



Planning and Institutional Effectiveness Committee

September 14, 2012, 10:00 a.m.-12:00 p.m., Rm. L-108

Co-chairs: Jerry Buckley and Buran Haidar

APPROVED 12/14/12

MINUTES

Present: Jerry Buckley, Buran Haidar, Brett Bell, Gerald Ramsey, Joyce Allen, Lou Ascione, MaryAnn Guevarra, Denise Kapitzke, Michael Lopez, Daniel Miramontez, Sadayoshi Okumoto, Dennis Sheean, and Duane Short, Carol Smith, Katinea Todd and Sandi Trevisan. Guest: Daphne Figueroa.

Absent: Gene Choe, Dan Gutowski, Lawrence Hahn, and Mary Hart.

1. **Call to order:** The meeting was called to order at 10:06 a.m. by Jerry Buckley.
2. **Approval of agenda:** It was moved, seconded and carried to approve the modified agenda of September 14, 2012.
3. **Approval of minutes.** The minutes of May 11, 2012, will be reformatted and sent out for review.

***Strategic Goals**

4. **Old Business:**

a. Report on PIEC accomplishments (three-year review).

5.1

Jerry Buckley presented and discussed the draft list of PIEC three-year accomplishments which has been modified into the standard format adopted by CEC and then all of the committees. He asked the committee to review it and bring back any modifications or comments for approval at the next PIEC meeting. Buran Haidar proposed some modifications to reduce redundancy in restating the goals. Jerry was agreeable to shortening the document, but suggested it should be taken to CEC if it's going to be a standardized format change for all the committees. Daphne Figueroa suggested that Buran send her proposed changes to the committee to review and decide which format to use. Jerry and Buran agreed to send out both documents and continue discussion at the next meeting.

Daphne advised that she would be attending the committee meetings instead of Mary Hart for this semester. Buran introduced Sadayoshi Okumoto as the new chair of BRDS.

b. Accreditation.

5.1 & 1.1

Jerry Buckley gave an update on the accreditation status. He said the SDCCD Board approved the 2012 Follow-Up Report on September 13th and there will be an ACCJC site visit on November 1st. He discussed the SLO report, the new Accreditation and Planning websites and requested input on format and content. He reported on the status of the Fall 2012 SLO draft report and asked for the College plans to be updated.

c. Strategic Enrollment Management.

5.1

Jerry Buckley emphasized the importance of addressing this topic during this academic year. He reported that it was addressed extensively at the 2012 Summer Leadership Institute. B. Haidar expressed the need to address the issue as a campus and a committee taking the PIEC discussions about the enrollment management taskforce,

irrespective of its final membership. Buckley confirmed that he foresees enrollment management discussion occurring in early spring 2013. Discussion of short and long term enrollment management was initiated by D. Figueroa. Buckley informed that the Deans Council discussed the issue and agreed to continue to use existing practice for the short term. The need for additional campus prioritization criteria to be developed with input of all faculty within departments was acknowledged.

5. **New Business:**

a. 2012-2013 PIEC calendar

5.1

i. Meeting dates and times. The dates and venues on the draft meeting calendar will stay the same, but it was moved, seconded and carried to change the meeting time to 10:30 a.m.-12:30 p.m. to accommodate the availability of ASC members.

ii. Task list – work group opportunities. Jerry shared a list of PIEC Tasks for 2012-2013 that was developed by the co-chairs and the steering committee. He called on members to sign up for individual workgroups to do the work topics with tasks and to bring back for the committee by certain dates. The topics included:

- Analyze the results of the Fall 2012 college retreat – to be presented today
- Establish planning priorities for 2012 through 2014
- Complete the 2007-2013 Strategic Plan document
- Plan the next college retreat for March 2013
- Strategic Plan assessment
- Review the College's mission statement
- Strategic Enrollment Management
- Preparation of the 2014-2020 Strategic Plan

The committee agreed and members signed up for different work groups.

b. 2012 Institutional effectiveness report.

5.1 & 5.4

Jerry presented the draft that was presented to the Campus-wide Retreat and discussed how it can be improved.

c. Analyze and evaluate the Fall 2012 college retreat.

5.1 & 5.4

The retreat and its outcomes were discussed, including planning priorities for 2012-14. Discussion will continue at the next meeting.

d. 2012-2013 PIEC Strategic Plan Objectives.

5.1 & 5.4

Buran Haidar asked the committee to commit to few of its approved unprioritized objectives for 2012-2013, and pointed to enrollment management and resource development as possibilities. Daphne Figueroa suggested a review of the to-do dates and determine what is left to be done. Discussion will continue at the next meeting.

6. **Reports/Other:**

a. Research Subcommittee.

5.1 & 5.3

Daniel Miramontez reported that the committee is having its first meeting on Monday and the 2012-13 Research Agenda is going to CEC on September 25th. The results of the Employee Satisfaction survey will be discussed for the Accreditation Mid-Term Report. A campus-wide briefing on the Student Satisfaction survey will be held on October 26th.

- b. Budget and Research Development Subcommittee (BRDS). 5.1 & 5.2
Sadayoshi Okumoto reported that new instructions are coming for filling out RFFs.

7. **Adjournment:** The meeting was adjourned at 11:59a.m.

Next Meeting: September 28, 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.