

**Planning and Institutional Effectiveness Committee**

November 22, 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, D. Sheean, B. Bell, A. Gonzales, D. Kapitzke, A. Neff, S. Young, G. Choe, M. Hart, M. Lopez, L. Brewster, and M. Patel (proxy for M. Demcho)

**Absent:** P. Hopkins, R. Marine, X. Zhang, S. Quis, S. Okumoto, and M. Stuart

**Guests:** S. Nguyen, B. Gamboa, and N. Julian

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

1. **Approval of Agenda.** Agenda was moved by B. Bell, seconded by M. Lopez, and carried to approve.
2. **Review of Minutes for November 8, 2019.** Minutes was moved by B. Bell, seconded by M. Lopez, and carried to approve with changes to BRDS agenda item, to remove phrase “all or nothing” and changing “for read” to “as information”.

<u><a href="#">*Strategic Goals</a></u>	<u><a href="#">Accreditation Standards</a></u>
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**New Business:**

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| <ol style="list-style-type: none"> <li>1. <b><u>Environmental Scan Fall 2019 – Spring 2023.</u></b><br/>Tabled.</li> </ol> | <p>1-4</p> | <p>I.B</p> |
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**Old Business:**

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| <ol style="list-style-type: none"> <li>1. <b><u>SPAS – Progress on Meeting Strategic Goals.</u></b></li> </ol> | <p>1-4</p> | <p>I.B</p> |
|--|------------|------------|
- Status update was provided regarding progress made on strategic goal. Moving forward, will retain metrics for transfer volume and transfer rate. District operational definition for Transfer Prepared Rate will be confirmed. Degrees and Certificate will be retained based upon external environment how the college is being funded, but will break apart, creating separate metrics for degrees and certificate. ADTs awards will be counted (what is awarded) and will be its own category due to funding. Completion Rate Prepared and Unprepared used to be in the college’s IEPI scorecard, but is no longer being used by the State and will be replaced with progress-type/performance metrics for students. Career Technical Education and Work Experience Resources has been moved to the School of BTCWI for action. External Funding has been moved to VPA Office for action. Employee Participation in Professional Development has been moved to Professional Development Committee for action. Any Survey items will be replaced with CCSSE. Number of Course Sections will be dropped. Course Fill Rates will be retained as a measure of productivity, as well as Course Retention Rates. Diversity and Sustainable Activities has been pulled from the college’s Mission Statement, diversity concept needs to be better defined by the college – will be soliciting information from Diversity Committee for input. Student Equity Plan (SEP) Indicators has been benchmarked as specified in SEP. External Partnership has moved to VPA Office for action. Outreach Activities Program has been moved to Associate Dean of Outreach for action. Articulation Agreements has been moved to Articulation Officer for action. Question was asked in regards to external funding source and external partnerships. If counted, how does this directly relate to student success and student achievement? Why are we reporting number of external partnership, is this the right benchmark to be tracking? Tracking numbers does not

make sense. The number of diversity activities on campus are recorded, but has no correlation to student success. Recommendation to table diversity concept until there is a deeper conversation with Diversity Committee. All metrics have been reviewed. Progress with meeting the college's goals, met three out of six priorities, dropping one priority of meeting 10,000 FTES. Recommendations for metrics farmed out will be returned by the first week of December.

**2. Strategic Planning.**

1-4 I.B

With SPAS progress, input is needed at multiple levels for Spring 2020 so that the college can have some dialogue to help with updating the college's goals and strategies. Recommendation is to move out metrics for discussion. With panini effect, Mission Statement and metrics will help develop the college's new goals and strategies. Suggestion was made that the workflow needs to be more finely structure – to narrow the conversation so that it is a goal setting activity. Work to be done in PIEC, and then validated by constituency groups. Directed discussion would be beneficial. Suggestion to have Office of PRIE and work on recommendations for goals and strategies, providing feedback for the next PIEC meeting. Would be worthwhile to speak to constituencies for discussion on what the data is showing and what they would recommend for the next six years - a joint contextual understanding and overarching philosophies.

