



Planning and Institutional Effectiveness Committee

February 10, 2012

Co-chairs: Jerry Buckley and Buran Haidar

MINUTES

Present: Jerry Buckley, Buran Haidar, Brett Bell, Lou Ascione, Carol Smith, Denise Kapitzke, Sandi Trevisan, Joyce Allen, Duane Short, Mary Ann Guevarra, Daniel Miramontez, Dennis Sheean, Gene Choe, Lawrence Hahn, Mary Hart, Michael Lopez. Guest: Susan Schwarz. Recorder: Katinea Todd.
Not Present: Gail Conrad, Dan Gutowski.

1. Call to order:

The meeting was called to order at 10:08 a.m. by Jerry Buckley.

2. Approval of revised agenda:

It was motioned, seconded and carried to approve the agenda of February 10, 2012.

3. Approval of minutes:

Postponed.

4. Old Business:

a. Strategic Plan measurable outcomes and objectives

B. Haidar updated the committee on discussions of the PIEC brain-storming working group convened on Dec 19, as a next step for finalizing the Strategic Plan measurable outcomes and refinement of the Educational Master Plan. The topics introduced for discussion included: 1) Finalization of the strategic plan measurable outcomes that the PIEC committee had approved in principle at its Dec. 9 meeting, 2) Determination of the measurable outcome baseline for comparison, 3) Drafting of the Strategic Plan objectives, and 4) Refining the Educational Master Plan draft. She reported that only the first topic was discussed and summarized progress made with CTE input on the measurable outcomes and assessment tools.

B. Haidar shared with members a study she had prepared to inform the working group discussions "Comparison of Recommended Metrics by ACCJC, Student Success Task Force, and AACC (VFA)", and the confirmation from D. Miramontez that evidence for the finalized measurable outcomes is already collected by the OIRP.

The committee discussed the finalized Strategic plan measurable outcomes and assessment tools and it was agreed that the two PIEC subcommittees: the Research subcommittee and the Budget and Resource Development Subcommittee will be charged with action and/or collection of evidence.

B. Haidar summed up where we stand on completion all components of the Strategic Plan. She emphasized that in addition to the adopted Strategic goals, strategies, and measurable outcomes, defined objectives and evidence of for follow-through on the adopted strategies are the remaining components.

B. Haidar will send a working document for committee members' input about specific objectives and evidence for progress towards meeting them through the adopted strategies. She will bring back to the committee a draft of objectives for discussion and committee approval.

J. Buckley added that there are two processes that need to be addressed campus-wide: (1) a report on measurable strategic goal outcomes should be in an annual report; and (2) an Institutional effectiveness report on strategic goal outcomes, area by area, with qualitative and quantitative measures of institutional effectiveness. He suggested that a work group be formed to address these specific annual reports, monitoring data and prepare the reports. He requested volunteers.

Strategies should be laid out year-by-year over a six-year plan of how they're to be accomplished; annual reports should be done on the activities suggested by the work group to work on; look at how we deal with data and package it into the report every year.

b. Educational Master Plan Draft:

J. Buckley is working on the draft document prepared last year by the Interim VPI. He has met with D. Miramontez and others to work on the draft and decide how to incorporate current data, including enrollments coming from feeder high schools, and SANDAG data re community growth based on the 2010 census, etc. He has asked the deans to update their schools' three-year plans and to determine common elements of needs. The October 2012 Follow-Up Report needs to have a staffing plan for San Diego Miramar College to match its projected enrollment of 25,000. He will recruit for that. March 15th is the deadline for completing the Educational Master Plan.

5. New Business:

a. ACCJC action letter and report.

The College's response to the ACCJC action letter and report is due by October 2012. The work group has been reinvigorated to respond to the concerns regarding the stability of the administration, the integrated planning process specifically including the lack of a staffing plan, culture of evidence and SLO component in faculty evaluations. A list of questions for the accreditation committee has been prepared and sent to CEC for approval.

J. Buckley requested broad representation at the March 9th local regional ACCJC training on integrated planning and use of evidence. He also invited all to participate in the Research Subcommittee.

b. Research Subcommittee report:

D. Miramontez presented information on the Research Subcommittee's revised mission statement and request for membership expansion. These documents were provided to the committee for review before this meeting.

i. Mission Statement.

He said that in the past the Research Subcommittee has focused on a culture of evidence, and now seeks to build a culture of collaborative inquiry. Discussion followed, and it was suggested that the document be revised to make it consistent with the College shared governance document format; the first paragraph should be reformatted as committee goals; the second paragraph reformatted as committee procedures; and Administrative Services inserted into the marketing language. He will revise the document and ask K. Todd to distribute it to the committee.

ii. Membership expansion request:

D. Miramontez reported that the Research Subcommittee has new charges and needs additional representation on the subcommittee so that the information that flows through the Research Subcommittee and the many College-wide and District-wide projects can be disseminated to the proper constituency groups to be vetted; not only to get feedback but to take back reports, processes and procedures. He said it would help to build a culture of collaborative inquiry and provide a pathway of communication. Discussion followed and it was observed that there are too few people to serve on existing committees and it would be difficult to recruit more to serve on the Research Subcommittee.

J. Buckley suggested using generic categories of membership, and he and B. Haidar volunteered to work with D. Miramontez to scale down the requested membership changes, to be re-presented at a later time.

6. Roundtable/Discussion:

a. J. Buckley suggested a different room or room configuration for future meetings in order to avoid meeting in a lecture setting. A different room will be sought.

b. J. Buckley and B. Bell suggested that reports from the Research Subcommittee and Budget and Resource Development Subcommittee be added as standing agenda items to future agendas.

7. Adjournment:

The meeting was adjourned at 11:35 a.m.

Next Meeting: February 24, 2012

K. Todd