Planning and Institutional Effectiveness Committee

March 8, 2013

Co-chairs: Jerry Buckley and Buran Haidar

MINUTES

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

Absent: Gene Choe, Kanchan Farkiya, Dan Gutowski and Lawrence Hahn.

1. **Call to order:** The meeting was called to order at 10:34 a.m. by J. Buckley.

2. **Approval of minutes**.

    a. It was moved, seconded and carried to approve the draft minutes of February 1, 2013;

    b. It was moved, seconded and carried to approve the draft minutes of February 8, 2013;

    c. Draft minutes of the December 14, 2012, meeting were distributed to the committee by email on March 11th for a seven-day review. The co-chairs will work on their edits and they will be posted to the committee webpage on March 15th.

3. **Approval of agenda**. It was moved, seconded and carried to approve the agenda of March 8, 2013.

		*Strategic Goals

4. **Old Business**

    a. <u>TaskStream software – update</u>.   **5.1**

    J. Allen said that the Classified Senate is not involved in the purchase of this software, but supports whatever system is chosen, providing that faculty be sensitive to workload issues of classified staff and others. J. Buckley said that there will be three components: faculty, Student Services and Administrative Services, and the software will be used to align and collect information from all three segments of the college for program review and accreditation purposes. He recommended that a plan be put in place for the software's use before purchase of the software and suggested that a taskforce be formed to work through summer to implement the plan for use in fall 2013. B. Haidar emphasized the importance of customization of the management system to reflect our participatory governance. D. Figueroa pointed out the importance of her own involvement and that of the CGC Chair in the creation of the

framework/structure. It was suggested that formation of the group be moved to CEC. This topic will be revisited.

b. <u>Spring 2013 college retreat – update</u>.   **5.1/5.4**

M. Guevara reported on the preparations for the retreat and the number of attendees currently expected. Read-ahead material will be sent out electronically by 5:00 p.m. today.

c. <u>2007-2013 Strategic plan evaluation final report</u>.   **5.1**

J. Buckley presented and discussed information received from D. Gutowski and thanked the task force for its work. He suggested that a group be formed in April to consider language for the next Strategic Plan, and that the Score Card could be strengthened by adding achievement data, both quantitative and qualitative.

5. **New Business**

a. <u>2013 annual evaluation survey results – gap analysis</u>.   **5.1**
    J. Buckley presented and discussed the survey results. He and D. Miramontez will work on revising the survey language for next year.

b. <u>Draft 2013 ACCJC Annual Report</u>.   **5.1/5.3**
    J. Buckley presented and discussed the draft report and described new areas of emphasis by the ACCJC, including student achievement data, which will result in the need to set benchmarks for the College.

    It was moved, seconded and carried to charge the Research Subcommittee to suggest methods to determine appropriate benchmarks, coordinate with researchers on the other campuses, and report back periodically to this committee.

c. <u>College statement regarding new contracts, grants and partnerships</u>.   **5.4**
    B. Haidar presented and discussed a draft college policy from Academic Senate re grants. B. Bell suggested comparing the document with the current College procedure.

6. **Reports/Other**

a. <u>Research Subcommittee (RSC)</u>.   **5.1/5.3**
    D. Miramontez reported that the committee met in February and is continuing to work on updating the committee webpage, the 2013-2014 Research Agenda to send to PIEC, and the Environmental Scan. This year the Scan will be in the form of an outline which will be filled in next year to create the Educational Master Plan.

    b.   <u>Budget and Research Development Subcommittee (BRDS)</u>.   **5.1/5.2**
        S. Okumoto reported that one RFA has been withdrawn and the money will go to the AV projector fund, and a second RFA was withdrawn and will probably be shifted to next year.

7.   **Adjournment:** It was moved, seconded and carried to adjourn the meeting at 12:37 p.m.

Next regular meeting: April 12, 2013.

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.