Planning and Institutional Effectiveness Committee
May 11, 2012, 10:00 a.m.-12:00 p.m., Rm. W-248
Co-chairs: Jerry Buckley and Buran Haidar
MINUTES

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

1. **Call to order:** The meeting was called to order at 10:10 a.m. by Jerry Buckley.

2. **Approval of agenda:** Daniel Miramontez requested to add two report items to Item 6.a. (Research Subcommittee report) on the agenda, and it was moved, seconded and carried to approve the modified agenda of May 11, 2012.

3. **Approval of minutes**. Buran Haidar presented and discussed the draft minutes of April 27, 2011, showing her suggested modifications. It was moved, seconded and carried that any proposed additional modifications should be submitted by May 18th, and if there are none, the minutes will be considered approved. It was agreed by consensus that any outstanding draft minutes previously provided to the committee will be considered approved if no proposed modifications are received by the end of this semester, i.e., April 27, 2012; April 13, 2012; February 24, 2012; and October 21, 2011. If there are substantive changes proposed, rather than minor changes, the draft minutes will be re-sent to the committee for review. The committee approved a proposal by Jerry Buckley to formalize the minutes unless a response is received from members within 72 hours after distribution of the draft minutes in committee meetings.

*Strategic Goals

4. **Old Business:**
    a. Review Strategic Plan updated objectives.   **5.1**
    Consensus was reached on this at the last meeting and the latest version will be sent out next week.

    b. Update on the planning model diagram.   **5.1**
    Duane Short reported on the results to date of the working group meetings. After discussion, it was agreed that the group would create and email a diagram to the committee for feedback.

    c. Update on the annual institutional effectiveness report.   **5.1**
    Jerry Buckley presented and discussed institutional effectiveness (IE) reports from other colleges, and he suggested a format with the first third consisting of text setting out priorities, strategies and action steps with colors and links to other documents/data sources. The second third of text should be achievement data, but the report needs a point of comparison or benchmark and that the Scorecard would be useful in that regard. Daniel Miramontez then discussed the 2011-12, Scorecard and the differences/changes

from the 2010-11 Scorecard, including mapping and indicators. He will use the narrative approach this summer and will include more data in the future. There was consensus to use the approach suggested by Jerry Buckley and to integrate data from the Scorecard.

Jerry Buckley informed that he will be working with D. Miramontez on and B. Haidar during the summer on what the IE report would look like and members agreed to check their Emails to provide input, ahead of the planned College-wide retreat.

The third third of the IE report will address student learning and service outcomes and Jerry informed that sections will be worked on by Buran during the summer and that members are to expect to receive a preliminary report by email from her.

   d. Accreditation.
      i.   2012 Follow-Up Report. Jerry Buckley reported that the Academic   **5.1**
      Senate sponsored a forum on May 8 to discuss the draft report, and another Accreditation Team meeting will be held on May 18. He requested feedback from the committee, and it was noted that the just-published Board calendar will affect the timeline for the Follow-Up Report.
      ii. Fall 2012 SLO Report. Jerry: "The SLO report is under construction."   **5.1/ 1.1**
      A draft SLO report will be prepared this summer and will be posted to the college website.

5. **New Business:**
   a. Report on PIEC accomplishments (Three year review)   **5.1**
     Jerry Buckley presented a draft of PIEC accomplishments during the last three years and requested feedback. Buran Haidar suggested adding a context column. It was agreed to expand the document back to the beginning of the committee and redistribute it to the committee. Sandi Trevisan suggested every committee does it the same way with the last column as evidence, with links so supporting evidence. She suggested that the Steering Committee could do an action plan for next year.

   b. Strategic Enrollment Management.   **5.1**
     Jerry Buckley explained the importance of strategic enrollment management as a component of integrated planning to utilize all college resources as effectively as possible.   Buran Haidar summarized the budget and enrollment management discussions at the BRDS meeting that was held immediately prior to this committee meeting. She described the ASCCC recommendations for enrollment management, and presented to the committee the BRDS- recommended enrollment management annual taskforce consisting of four administrators (VPI, VPSS, non-CTE Academic Dean, CTE Dean), four faculty (CTE, non-CTE, Counseling, Senate Executive Committee representative), and two Classified Senate reps. Jerry Buckley articulated the value of thoughtful consideration of the composition of a pilot enrollment management workgroup to be rolled out in the fall. He informed members of the new District enrollment management system that will give a comprehensive look using Curricunet and ISIS data in one format to look at past data for future forecasting. Three senate articles on managing community college enrollment will be disseminated by the Instruction Office.

6. **Reports/Other**:
    a. <u>Research Subcommittee</u>.   **5.1/5.3**
       Daniel Miramontez discussed the Research Subcommittee end-of-term report for
       Spring 2012, the new ad hoc research form and research request process.
       Jerry Buckley proposed a Research Subcommittee website for the committee, which
       would have ownership of the design and organization. It should have direct access to
       information, marketing and the IT web. Accreditation should be a priority request.

    b. <u>Budget and Research Development Subcommittee (BRDS).</u>   **5.1/5.2**
       (See Item 5.b., above.)

    c. <u>Meeting calendar for 2012-13</u>.   **5.1**
       It was agreed by consensus that in 2012-13, the committee will continue to meet twice
       per month, on second and fourth Fridays, 10:00 a.m.-12:00 p.m., in Room W-248 if it's
       available.

7. **Adjournment:** The meeting was adjourned at 12:36 p.m.

Next Meeting: Fall 2012, TBA.

Reporter: K. Todd

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*__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.