

## Planning and Institutional Effectiveness Committee

October 25, 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, L. Ascione (proxy for P. Hopkins), A. Gonzales, A. Neff, S. Haddad, X. Zhang, M. Demcho, G. Choe, M. Lopez, D. Sheean, L. Clarke, M. Patel, and M. Stuart

**Absent:** D. Kapitzke, R. Marine, S. Quis, M. Hart, and S. Okumoto

**Guests:** S. Nguyen

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

1. **Approval of Agenda.** Agenda was moved by X. Zhang, seconded by L. Ascione, and carried to approve. Old Business 2. Strategic Planning will be moved to 4. Planning Summit 2020.
2. **Review of Minutes for October 11, 2019.** Minutes was moved by B. Bell, seconded by A. Neff, and carried to approve. Abstained by M. Demcho and L. Ascione. Noted to update PPIS to read as Physical Plant and Instruction Report.

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

#### New Business:

1. None.

#### Old Business:

1. **SPAS – Progress on Meeting Strategic Goals.** 1-4    I.B  
From PIESC meeting last week, recommendations from that meeting was presented. With course fill rates, recommendation was to maintain benchmark at current to level, 81%, relative to enrollment trends (measures productivity). With AB705 coming onboard, enrollments should stabilize in spring. Recommendation is to retain this metric as it measures demand (don't set benchmark). For Completion Rate Prepared and Completion Unprepared, source of these metrics came from the Student Success Scorecard from the Chancellor's Office. With implementation of AB705, metrics are outdated. PIESC recommends to remove these metrics and replace with ones relative to Vision for Success and Guided Pathways. Confirmation will be needed from District about these two metrics prior to replacement (e.g. IEPI report-out, replaced with Vision for Success). For Resources, External Funding, there were only two data points and was captured through civic center funds. While civic center does provide income resource to the campus, it is diminimis compared to overall funding. May need other considerations for this metric, looking at grant funding (i.e. Strong Workforce, Automotive, Sector Navigator, relationship with Unified, Delta Airlines). Anything the college proactively applies for in external funding (that is not categorical and not restricted from the State) should be included in this metric. Need a set of strict criteria. Suggestion was made to remove Civic Center. VPA will work with Research Office to identify criteria that is meaningful. If not, possibly remove this metric. Work Experience only had two data points. PIESC recommends to disaggregate this metric to include how work experience (i.e., Course Name 270) is being compiled. Also recommended is to move metric to Career Education area for review and include link to employment data. For both Professional

Development Opportunities and Employee Participation in Professional Development, will need to examine the current operational definition (e.g., accounting method) of this metric. Recommend to send to Professional Development Committee for review. As for Diversity and Sustainable Activities, this metric needs further discussion and to possibly pull apart diversity from sustainability concepts. Will need to include other sources besides committees and consider SEP. With satisfaction and employee perception, these are surveys administered by District, which are data that are not collected or no longer available. PIEESC recommends for college to employee own surveys, looking into Community College Survey of Student Engagement (CCSSE). For both student and faculty. Would like to engage conversation, bring CCSSE back to PIEC, and to discuss what other options are out there. All metrics were looked into, with robust discussions. Would like to consider milestone metrics regarding the student journey. Research Office to work with Guided Pathways Co-facilitators to talk about milestone metrics so that these can be included with RP Group document in SPAS, and to bring findings back to PIEC.

**2. ACCJC Annual Report - Benchmarking.**

**1, 2 I.B**

Research Subcommittee made recommendation to maintain current benchmarking methodology specified by SPAS. If there are any changes in the actual performance, to explain this through qualitative information. These benchmarks will move through the constituent groups for discussion, and then to CEC for adoption of benchmarks, which will be used for spring report to ACCJC. X. Zhang made the motion to move forward ACCJC indicators and benchmarks to constituency groups, seconded by B. Bell, and approved by PIEC.

**3. Planning Summit 2020 – Guided Pathways.**

**1-4 I.B**

Guided Pathways will be the theme for the Planning Summit. Planning Summit Workgroup composition will include PIEC Co-chairs, Guided Pathways Co-facilitators, ASC Associate Dean, four GP workgroup leads, a Classified Professional, and one ASG student representative. Planning Summit will be on Friday, March 13, 2020. This will allow the college to interact and engage with the Guided Pathways progress. This will be a positive opportunity for all faculty, students, classifieds, and administrators to partake in Guided Pathways. Outcomes for the Planning Summit are to ensure the three GP workgroups have plan(s) identified by end of Spring 2020, and allow space and time for the institution to know, learn, interact, and engage with the GP progress. As for the timeline, looking into getting ASG, Classified, and four leads identified. Kick-off meeting for Planning Summit Workgroup will be on November 15, 2019. In next PIEC meeting, workgroup composition to be finalized. Request was made to email Planning Summit working notes to PIEC. Meeting times will be flexible, to be discussed in first workgroup meeting.

**4. Strategic Planning.**

**1-4 I.B**

Part of Strategic Planning is our college's Planning Framework. This provides a crosswalk the six factors of student success with the four pillars of Guided Pathways. Conclusion is that there is a need to update our college's Planning Framework. Review will be made with the college's framework and Guided Pathways, and will bring back to PIEC for further discussion.

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

**1-4 I.B**

Inquiry will be made for the status on the Cultural and Ethnic Diversity Plan. Email was sent to DIEC Co-chairs.

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

**1-3 I.B**

None.

**Reports/Other:**

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

There were a total of 104 ranked items reviewed. List has been sent out to BRDS committee members for further ranking. Looking at possible allocations of funds next week.

**2. Research Subcommittee (RSC)**

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

RSC worked on the ACCJC annual report benchmark and put forth recommendation. Environmental scan is currently being reviewed.

**3. Informational Items**

**1-4**

None

**Next Scheduled Meeting:** Next meeting will be November 8, 2019.

**Adjournment:** Meeting was adjourned at 12:15 a.m., motioned by A. Neff, seconded by M. Demcho.

***\*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.*