



Planning and Institutional Effectiveness Committee

February 8, 2013

Co-chairs: Jerry Buckley and Buran Haidar

APPROVED 03/08/13

MINUTES

Present: Jerry Buckley, Buran Haidar, Joyce Allen, Brett Bell, MaryAnn Guevarra, Dan Gutowski, Lawrence Hahn, Denise Kapitzke, Michael Lopez, Daniel Miramontez, Sadayoshi Okumoto, Gerald Ramsey, Dennis Sheean, Duane Short and Sandi Trevisan.

Absent: Lou Ascione, Gene Choe, Kanchan Farkiya, Daphne Figueroa for Mary Hart, and Katinea Todd.

1. **Call to order:** The meeting was called to order at 10:30 a.m. by J. Buckley.
2. **Approval of agenda.** J. Buckley asked to add item 6.c. to the agenda, and B. Haidar asked that Item 5.b. be moved ahead of 4.b. It was moved, seconded and carried to approve the amended agenda.
3. **Approval of minutes.** Postponed. The draft minutes of the December 14, 2012, meeting will be distributed to the committee by email on February 11th.

4. **Old Business**

***Strategic
Goals**

- a. Recommended college mission, vision and values statements **5.4**
– PIEC Special Meeting.

J. Buckley recapped the Feb. 1st Special Meeting when PIEC voted on revisions to the mission, vision and values statements for the college and also agreed to change college core institutional learning “competencies” to “outcomes”. He wanted to be sure that all committee members have seen what was selected to be put forward for further consideration by governance groups.

- b. Accreditation update – ACCJC WASC Letter of 1/31/13. **5.1**

J. Buckley presented and discussed the WASC letter, noting that our regional accrediting commission has recognized the U.S. Department of Education regulations implemented in 2008, 2010 and 2011, that addressed the monitoring of student achievement. This ties in very nicely with the topics of our college retreat and assessment of our college strategic plan and comes back to the topic of benchmarking. We have indicators now and have identified ways to measure our strategic plan progress, and we will have to benchmark that data and know whether we're getting better or getting worse. There are many implications for our college, and he strongly recommended that everyone review the letter for further discussion.

B. Haidar observed that we are already in compliance through our commitment in our strategic plan and institutional effectiveness report to student achievement outcomes. J. Buckley said this college has done a lot of work in the last five years to come into compliance with regard to integrated planning and measurement of outcomes. We're now looking at ways to simplify through TaskStream a very complex process that we've created, and to make it workable and sustainable, i.e., that can be done on an annual basis in a timely fashion.

J. Buckley said that another important topic in the WASC letter is in the career and technical education areas. Recently, the federal government began requiring enhanced data collection for the CTE programs to better inform productivity measures, specifically whether students get credentials, get jobs and are still working those same jobs a year later. We need more mechanisms for effective data collection on all of our programs and we need to move quickly to meet the federal requirement that ties to financial aid. We're making progress in that area, but need to accelerate. Eventually we'll see linkage of some of our internal data with external data that has to do with workforce development to see what's going on with wage data and other variables. The government will make us accountable for a lot of what happens in those CTE areas.

B. Haidar reminded all that when we were developing a way of assessing our Strategic Plan we did have indicators that addressed these CTE ones and when we sat at the Steering Committee we said we would be doing something. She was glad to hear that we would be pushing this area forward. J. Buckley again strongly recommended that each person take time to review the details because it will influence what we do over the next several years.

c. Spring 2013 college retreat – update.

5.1/5.4

M. Guevarra reported that the retreat work group, consisting of M. Guevarra, J. Allen, J. Buckley, D. Figueroa, D. Sheean and D. Short, has met and worked on the structure and timeline of the retreat, to take place on March 22nd at the Scripps Ranch Library. The agenda will include integrated planning, strategic plan outcomes, institutional student learning outcomes, etc. Elizabeth Armstrong will facilitate the event and will meet with the work group to do a run-through and to finalize the agenda.

J. Buckley thanked M. Guevarra for her efforts and leadership and input into what needs to take place. There is still a lot to be done, including encouraging attendance, and he invited everyone to invite others to attend. M. Guevarra will send an email to ask for volunteers for the retreat set-up and take-down, and will also send spreadsheets and the draft agenda to the committee. B. Haidar said she wanted to be included in the work group.

d. 2007-2013 strategic plan evaluation – update.

5.1

D. Gutowski reported and discussed the work group's progress and the plethora of information available to help direct drivers for stated goals, i.e., a driver for assessment purposes provides direct correlation between the goal and the strategy being looked

at. They will link to goals and governance committees, and he will recommend to the work group to determine what percentage of the 16 participatory governance committees are compliant until the valuation reaches 100%. His goal is to finish the report by March 1st to the retreat attendees will have an opportunity to review it prior to the retreat.

5. New Business

- a. Spring 2013 PIEC calendar and tasks. 5.1
J. Buckley distributed and discussed the PIEC's spring meeting and tasks calendar. Both committee co-chairs will be absent on February 22nd and the committee will be given an assignment rather than meeting (see Item 5.c, below). The March 22nd meeting will be superseded by the college-wide retreat.

- c. Annual planning evaluation – gap analysis survey. 5.4
J. Buckley presented and discussed a survey document containing seven major focus areas to be considered in the survey and called out as fairly simple statements, with an evaluation scale of one to five which can be filled in for each statement. He asked the committee members to complete the survey during the regular meeting time on February 22nd, when PIEC will not be meeting, and to return it to the VPI mailbox or Instruction Office by close of business on February 22nd. He will also provide the survey to the committee by email.

6. Reports/Other

- a. Research Subcommittee (RSC). 5.1/5.3
D. Miramontez said the committee will hold its first spring semester meeting on February 11th.

- b. Budget and Research Development Subcommittee (BRDS). 5.1/5.2
S. Okumoto said the committee has not yet met this semester, but the request for funding was passed by the Academic Senate this week. The Classified Senate Execute Committee will consider it next week, the Associated Students still have to review it, then it will go to CEC which can give authority to make purchases and to meet deadlines for purchasing. At the March 1st meeting, Brett Bell will present the state of the budget.

- c. 2013 Midterm Report. 5.1
J. Buckley said that the second draft of the Mid-Term Report has been posted to the website and includes changes received from campus feedback. He reminded everyone to use the online editorial comment procedure available on the webpage, and said that the report must be ready by the end of March so it can go to the Board in May. He advised that deadlines will be firmly observed this year.

7. **Adjournment:** It was moved, seconded and carried to adjourn the meeting at 11:23 a.m.

Next virtual meeting: February 22, 2013.

Next regular meeting: March 8, 2013.

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.