

Planning and Institutional Effectiveness Committee

March 22, 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, A. Neff, X. Zhang, M. Hart, M. Lopez, G. Choe, and M. Demcho

Absent: P. Hopkins, B. Bell, D. Kapitzke, R. Marine, A. Gonzales, J. Allen, S. Okumoto, M. Patel, S. Quis, D. Sheean, and A. Bermodes

Meeting called to order at 10:36 a.m.

1. **Approval of Agenda.** Agenda was moved by A. Neff, seconded by X. Zhang, carried to approve agenda of March 22, 2019.
2. **Review of Minutes for February 8, 2019.** Forthcoming.

***Strategic** **Accreditation**
Goals **Standards**

New Business:

1. **District-College Alignment with Vision for Success (Action Item).** **1-4** **I.B**
First template for the Districtwide Strategic Plan 2017-2021 Alignment of Goals and Strategies was reviewed. Was sent back for revision and will now include alignment to our college's institutional priorities. Updated draft template is now populated with information from previous work done by our college (Local Goals Alignment). Question was asked on where and how the projected percentages were calculated, which has significant increases. Currently unknown. After a robust discussion and review with this alignment, updates were made. Formal motion to approve was made by M. Lopez, and seconded by X. Zhang and updated draft has been approved. Updated alignment will be sent to District. Further dialogue will be needed to address how to meet increases in Vision for Success goals.
2. **SDCCD Strategic Plan Annual Update (Action Item).** **1-4** **I.B**
The draft version of the Districtwide Strategic Plan Annual Update 2017-2018 was reviewed. This is the District's Strategic plan update that provides qualitative narrative put together by the District's Vice Chancellors. There are some data, but in charts or pictures to illustrate goals. Chancellor's Message will be added on later. Pages will include topics on Pathway to Completion, Institutional Effectiveness and Innovation, Community Collaboration, Fiscal Stewardship, and Leader in Sustainability. Upon review, no feedback was recommended. Motion was made by M. Lopez, seconded by A. Neff, and moved to approve this draft update with no feedback.

Old Business:

3. **2019-20 Annual Planning Calendar.** **1-2** **I.B**
Currently at constituency level, with a deadline of April 12, 2019. From there, will move to CEC for final approval. Was already approved by Management.
4. **Local Goals Alignment Game Plan Update.** **1-2** **I.B**
PIEC Co-chairs met with Academic Senate leadership. Academic Senate is looking into forming a workgroup to review benchmarking process and data to see if benchmarks are appropriate for this college. There were concerns in Academic Senate that there will be an overly high benchmark that is not achievable. Explanation was made on how SPAS was used for benchmarking. Agreement was made that the Research Subcommittee (RSC) would be a place

where this workgroup could meet and have discussion. Discussion was made at RSC, but the Academic Senate workgroup was not in attendance. At this point, awaiting for response on when this plan will go through. With the PIEC plan, equity benchmarking will be farmed out to the Student Equity Indicator teams based on information sanctioned by RSC. CTE benchmarking has been farmed out to Dean Lopez, who has formed a School Faculty Leadership Team that will talk about the three CTE metrics in the Vision for Success. Only concern will be the benchmarking of Unit Accumulation metric, led by Academic Senate. RSC did not provide information regarding this topic because the subcommittee did not have enough subject matter expertise and pattern looks static. RSC talked about factors that can influence unit accumulation, but was not comfortable with making recommendations. Will be awaiting feedback, due April 5, 2019. Report will need to be submitted to District for Board approval in May 2019.

5. PIEC Committee Review.

1-2 I.B

Governance Evaluation – 2019. The Collegiality in Action (CIA) Team’s charge is to examine and review the college’s governance structure and process, and then restructure accordingly. Core steering committee has enacted two committees. One will look at participatory governance groups and operations. The other will look into academic and professional matters (10+1). There was a 4-hour meeting that comprised these committees, led by CIA leadership. It was a productive meeting to include a SWOT analysis and the review of individual governance committees (operational, governance, academic). There will be two college forums that will be held on April 17, 2019 to inform the college of the process to include results of the SWOT analysis and the results of the survey administered by the Chancellor’s Office. Categorizing of our current committees was also discussed (will not be shared at the forum). Categories included 10+1, truly participatory governance, operational, and other. The three college governance committees confirmed were CEC, CGC, and PIEC – these are true participatory governance committees. This falls in line with PIEC’s own internal review done last semester.

6. Collegewide Planning Summit 2019.

1-2 I.B

From table facilitators, it was nice to hear from employer’s perspective – what they are looking for and where the gaps are. It was interesting to hear from student workers and hearing from long-time employees. There was a wide variety of participants from various work, student, and employer perspectives. Overall, was very successful. It was also great to hear from other faculty in regards to soft-skills that they have incorporated into their classrooms. It was very surprising on how impactful it was to everybody, discussion was very easy. Goal of having table dialogue was to spark discussion on soft-skills and to continue conversation. Impact of this summit will be with ISLOs and to provide opportunities on what else can be done. Information from table dialogue will be compiled and shared.

7. Outcomes Assessment and Unit Level Planning.

1-2 I.B

Once report from planning summit is compiled, will share to spark conversations in regards to ISLOs and unit-level. Also with Outcomes Assessment, professional development announcement was sent out, closing on April 12, 2019.

8. Update to Operational Plans.

1-4 I.B

No update.

9. SER Action Plans/QFE Updates

1-3 I.B

Naomi met with IPR/SLOAC Chair and former IPR/SLOAC Chair in terms of ease for Taskstream. Some narratives are being changed to call out SLOs specifically for programs. Will continue to work on SLOs and Program Review, which are two separate things, but speaks to one another. With the planning summit, showed connection with learning and employment ISLOs and also

demonstrated one way of measuring learning and ISLOs through Course-key Tool. For the Intuitional Effectiveness portion, developing process for collecting information related to the action plan and planning documents. Will look at having Watermark demonstrate new product and Elumen. For reviewing and revising Strategic Plan, this will be updated in fall 2019 due to Guided Pathways, Vision for Success, and Student Equity, which will feed into the Strategic Planning.

Reports/Other:

1. **Budget and Resource Development Subcommittee (BRDS)** 1.2 & 2.3 I.B, III.D
Developed a draft website and will be finalized.

2. **Research Subcommittee (RSC)** 1.1, 2.1, 4.1 I.B
Dashboard has been shared with all college instructional chairs. This is the data-tool to support instructional program review. RSC provided information for the Local Goals Alignment Game Plan.

3. **Informational Items** 1-4
None.

Next Scheduled Meeting: Next meeting will be held on April 12, 2019.

Adjournment: Meeting was adjourned at 12:11 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.*