



Planning and Institutional Effectiveness Committee

April 27, 2012, 10:00 a.m.-12:00 p.m., Rm. W-248

Co-chairs: Jerry Buckley and Buran Haidar

APPROVED

MINUTES

Present: Jerry Buckley, Buran Haidar, Gail Conrad, Dan Gutowski, Sandi Trevisan, Joyce Allen Lawrence Hahn, Michael Lopez, Dennis Sheean, Carol Smith, and Katinea Todd. Guest: Daphne Figueroa.

Not Present: Brett Bell, Lou Ascione, Denise Kapitzke, Daniel Miramontez, Duane Short, Mary Ann Guevarra, Gene Choe and Mary Hart.

1. **Call to order:** The meeting was called to order at 10:07 a.m. by Jerry Buckley.
2. **Approval of agenda:** It was moved, seconded and carried to approve the agenda of April 27, 2012.
3. **Approval of minutes.** It was moved, seconded and carried to approve the minutes of April 13, 2011.

***Strategic
Goals**

4. **Old Business:**
 - a. Review revised draft of the Educational Master Plan. **5.1**
Jerry Buckley presented the latest draft and explained the revisions and the reasons for each. The goals were updated for consistency with the Strategic Plan. The proposed draft/revisions were approved by consensus. Daphne Figueroa and Dan Gutowski volunteered to add text to the goals.
 - b. Review revised Division plans. **5.1**
Postponed.
 - c. Review Strategic Plan updated objectives. **5.1**
Buran Haidar presented and discussed the first draft, with actions to be completed and anticipated responsible parties, which was developed with input of committee members. Jerry Buckley suggested that the planned college retreat in August would be an appropriate venue to work on the recommended draft of the Strategic Plan Objectives, with a follow-up during Convocation. The draft was approved by consensus.
 - d. Review mapping of committees' functions to the Strategic Plan update. **5.1/ 5.4**
Buran Haidar shared expectation of receipt of additional functional mapping from the Facilities and Marketing committees that is scheduled to meet next week. Jerry Buckley requested that all committees update their operational plans and have them posted on the college website by September. This will be a future agenda item.

- e. Update on the Human Resources planning process. 5.1/ 5.3
Brett Bell reported that this was discussed at the last President's Cabinet and will take three months. The focus will be on staffing challenges resulting from vacant positions and the effects on this college.

- f. Update on the planning model diagram. 5.1
Joyce Allen reported that the working group is looking at other diagrams that are similar to the ACCJC model.

- g. Development of an annual institutional effectiveness report. 5.1/ 5.4
Jerry Buckley suggested that an annual institutional effectiveness report could be linked to the Strategic Goals, and he reported on the ACCJC requirements for the report structure. This report would look at program data, institutional data and other data to determine what was accomplished in the prior year and what should be addressed in the coming year. He put a call out to chairs, program coordinators and others to consider this before the end of the semester. It was agreed by consensus to use the approach suggested by Jerry Buckley for the report with the simplified planning model diagram.

5. New Business:

- a. Proposed planning process improvements. 5.1
Jerry Buckley reported that all committees have been requested to review, update and post their action plans to the website before the end of the semester. He also suggested that a planning intranet be created. The Vice Presidents will give Susan Schwarz information to take to the Technical Review Committee.

- b. Accreditation. 5.1
 - i. 2012 Follow-Up Report. Jerry Buckley advised that all actions contained in the Follow-Up Report need to be completed by the last PIEC meeting. He'll email the Report and the timeline to PIEC members. There will be an Academic Senate forum on May 8th to address the Report, and August 28th is the date for the Senate to approve the Report.

 - ii. Fall 2012 SLO Report. Jerry Buckley suggested a meeting between 5.1/ 1.1
Student Services, Administrative Services and Instructional Services to discuss institutional SLO's.

6. Reports/Other:

- a. Research Subcommittee. 5.1/5.3
Sandi Trevisan reported that the committee updated its ad hoc research process and form.

b. Budget and Research Development Subcommittee (BRDS).

5.1/5.2

Buran Haidar presented and discussed the BRDS-proposed civic center net income allocations for 2012-13. It was moved, seconded and carried to accept the recommendation of BRDS.

7. **Adjournment:** The meeting was adjourned at 11:46 a.m.

Next Meeting: May 11, 2012

Reporter: K. Todd

***San Diego Miramar College 2007–2013 Strategic Goal 5: Refine the college's integrated planning process.**

5.1 Improve and strengthen the integrated college planning process driven by the college's Strategic Plan. This efficient and accountable process facilitates transparent college wide planning, budgeting and resource allocation.

5.2 Develop a process for evaluating and responding to alternate sources of funding.

5.3 Strengthen coordination with the District to maintain equitable, courteous and quality service delivery to students, especially during state and local budget crises, and preparedness for unexpected catastrophic events.

5.4 Continue to refine the college participatory governance structure processes and activities to align with the formalized integrated college planning process.