

Planning and Institutional Effectiveness Committee

April 24, 2020, 10:30 a.m. to 12:30 p.m.

<https://cccconfer.zoom.us/j/93189063545>

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

MINUTES

Present: D. Miramontez, D. Sheean, P. Hopkins, A. Gonzales, B. Bell, D. Kapitzke, A. Neff, X. Zhang, S. Quis, G. Choe, L. Brewster, M. Demcho, and M. Hart, and S. Young

Absent: R. Marine, S. Haddad, M. Lopez, L. Clarke, and S. Okumoto

Visitor: B. Gamboa, N. Julian

Meeting called to order at 10:37 a.m.

1. **Approval of Agenda.** Agenda was moved by X. Zhang, seconded by M. Demcho, and carried to approve.
2. **Review of Minutes for February 28, 2020.** Minutes was moved by P. Hopkins, seconded by B. Bell, and carried to approve.

*Strategic Goals Accreditation Standards

New Business:

1. **None.**

Old Business:

1. **2020-21 Annual Planning Calendar.** 1-2 I.B
Updates were made from feedback solicited previously from PIEC members. Program Review data will be retrieved through the Dashboard that can be accessed on an ongoing basis - a major change from PDF copies that were produced annually. There was a recommendation from IPR/SLOAC and Academic Affairs to move Program Review deadline for Instruction from April to August 14th. This new deadline would allow significant time for faculties not working during summer break time to do program review. From Academic Senate, recommendation was made for a September 1st deadline or to postpone program review this year, will be awaiting for final response. Request was made for PIEC Co-chair to attend next IPR/SLOAC meeting to provide input. With request to move BRDS deadline based upon program review deadline, this will push purchasing and receiving process into the spring semester. Deadlines will impact processing of the requests for funding. After a lengthy discussion, motion to approve was made M. Hart for draft planning calendar to move forward (open to revisions), seconded by S. Quis, and moved to approve.
2. **SPAS – Progress on Meeting Strategic Goals.** 1-4 I.B
This agenda item will be dropped due to robust dialogue already being done. In particular, due to the new set of KPIs that will be previewed on the next agenda item.
3. **Strategic Planning.** 1-4 I.B
Changes to the upgraded planning framework was discussed and previewed. Changes included replacing Loss/Momentum phases with the Guided Pathways Four Pillars. Operational plans were updated with omission of BSI Plan and SSSP Plan. Biggest change is that Program Review Process is more prominent, as well as Strategic Plan – a fusion of higher-level planning and unit-level planning. Motion to approve the upgraded planning framework for the subsequent seven

years was made by B. Bell, seconded by S. Quis, and motion passes. This will move through constituency level. Strategic directions (derived from the Strategic Goals) was also previewed and discussed. Strategic directions was previously referred to as strategies. This new term reflects what is happening in the world of planning. Points of discussion included an alignment between what the college does strategically and statewide initiatives. Suggestion was made to revisit the term 'redesign' (currently being used are mapping and sequencing), and a strategic direction on resource development. Comment was made that this ties into Vision for Success and Guided Pathways. Motion was made by B. Bell to approve strategic directions with amended changes, seconded by M. Demcho, and moved to approve. First read of KPIs was presented by college's Research and Planning Analyst. Key Performance Indicators (KPIs) help measure our strategic directions. This first read will be sent to PIEC members for a more robust discussion in May PIEC meeting, and to answer questions, comments, or concerns.

4. Planning Summit 2020 – Guided Pathways. 1-4 I.B

The college's Planning Summit has been cancelled, resuming in Spring 2021 (pending COVID-19 status). A hearty thank you was made for all involved. Original plan was to postpone the summit, but the work done cannot be delayed, especially for the hard work done by Guided Pathways practitioners. Survey regarding interest areas was sent out so work will continue in a remote environment. Agenda item will be considered as completed.

5. Update to Main/Operational Plans. 1-4 I.B

Marketing Plan was presented. First goal is to support the college's Student Equity Plan (SEP) to reach disproportionately impacted (DI) Latinx students. Planned activities includes running Spanish language commercials on radio, television and through social media platforms, translate marketing materials into Spanish language, keep virtual reality tour on website and advertise with Spanish language component to it, identify cultural influencers as mentors within families and the community to reach potential students and retain existing students, and to stablish Spanish language tours for potential students. Second goal is to develop, strengthen and sustain beneficial partnerships with educational institutions, business and industry, and our community. The college's Outreach team routinely attends local annual street fairs, spends a significant amount of time at the local High School campuses, provide virtual reality tour of the campus, regularly attends local Chamber of Commerce activities and Town Councils. Request was made to review KPIs in regards to outreach activities and provide input.

6. SER Action Plans/QFE Updates 1-3 I.B

Updates to QFE is in our college's mid-term report.

Reports/Other:

1. Budget and Resource Development Subcommittee (BRDS)

Campus Allocation Model (CAM) will be available next week, which drives the college's budget development process. Once received, BRDS will be calling a meeting. Resource Allocation Process will be done again this year. But the resource allocation process will be different - reducing resources not allocating resources. Cautionary note was announced to pay close attention to budget beginning July 1 and know that budget reductions will be taken in the month of August. Process will be run through BRDS in September and October. Email was sent from the President's Office on April 20, 2020 announcing the COVID-19 Emergency Student Relief Fund from the Miramar College Foundation. Contributions are encouraged. It will greatly assist our students and it will be open to all students (same restrictions with Cares Act Funding).

2. Research Subcommittee (RSC). 1.1, 2.1, 4.1 I.B

None.

3. District Strategic Planning Committee.

1-2

I.B

DSG will meet next Thursday, April 30. Report will be provided then.

4. Informational Items

1-4

Unfortunately, there will be no pie for the last PIEC meeting. Tradition will continue once we are back on campus.

Next Scheduled Meeting: Next meeting will be May 8, 2020.

Adjournment: Meeting was adjourned at 11:58 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.*