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

1-4 I.B

Planning Summit leads were identified, but will be added once formalized. There was a discussion for an off-campus venue, but will currently be kept on-campus in I-130. Premise will be on Guided Pathway, which is a continuity from Fall 2019 Convocation. The theme will be “GPS (Guiding Your Pathway to Success) Skills to navigate the open ocean”, with the working title, “We Are All on the Same Boat (How Do We Keep Our Student Afloat?)”. Summit focus will be on the student journey in regards to course mapping (SEM) and wrap-around services. Comment was made course mapping is for everyone, not just instructional area, just as much as wrap around services aren't just for Student Services. Suggestion was made that once filling in information regarding the student journey (middle column), to take an iterative approach to course mapping and wrap-around services (column one and three) based on conversations with colleagues and how everything can be integrated together. Each group will be a mixture from all constituencies. Outcomes for this planning summit will include the space and time for the institution to know, learn, interact, and engage with the Guided Pathways progress. For the college to engage in starting discussions on integrating planning and SEM with Guided Pathways. As well, to ensure the three Guided Pathways Steering Committee have plan(s) identified by end of Spring 2020. One of the recommendations from Academic Senate is that they want to create a planning process that is going to be less reactive and more proactive. To develop plans for enrollment management, academic master planning, and education master planning. Mentioned in Guided Pathways Steering Committee is that all of the planning that should be done should take into consideration of what the college has already done – to understand what the college has and then to build a process. Save-the-date flyer was presented and recommendation was made by Planning Summit Workgroup to update 2020 Collegewide Planning Summit to 2020 Collegewide S.O.S. (Support our Student) Summit. Comment was made that this implies emergency and need to celebrate the good things that the college does – S.O.S. is recognized as having a negative connotation. Purpose of the summit is planning. If we are evolving the college summit due to historical baggage, will need collaboration on name branding (i.e., Collegewide Collaboration Forum). How the approach and what the summit contains needs to be changed, but branding is still the same. Currently, will continue with current name branding and revisit next year. Will go to CEC on December 10, 2019 and will go to Academic Senate body for feedback.

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

**1-4 I.B**

Updates were presented accordingly. Human Resource Plan discussion was had at the District Strategic Planning Committee. Human Resource Plan is required by the accreditation standard and the campuses wants to know what are the overarching themes, philosophies, and goals, are from the District. Dean of PRIE and VPA will continue conversation with VC Bulger. Facilities committee is currently working on Facilities Master Plan.

Main Plans					
Plan Name	Cycle	Adopted	Sunsets	Status	Notes:
Strategic Plan	7 years	Fall 2013	Spring 2020	Current	PIEC currently working on Strategic Plan 2020 Fall 2020-Spring 2027
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. Request was re-stated at the 11/15/19 meeting.
Technology	3 years	Fall 2017	Spring 2020	Current	Technology Committee currently working on Tech Plan 3.0 Upgrade
Marketing & Outreach	6 years	Fall 2014	Spring 2020	Current	Marketing and Outreach is working on this plan per their 11/6/19 committee agenda
SSSP	2 years	Fall 2017	Spring 2019	Current/Integration Plan	Received CEC approval on 10/30/17. State no longer requires Integrated Plan. SSSP is now a component of SEAP
Student Equity	3 years	Fall 2019	Spring 2022	Current	Pending CEC approval on 5/14/19. SEP is component of SEAP.
Basic Skills	2 years	Fall 2017	Spring 2019	Current/Integration Plan	Received CEC approval on 10/30/17. State no longer requires Integrated Plan. BSI is now a component of SEAP
CTE	1 year	Fall 2019	Spring 2020	Current	New CTE plan will integrate Perkins with SWP - will be finished fall 2019
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	DIEC is working on this plan per their 11/1/19 committee agenda
Facilities Master Plan	Ongoing	Ongoing	Ongoing	Current	Facilities Comm

Considerations To Date for Strategic Planning Fall 2019: Vision for Success, Guided Pathways, and Student Equity and Achievement Program

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

**1-3 I.B**

Education Master Planning is scheduled for Fall 2020. BRDS is working on web information page. In regards to college governance, Collegiality in Action will be meeting on December 12, 2019 and will be looking at all committee charges. Progress is being made with intuitional effectiveness. Currently, the college does not have an Outcomes Facilitator (announcement has been made).

**Reports/Other:**

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

Tabled.

**2. Research Subcommittee (RSC)**

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

Tabled.

**3. Informational Items**

**1-4**

From the District Strategic Planning Committee, currently working on the annual report for the District, timeline was reviewed in regards to the Districtwide Strategic Goals and Plan, and working on the goal alignment between Vision for Success, Board of Trustees, Districtwide Goals, and collegewide goals. Question was asked on why all this time is being spent on alignment? Why doesn't the District Strategic Planning Committee do work on formulating strategic plan, goals, directions, or some structure (bottom up) that shows a clear pathway for

the campuses. Purpose of strategic plan is to have common goals and directions, with ways of evaluation. Process of getting all on one page and looking pretty is a waste of time. What is the District's process as opposed to what to align what don't align, shouldn't align, and will never align? There is a process for District Planning, but problem is that every college is on a different planning cycles and that the District strategic plan is nothing more than for show. Questions are now being asked now about if we are going beyond alignment into integration. Miramar College will send District the college's Main and Operational Plans schedule/cycle. Topic for District Strategic Planning will be added to future PIEC agenda under Reports/Other.

**Next Scheduled Meeting:** Next meeting will be December 13, 2019.

**Adjournment:** Meeting was adjourned at 11:57 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.*