academic Senate and Academic Affairs. Motion was made by S. Quis, seconded by M. Hart, to move forward with Local Goals Alignment Game Plan. Unanimous approval was made to move forward. N. Grisham to have conversation with D. Miramontez regarding discussion brought forth by A. Gonzales and P. Hopkins.

2. PIEC Committee Review.

1-2 I.B

Governance Evaluation – Spring 2019. Informational item. Plan was for College Governance Committee (CGC) to attend this PIEC meeting, but CGC is currently regrouping and will then reschedule appointments with committees/groups.

3. Collegewide Planning Summit 2019.

1-2 I.B

The Planning Summit Workgroup has been meeting, focus is on student soft-skills required in their field of employment (skill sets). Save the date was sent out for March 15, 2019 with location in the LLRC Auditorium, L-105 with dialogue taking place in the rear courtyard. The K-Building has been reserved for possibility of rain.

4. Outcomes Assessment and Unit Level Planning.

1-2 I.B

With activities, SLO best practices Flex activity was done with IPR/SLOAC. Workshop was conducted on SLO development with IPR/SLOAC. Highly attended and well received, looking into repeating this activity with other best practices. SLO Symposium was attended, put together by the Academic Senate for Community Colleges. Symposium highlights include outcomes assessment and looking at putting together a flex activity based on this symposium (to impact instructional and program and course outcomes). There is a new website for outcomes assessment, which mainly focuses on addressing accreditation requirements, relation to collegewide planning, SLOs, and information from flex workshops.

In relation to program review and collegewide planning, these are two separate items - Outcomes Assessment and Program Review. Because Program Review is looked at as strategic planning, there is still a relationship that needs to be maintained. Outcomes Assessment informs Program Review (but is not the only component of Program Review). Just like our Strategic Plan, which is a comprehensive review of the overall health of our institution, Program Review is assessment of the overall health of the programs and the courses that feed into the programs/units. Currently, Program Review is being looked at as receiving resources. There is talks with Watermark and starting to look at other software packages that will help with collection of data. There needs to be flexibility to set the templates according to faculty needs (information needed to determine the viability of each area). PIEC will continue with talks regarding items that are important to program review and keep track of these items. Program Review plays a big role in this college, that impacts outcomes assessment, and should drive the

planning for each areas. Request was made for the three divisions, and PR/SLOAC committee to come back at a future PIEC meeting with a list/inventory of components for program review.

5. Update to Operational Plans.

1-4 I.B

The colleges main and operational plans was discussed and presented accordingly.

Main Plans					
Plan Name	Cycle	Adopted	Sunsets	Status	Notes:
Strategic Plan	7 years	Fall 2013	Spring 2020	Current	
Educational Master Plan	7 years	Fall 2014	Spring 2021	Current	Received CEC Approval on 10/24/17
Three Division Plans	6 years	Fall 2014	Spring 2020	Current	Updates added to website over summer 2018

Operational Plans					
Plan Name	Cycle	Adopted	Sunsets	Status	Notes:
HR	6 years	Fall 2012	Spring 2018	Outdated	College request that District Strat Committee create a HR Districtwide Plan. This was requested at the 9/20/18 meeting.
Technology	3 years	Fall 2017	Spring 2020	Current	
Marketing & Outreach	6 years	Fall 2014	Spring 2020	Current	
SSSP	2 years	Fall 2017	Spring 2019	Current/Integration Plan	Received CEC approval on 10/10/17
Student Equity	2 years	Fall 2017	Spring 2019	Current/Integration Plan	Received CEC approval on 10/10/17
Basic Skills	2 years	Fall 2017	Spring 2019	Current/Integration Plan	Received CEC approval on 10/10/17
CTE	2 years	Fall 2015	Spring 2016	Update in progress	To incorporate SWP info into plan by Fall 18
Outcomes & Assessment	3 years	Fall 2018	Spring 2021	Current	Added to website over summer 2018
Cultural and Ethnic Diversity	6 years	Fall 2014	Spring 2020	Current	Report to CEC in April 2018
Facilities (Update)	Annual	Fall 2017	Spring 2018	Outdated	Facilities Master Plan not approved by the Academic Senate. Examining ways to incorporate suggestions.

Facilities Plan is outdated, Academic Senate did not approve the plan that was forward by Facilities Committee. Academic Senate wants this plan included in Program Review (data collection). Facilities Committee is currently working on updates related to Program Review.

6. SER Action Plans/QFE Updates

1-3 I.B

Activities from Outcomes Assessment updates in Agenda Item #4 was added to the QFE updates. There will be a meeting with a Watermark focus group to understand the college’s needs. Full review of the college’s Strategic Plan will occur in Spring 2019. Currently aligning the collegewide priorities with CCCCO’s Vision for Success. There is a Quality Focus Essay to strengthen the planning process that is provided by BRDS. Main task was to develop a landing page for BRDS that specifically talks about the campus budgeting process (as opposed to the committee operations), as well as documents pertaining to the budgeting process. Currently 80% complete. Research Office produced the college’s first tutoring annual report which was presented to the ASC Workgroup. Dashboard draft has been shared with VPs and faculty for feedback. Program Review process survey was developed and preliminary feedback was received from Instructional Program Review. Funding was received from BSSOT to purchase research tools to support research functions, but was rejected by the District’s IT. This is a short-term rejection until PeopleSoft is stabilized. CGC produced draft of the CGC Handbook.

Reports/Other:

- 1. Budget and Resource Development Subcommittee (BRDS)** **1.2 & 2.3 I.B, III.D**
Scheduled to meet the first Friday of March 2019. In regards to spending of funds, this will go to CEC. Academic Senate was approached prior to the end of the fall term, BRDS RFF list presentation was delayed until after the last Academic Senate meeting, which was after the last CEC meeting. Awaiting for the first CEC meeting to approve the RFF list to move forward. Expenditure of funds can begin afterwards once approved.

- 2. Research Subcommittee (RSC)** **1.1, 2.1, 4.1 I.B**
None.

- 3. Informational Items** **1-4**
There will be a Guided Pathways Workshop on February 22, 2019.

Next Scheduled Meeting: Next meeting will be held on February 22, 2019.

Adjournment: Meeting was adjourned at 11:36 p.m., motioned by all.

****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.*