

Planning and Institutional Effectiveness Committee

October 9, 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, B. Bell, D. Kapitzke, X. Zhang, A. Neff, M. Demcho, D. Diskin, S. Quis, L. Brewster, L. Clarke, M. Lopez, S. Young, and R. Olson (proxy for M. Hart)

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

Visitor: N. Julian and M. McMahon

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

- 1. Approval of Agenda.** Agenda was moved by X. Zhang, seconded by R. Olson, and carried to approve.
- 2. Review of Minutes for September 25, 2020.** Minutes are forthcoming.

<u>*Strategic</u>	<u>Accreditation</u>
<u>Goals</u>	<u>Standards</u>

New Business:

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| 1. <u>None.</u> | 1-4 | I.B |
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Old Business:

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| 1. <u>Planning Summit 2021.</u> | 1-4 | I.B |
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- Planning Summit 2021 will be a 3-hour virtual summit for spring 2021 and will carry the collegewide theme of equity and sharing the space adopted by CEC. The equity theme will be fused with Guided Pathways. First, a working definition for Equity will be needed to move forward, operationalize this, and then see where the college wants to go with the Equity definition - discussion will be taken back to CEC. Attendee of Pathways to Equity Conference provided comprehensive summary of what the conference was about, which included highlights of a survey and the breakout sessions. The conference centered on how to engage in equity-minded Guided Pathways. A presentation by Cypress College at the conference in regards to Diversity, Equity, and Inclusion (DEI) and Guided Pathways, showed that Guided Pathways is used as the framework to achieve their equity goals - DEI is the Why, Who and What and Guided pathways is the How. . The Vision Resource Center was presented and instructions on how to access conference recordings will be shared. Summary and highlights of the conference will be shared through Google Docs. Discussion continued with the need for a working definition of what Equity is for our campus. Equity is supposed to mean the equality of student outcomes, but will need a way to make this happen. Suggestion was made to have as part of the definition is for students to explore and find their own pathways (failing, or not). Robust conversation continued, which included the need to address in-built barriers created and address what is missing (e.g., faculty diversification relating to, role models that looks like students, recruiting great professors, etc.). With focus on a working definition of Equity, a larger discussion to include more collaboration with outside groups. Equity is a nuanced concept and the time and space will be needed to get it done. At the summit, if need be, there will be given the space and time to work on an Equity definition and/or statement. Will look at Pathways to Equity on how to drive dialogue, and DEI to take ownership of these terms. Dedicated resources will be needed. What was discussed will be brought forward to CEC. At next PIEC meeting, constituency approved workgroup will be formed and will be an action item.

- 2. Educational Master Planning.** 1-4 I.B
From District Strategic Planning Committee, colleges and CE are at different points with their respective planning processes. Recommendation was made to Chancellor’s Cabinet that the District Strategic Plan be delayed for a year so that the colleges can work on their plans so that it can inform the District’s Strategic Plan. Miramar College is in good shape with goals in place and currently working on strategic directions and KPIs. As our college moves forward, will need our Educational Master Plan to be informed by our larger environment and how we are going about serving our students with equity as the focus. The college’s current Educational Master Plan is on the college’s website and will sunset in spring 2021. Updates to the reports from the District Planning Committee will be provided once available.
- 3. Benchmarking Strategic Plan Key Performance Indicators.** 1-4 I.B
KPIs were sent to constituency groups for feedback. This was presented to ASG, Classified Senate, and Academic Senate (in depth conversation with faculty, as well as a Q&A informational session). Currently working on the college’s Strategic Planning process, which will put a hold on KPIs. Once strategic directions are approved, KPIs will be reviewed by a smaller workgroup, along with faculty, for a deeper dive. Classified Senate and ASG will be included as well.
- 4. Strategic Planning Update.** 1-4 I.B
Please see previous section on KPI’s and Benchmarking for update.
- 5. Update to Main/Operational Plans.** 1-4 I.B
Discussion from last committee meeting was reviewed and updates were discussed. Divisional Plans to be updated to a cycle of 7-years. The Educational Master Plans staggered by the semester from Fall 2021-Spring 2028. Proposal was made for the Divisional Plans to follow the same cycle, staggered by a semester from Spring 2022 to Fall 2028. Will be working on alignment with the District and college’s Human Resources Plan. The Facilities Master Plan is ongoing. Reminder was made that the Strategic Plan and Educational Master Plan are aligned with the college’s accreditation and program review cycles, respectively, as main plans are aligned with unit-level planning. What’s being worked now is that the alignment fits with the District planning process.
- 6. ISER Action Plans/QFE Updates** 1-3 I.B
Placeholder due to the college’s Accreditation Midterm Report (finalized and to be reviewed by the College). Once finalized by CEC and submitted to ACCJC in March 2021, PIEC will return to tracking on the Action Plan/QFF Updates.

Reports/Other:

- 1. Budget and Resource Development Subcommittee (BRDS)** 1.2 & 2.3 I.B, III.D
Last meeting, membership was rounded out to full membership (excluding a student representative due to scheduling challenges). Recent RFF process was reviewed and were sent out to the college, recommendations for improvement and was made for the future. BRDS reviewed the first draft of the Annual Budget Report with anticipation that this will be done on an annual basis and shared to the college. BRDS discussed and established a taskforce for a budget development and allocation process. Future activities to include a budget development template for the college. This is a process to guide the college with budget reductions and cuts and changes to the uses for lottery items. RFF spreadsheets are due to BRDS Co-chairs on Wednesday, October 14, 2020. These will be sorted and available for a first read at be BRDS meeting on October 16, 2020.

2. **Research Subcommittee (RSC).** 1.1, 2.1, 4.1 I.B
No report. Will be dissolved with implementation of new governance structure in spring 2021.
3. **District Strategic Planning Committee.** 1-2 I.B
High-level summary of the meeting was provided. Agenda was presented which rely heavily upon moving with the District Strategic Planning – includes the development, approval, implementation, and formation of workgroup. Will be working on better alignment with all the institutions. Participatory Governance of the committee purpose and structure was presented at the meeting. Committee composition was shared, to include Academic Senate President, Classified President, and Dean of PRIELT from Miramar College. When working on the District Strategic, the planning committee meets, does a theme analysis based upon college and CE plans to inform the District Strategic Plan Draft plan then moves to District stakeholder review (Chancellor’s Cabinet), then finalized. District Strategic Planning Committee will be responsible for providing annual progress updates. Clarification was made that the recommendation to postpone this strategic planning process for a year is going to Chancellor's Cabinet for approval. Documents presented will be forwarded to PIEC.
4. **Informational Items** 1-4
None.

Next Scheduled Meeting: October 23, 2020.

Adjournment: Meeting was adjourned at 11:48 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