

## Planning and Institutional Effectiveness Committee

September 27, 2019

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

Co-chairs: Daniel Miramontez and Co-chair Dennis Sheean

### MINUTES

**Present:** D. Miramontez, B. Bell, P. Hopkins, D. Kapitzke, D. Garduno (proxy for A. Neff), X. Zhang, S. Quis, G. Choe, M. Hart, M. Patel, M. Lopez, D. Sheean, M. Demcho, and M. Stuart

**Absent:** A. Gonzales, J. Allen, R. Marine, and S. Okumoto

**Guests:** S. Nguyen, A. Aldredge, and B. Gamboa

Meeting called to order at 10:32a.m.

1. **Approval of Agenda.** Agenda was moved by S. Quis, seconded by X. Zhang, and carried to approve.
2. **Review of Minutes for September 13, 2019.** Minutes was moved by S. Quis, seconded by D. Sheean, and carried to approve.

[\\*Strategic Goals](#)    [Accreditation Standards](#)

#### New Business:

1. **District Strategic Planning Committee Update.** 1-4    I.B  
The San Diego Association of Governments (SANDAG) was presented at last week's District Strategic Planning Committee meeting, which provides resources on the environment in San Diego County. Although it is a growing and expanding city, and housing is an issue, the city is strong in technologies and in cutting-edge research. Included in the discussion was information regarding UCSD, which is important to San Diego because it spawns lots of companies and technology - a big impact factor on our local economy. No information presented would directly affect Miramar College's planning, but the college's environmental scan will. Meeting documentations and discussion can be found on the District's Strategic Planning Committee website.

#### Old Business:

1. **SPAS – Progress on Meeting Strategic Goals.** 1-4    I.B  
Transfer volume/rate was discussed at last PIEC with recommendation to continue discussion at the PIE Steering Committee (PIESC) for detailed discussion. PIEESC met and created a crosswalk initiatives from last year: Vision for Success, Student Centered Funding Formula (SCFF), Student Equity and Achievement, Accreditation, and Strong Workforce Program (SWP). Target areas for discussion were awards, transfer, units to completion and skills gain, employment and earnings, and achievement gaps. The crosswalk clarifies metrics that are already college wide priorities (or should be added as college wide priorities). Moving forward, metrics will be added, removed, or maintained in SPAS based on trend analysis and the larger context. Five-year transfer volume benchmark was not reached but the trend has been going up. PIEESC recommended that floor benchmark for transfer volume remain at 788 and aspirational benchmark remains 875 - there may be a transfer peak and decline in the next five years. Transfer volume benchmark was the five-year average plus .5 standard deviation. For the five-year transfer rate, benchmark was not

met so PIESC recommends using the floor benchmark as the aspirational benchmark. Transfer rate used a three-year average. Degrees and certificates benchmark was achieved in the past four years. PIESC recommends retaining that as a college priority, maintaining a floor benchmark of 1,148, and setting a new aspirational benchmark of 1,400. Benchmark for this metric uses five-year average plus .5 standard deviation. Noted is that SCFF looks at highest unduplicated award earned, the college tracks all awards. For Career Technical Education (CTE), aspirational benchmarks was achieved for the last three years. Unclear if CTE needs to be maintained as a college wide priority. PIESC recommends more review of employment data and CTE metric. Course Sections benchmark of 10,000 fulltime equivalent students (FTES) was achieved. PIESC recommends that this is no longer a priority since the funding formula is changing and course sections may not be a good metric for success. Miramar College still expects to achieve 10,000 FTES and will avoid reductions in base allocation funds, though reductions in FTES means reductions in discretionary spending. Student Equity Plan (SEP) benchmarks are now specified in SEP. Most benchmarks have not been met from when they were part of the Integrated Plan. PIESC recommends maintaining this as a college wide priority but update with new benchmarks. PIEC agreed with the new recommendations. PIESC will discuss new metric recommendations including: successful course completion rates, rate retention, transfer prepared rate, ADTs, professional development, resources relating to work experience and external funding, articulation agreements, external partnerships, and outreach activities and programs. At the next PIESC meeting, discussion will be continued and finished, and then will bring it back to PIEC.

**2. Strategic Planning.**

**1-4 I.B**

PIEC Co-chairs will be discussing plan to bridge the gap between Strategic Planning and Guided Pathways – findings will be brought to PIEC once it is more solidified. It is recommended that more people need to be at the table in these meetings to develop the plan. There is a meeting set with Guided Pathways Faculty leads to discuss research, SPAS, and planning and their relation to Guided Pathways. These are intended to be the first steps of integration.

**3. ACCJC Annual Report - Benchmarking.**

**1, 2 I.B**

None.

**4. Update to Main/Operational Plans.**

**1-4 I.B**

Marketing and Outreach Plan is about to start. Unclear what is happening at the District with the Districtwide HR Plan (ACCJC Accreditation requirement for Miramar College). District Technology priorities are: the full implementation of Campus Solutions, hiring a permanent Districtwide IT director, and creating the Districtwide Technology Committee (timeline unclear). In the meantime, personnel from the District have been added to Miramar's Technology Committee and Miramar College will continue on it's own Technology Plan. The drafted CTE Plan is an integration of SWP and Perkins and will be a three-year plan (to be previewed Fall 2019).

**5. SER Action Plans/QFE Updates**

**1-3 I.B**

There are two parts to the Quality Focus Essay (QFE): Outcomes Assessment (OA) and Institutional Effectiveness. OA is on hold until the new OA Facilitator is on board. Institutional Effectiveness portion is in progress. Currently performing a comprehensive evaluation on all planning processes, documents: the college has made progress during the past couple of years but is at a standstill right now because improvement recommendation #3 must be addressed first. Also developing a process for annual collection and analysis of action plans: on hold while new software platforms are being evaluated, and that evaluation is on hold until there is a new OA Facilitator. Review and revised Education Master Plan: this year is strategic planning and next year is the Education Mater Plan. Will review and revise the Strategic Plan to incorporate

elements of LMF and ISLOs: in progress. Three action items have been completed. Relating to governance redesign: is encompassed by the Collegiality in Action process which is ongoing. Preamble has gone out to the college for review. First committee to be reformed is the College Council.

**Reports/Other:**

**1. Budget and Resource Development Subcommittee (BRDS)**

BRDS met last Friday and went over calendar meeting dates and committee memberships. Request was sent to Academic Senate to fill faculty vacancies. Request for Funding (RFF) instructions were finalized and was sent out to the campus. Budget update was also sent, which will be added to the next PIEC meeting agenda. Physical Plan for Instructional Support (PPIS) (formerly IELM) will be on the BRDS October 4<sup>th</sup> meeting for discussion, and then will be brought back to PIEC.

**2. Research Subcommittee (RSC)**

None.

**1.1, 2.1, 4.1 I.B**

**3. Informational Items**

None.

**1-4**

**Next Scheduled Meeting:** Next meeting will be October 11, 2019.

**Adjournment:** Meeting was adjourned at 11:32 a.m. Motioned by S. Quis.

**\*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.*