

Planning and Institutional Effectiveness Committee

September 25, 2020, 10:30 a.m. to 12:30 p.m.

<https://cccconfer.zoom.us/j/94756731198> Password: 420538

Co-chairs: Daniel Miramontez and Dennis Sheean

MINUTES

Present: D. Miramontez, D. Sheean, A. Gonzales (proxy for B. Bell), D. Kapitzke, X. Zhang, M. Demcho, D. Diskin, S. Quis, L. Brewster, L. Clarke, M. Lopez, S. Young, and M. Hart

Absent: B. Gamboa, A. Neff, R. Marine, S. Haddad, and S. Okumoto

Visitor: N. Julian and C. Padilla

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

1. **Approval of Agenda.** Agenda was moved by S. Quis, seconded by X. Zhang, abstained by L. Clarke, and carried to approve.
2. **Review of Minutes for September 11, 2020.** Minutes was moved by M. Hart, seconded by S. Quis, abstained by S. Young and L. Clarke, and carried to approve.

*Strategic Goals Accreditation Standards

New Business:

1. **Planning Summit 2021.**

1-4 I.B

Proposal was made for a 3-hour online event (with breaks). Conversation will be focused on the college theme of equity and unity in understanding the student population as it ties in with Guided Pathways. This will build on the theme of “Building a shared space, moving together toward equity and unity”, set forth by CEC. Since Guided pathway is supposed to be infused with equity matters based on research, areas that are being worked on are addressing issues that often will impact underrepresented students. Suggestion was made that in order to engage conversation, we should look at a working definition on what Equity is, in particular to education (equity in the classroom, course sequencing, onboarding, interest areas, governance, Guided Pathways, etc.). Terms are so broad that the campus has no idea on how this all connects together. The goal is to have a definition of Equity early on so that a save-the-date can be sent by November. In summary, the summit will be equity themed with Guided Pathways as the vehicle. This discussion will be taken back to CEC for guidance on a working Equity definition. Next step will be the formation of a constituency appointed planning summit workgroup.

Old Business:

1. **Educational Master Planning.**

1-4 I.B

Although the current Educational Master Plan (EMP) is comprehensive and captures what our college does related to planning, there's a disconnect between some of the work that's going on at the college. Discussion was opened to help mitigate this perception and provide input on what the goal and purpose is for the Educational Master Plan, to help define what this plan should bring to the campus. The Strategic Plan charts the direction of the college, while the Educational Master Plan answers the question on how the College is going to get it done. With the college's governance redesign, it is important to start new practices, suggestion was made to start with the four constituency groups, and then to CEC and present the topic and get guidance on how to proceed – EMP an implementation plan that pulls everything together.

- 2. Benchmarking Strategic Plan Key Performance Indicators.** 1-4 I.B
 KPI's were presented to ASG and will go through a review and second read. Managers are currently reviewing and have been providing feedback. Academic Senate did a first read, an information session was provided, and good feedback was received. Recommendation was made to change/update the term characteristics to demographics, as well as other topics to focus on (ADTs, full-time and part-time students, just transfer students, measure intentionality, etc.). In addition, consider how to operationally define what metrics are, and what they are going to look like – if it can be measured or not. When examining the indicators to consider looking at the connections between KPIs and the Vision for Success and the Equity Plan. Office of PRIE will work with faculty representatives on KPIs.
- 3. Strategic Planning Update.** 1-4 I.B
 The College's planning framework and goals were approved, which are the two main components for the planning process. Classified Senate provided recommendations that was brought back to CEC in regards to the strategic directions (bringing an equity lens as additions), which will go back to constituencies. Feedback will go back to PIEC for review and will be presented back to CEC.
- 4. Update to Main/Operational Plans.** 1-4 I.B
 In regards to the three Division Plans, recommendation was made to make these into 7-year plans to align with both Strategic Plan and Educational Master Plan. The purpose of the Division Plans are implementation plans, which should be on the same cycle as the Educational Master Plan. In regards to the Human Resources Plan, this will again be taken to the next District Strategic Plan meeting. Technology plan is currently being worked on, upgrading to Tech Plan 3.0, which will tie into the Strategic Plan. Marketing and Outreach Plan will be updated to 5-years, as opposed to 6-years. SSSP and Basic Skills will be stricken out. Student Equity Plan is current. CTE Plan resource request has been implemented, which will need to be reflected in plan form (to integrate Perkins with SWP). For clarification, PIEC's role is to track these plans and that it ensure integration. To have oversight over the planning process per se, while implementation is always operational. Outcomes and Assessment Plan is current, next update in spring 2021. Facilities Master Plan is current and ongoing as this plan interacts with District plan. Cultural and Ethnic Diversity Plan is on hold as governance restructure is implemented and committee charge is changed.
- 5. ISER Action Plans/QFE Updates** 1-3 I.B
 Placeholder.

Reports/Other:

- 1. Budget and Resource Development Subcommittee (BRDS)** 1.2 & 2.3 I.B, III.D
 RFF process was reviewed with minor edits. RFF instructions were sent out to the college, with a due date to submit back to BRDS on October 14, 2020. BRDS goals for the year were reviewed, as well as process improvements, communication, education about global funding sources, and lottery funds utilized for technology purposes.
- 2. Research Subcommittee (RSC).** 1.1, 2.1, 4.1 I.B
 Will not be meeting this semester and will be dissolved with implementation of new governance structure for spring.
- 3. District Strategic Planning Committee.** 1-2 I.B
 Committee will be having their first meeting on October 1, 2020. Will bring PIEC's recommendation for the HR Plan.

4. Informational Items

1-4

None.

Next Scheduled Meeting: October 9, 2020.

Adjournment: Meeting was adjourned at 11:59 a.m.

***San Diego Miramar College Fall 2020–Spring 2027 Strategic Goals:**

1. **Pathways** – Provide student-centered pathways that are responsive to change and focus on student learning, equity, and success
2. **Engagement**-Enhance the college experience by providing student-centered programs, services, and activities that close achievement gaps, engage students, and remove barriers to their success
3. **Organizational Health** -Strengthen Institutional Effectiveness through planning, outcomes assessment, and program review processes in efforts to enhance data-informed decision making
4. **Relationship Cultivation** - Build and sustain a college culture that strengthens participatory governance, diversity, inclusion, and community partnerships