

Planning and Institutional Effectiveness Committee

March 08, 2019

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 (D. Miramontez as proxy), B. Bell, D. Kapitzke, R. Marine, A. Neff, X. Zhang, M. Hart, M. Lopez, and D. Sheean

Absent: A. Gonzales, J. Allen, G. Choe, S. Okumoto, M. Patel, S. Quis, M. Demcho, and A. Bermodes

Meeting called to order at 10:48 a.m.

1. **Approval of Agenda.** Agenda was moved by B. Bell, seconded by M. Lopez, carried to approve agenda of March 8, 2019.
2. **Review of Minutes for February 8, 2019.** Minutes for February 8, 2019 was moved by B. Bell and seconded by D. Sheean, and for February 22, 2019 was moved by B. Bell, seconded by A. Neff. Both sets of minutes were carried to approve.

*Strategic Goals Accreditation Standards

New Business:

1. **None.**

Old Business:

1. **2019-20 Annual Planning Calendar.** 1-2 I.B
The annual planning calendar dates were updated accordingly with a few minor content changes from various responsible parties. Action for September 20th will be updated to: Distribute new discretionary resources worksheets. There were no changes to the annual planning cycle. Moved by B. Bell, and seconded by M. Lopez (with amendments), the annual planning calendar/cycle will move forward to constituency groups and then to CEC.
2. **Local Goals Alignment Game Plan Update.** 1-2 I.B
Will be talking to senate leaders in regards to recommended benchmarks. Will be needing to set benchmarks for Units Accumulation Indicator - looking at internal and external factors.
3. **PIEC Committee Review.** 1-2 I.B
Governance Evaluation – 2019. The college’s governance evaluation survey will be released this Monday from the Chancellor’s office, closing on Monday, March 18, 2019. This is a survey that came from the Collegiality-in-Action (CIA) Team along with the college presidents which focuses on re-engineering of the governance structure and process. This is the first step of the two-semester process, with full implementation in Spring 2020. When evaluation survey is finished, data collected will be reviewed by the CIA Steering Committee. Once survey is completed, proposed governance process and structure by CIA will follow existing participatory governance structure, with approval by both the College President and Academic Senate President. Currently, there are too many committees in the current structure. Recommendation was made to form governance structure that primarily works on policies and procedures, and not operational. Participatory governance committees will be charged with separating out governance from operations.
4. **Collegewide Planning Summit 2019.** 1-2 I.B
Planning Summit is next Friday, March 15, 2019, from 8:30 a.m. to 2 p.m. Rehearsal is planned for next Wednesday. Focus for this summit is the acquisition of soft-skills inside and outside the

classroom. There will be a number of employers and industry leaders during the day, to include a coffee chat and to participate in table dialogue (cross-constituency). There will be presentations from faculty and unit areas, showing off what they do and to show what is already taking place inside and outside the classroom. Logistics were discussed and presentation was reviewed.

5. Outcomes Assessment and Unit Level Planning.

1-2 I.B

Instructional area is currently focused on the April deadline for program review, not focused too much on outcomes assessment. Student Services identified group members, to reconstitute the Student Services Program Review/SLOAC subcommittee. There will be no report-out for ACCJC in regards to outcomes assessment this year, usually done every year – concentrating on student performance data (floor and aspirational benchmarks).

6. Update to Operational Plans.

1-4 I.B

No update. Request was sent for the HR Plan to the Strategic Plan, but have not heard back. Facilities Master Plan currently abandoned due to desire to have plan more integrated – currently collecting data from program review. Suggestion to remove this from the Operational Plans will be reviewed.

7. SER Action Plans/QFE Updates

1-3 I.B

No updates. Dashboard has gone through, updated, and was presented to all instructional chairs. Currently at the stage of granting access to PREDD and will install Reader. Also infused the equity lens in this data tool and made DI populations parallel to those that the college is required to report on (Student Equity Plan). With this alignment, faculty can monitor their program and course level inequities in comparison to the overall collegewide equity gaps.

Reports/Other:

1. Budget and Resource Development Subcommittee (BRDS)

1.2 & 2.3 I.B, III.D

No BRDS meeting this month. Authorization to spend RFFs were sent on schedule and were received by their due dates. Allocations to Technology and Library are moving forward, spending approximately \$40K on upgrading classroom AV.

2. Research Subcommittee (RSC)

1.1, 2.1, 4.1 I.B

Will be assisting with the college's benchmarking process. Will be looking as reviewing the college's SPAS.

3. Informational Items

1-4

District Strategic Planning Committee talked about the alignment of goals with the Vision for Success. As well, talked about the Strategic Plan Annual Goals Alignment. Once finalized, will be brought back to PIEC.

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

Adjournment: Meeting was adjourned at 11:47 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.*