



Planning and Institutional Effectiveness Committee

November 9, 2012

Co-chairs: Jerry Buckley and Buran Haidar

APPROVED 12/14/12

MINUTES

Present: Jerry Buckley, Lou Ascione, George Beitey, Kanchan Farkiya, MaryAnn Guevarra, Dan Gutowski, Denise Kapitzke, Michael Lopez, Sadayoshi Okumoto, Dennis Sheean, Katinea Todd and Sandi Trevisan. Guests: George Beitey and Adela Jacobson.

Absent: Joyce Allen, Brett Bell, Gene Choe, Daphne Figueroa for Mary Hart, Lawrence Hahn, Buran Haidar, Mary Hart, Daniel Miramontez, Gerald Ramsey and Duane Short,

1. **Call to order:** The meeting was called to order at 10:38 a.m. by Jerry Buckley.
2. **Approval of agenda:** It was moved, seconded and carried to amend the agenda of November 9, 2012, to add TMCs as the new item number seven, and to approve the agenda as amended.
3. **Approval of minutes.** Jerry Buckley said that draft minutes for September 14, September 28, October 12 and October 26, 2012, were posted to the website to communicate the progress that the committee has made. The minutes of October 26, 2012, were revised to delete Dan Gutowski's name from Item 5.a; and it was moved, seconded and carried to approve the revised minutes. Approval of the remaining draft minutes was postponed to the next meeting and suggested revisions are to be emailed to the co-chairs.

***Strategic Goals**

4. **Old Business:**

- a. Review the enhanced 2007-2013 Strategic Plan.

***5.1 & 5.4**

Sandi Trevisan suggested that she, Sadayoshi Okumoto and Gerald Ramsey review and further edit the plan, re-submit it to the committee for final review and post it to the college website before the end of the fall 2012 semester. Jerry Buckley commended Sandi and Joan Mize for their design work on the project. He presented and discussed the current version and suggested that a similar format be used when the revised Strategic Plan is created next spring. He also stressed the importance of meeting timelines set for the various work groups within the committee. It was agreed to further simplify the plan to increase clarity and the work group will provide edits to the committee by December 14th.

Adela Jacobson volunteered to serve on the Strategic Plan assessment task force. It was moved, seconded and carried to add students from the student council and the Dean of Student Affairs to the task force dealing with the assessment portion of the Strategic Plan.

- b. Discuss additional plans for the Spring 2013 College Retreat.

***5.1 & 5.4**

MaryAnn Guevara confirmed March 22, 2013, as the date for the Retreat. She reported on the availability and suitability of venues considered to date and said that the search for a suitable venue will continue. Denise Kapitzke will check on the past expense for the event and the available budget.

5. **New Business:**

Report from the 2007-2013 Strategic Plan assessment work group. *5.1 & 5.4

Dan Gutowski reported on the progress of the work group and the remaining collection and review of data. He proposed a process for the assessment and final review and agreed to submit the work group's recommendations by March 1, 2013. Jerry Buckley suggested incorporating an online component to the webpage to show our ongoing progress in reaching our strategic goals and a prospective analysis in our next strategic plan to show our progress along the way.

6. **Reports/Other:**

a. Research Subcommittee. None. *5.1 & 5.3

b. Budget and Research Development Subcommittee (BRDS). *5.1 & 5.2

Sadayoshi Okumoto reported that BRDS has met with the originators of the RFFs and now has enough information to prioritize the list and bring it committee by December 14th.

7. **TMC.** *5.1

Jerry Buckley said that one of the biggest things to impact our schedule development and resource allocation over the coming years will be the development of SB 1440 degrees, or TMC degrees, which are the new transfer degrees that were put into law this year and are designed to guarantee additional seats in our CSU system, and possibly the UCs as well. He suggested looking at the website www.SB1440.org for information, and he advised that we will be looking at bringing TMCs or 1440 degrees forward, and briefly explained the process for doing so. We will need to reach 100 percent compliance by 2014.

8. **Adjournment:** It was moved, seconded and carried to adjourn the meeting at 11:33 a.m.

Next Meeting: December 14, 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.