



## Planning and Institutional Effectiveness Committee

Co-chairs: Gerald Ramsey and Daphne Figueroa

September 13, 2013

**APPROVED 09/27/13**

### **MINUTES**

**Present:** J. Allen, B. Bell, G. Choe, D. Figueroa, D. Kapitzke, E. Ledbetter, M. Lopez, D. Miramontez, S. Okumoto, G. Ramsey, D. Short, K. Todd, S. Trevisan

**Absent:** M. Guevarra, D. Gutowski, L. Hahn, A. Jacobson, D. Sheean

**Guests:** B. Haidar, P. Hsieh

**Call to Order:** The meeting was called to order at 10:38 by D. Figueroa.

1. Approval of Agenda. It was moved, seconded and carried to approve the agenda of September 13th.
2. Review of draft May 10, 2013, meeting minutes. Corrections were made to the May 10<sup>th</sup> draft minutes: the second bullet under Paragraph 5.a. was deleted; and the fourth bullet under Paragraph 6.a. was revised. It was moved, seconded and carried to approve the revised minutes.

**\*Strategic Goals**

### **Old Business**

3. Annual planning calendar (information item) – Key tasks and acceptance. **5.2 & 5.4**  
D. Figueroa presented the revised Annual Planning Calendar. She reviewed the changes made after CEC accepted the calendar on August 27<sup>th</sup> and explained the reasons for the changes. This committee's co-chairs are to reaffirm the planning cycle with all constituency groups. They will disseminate the calendar and will continue to keep the committee informed. If any constituency groups want them to come to their meetings to go over the planning cycle, they will do so.

### **New Business**

4. Committee membership and Governance Handbook. **5.1 & 5.4**

D. Figueroa reviewed the agreed-upon committee membership, summarized below.

<b>Co-Chairs (2):</b>	<b>Name</b>
Faculty member elected by the committee	Daphne Figueroa
Administrator designated by the college president: VP, Instruction	Gerald Ramsey (Acting)
<b>Administration Reps (4):</b>	<b>Name</b>
VP, Instruction	Gerald Ramsey (Acting)
VP, Administrative Services	Brett Bell
VP, Student Services	Gerald Ramsey
Representative	Lou Ascione
<b>Classified (6):</b>	<b>Name</b>
Administrative Services Rep	Denise Kapitzke
Instructional Services Rep	
Student Services Rep	
Classified Senate Rep #1	Joyce Allen
Classified Senate Rep #2	Dan Gutowski
Public Information Officer (non-voting member)	Sandi Trevisan
Campus-based Researcher & Research Subcommittee Chair (non-voting member)	Daniel Miramontez
<b>Faculty (8):</b>	<b>Name</b>
Student Services Rep (also *Student Services PR/SLOAC Co-Chair)	MaryAnn Guevarra
School of BTCWI	Gene Choe
School of MBEPS (also BRDS Chair)	Sadayoshi Okumoto
School of Library & Tech (as The PLACe Coordinator)	Daphne Figueroa
School of Liberal Arts	Michael Lopez
School of Public Safety	Dennis Sheean
Academic Senate Rep #1 (*Faculty Co-Chair of Instructional PR/SLOAC)	Duane Short, Acting
Academic Senate Rep #2	
Faculty (non-voting member)	Lawrence Hahn
<b>Associated Students Council (1):</b>	<b>Name</b>
Representative	Emalina Ledbetter

She clarified that all positions, unless they are by virtue of their title, are appointed by the constituency leaders. P. Hsieh said that the incoming Dean of Planning, Institutional Effectiveness and Research will replace L. Ascione in the spring. B. Haidar reminded the committee that it needs to do succession planning.

D. Figueroa then reviewed the members of the PIE Steering Committee (PIESC):

Steering Committee	Name
Administrative Services PR Committee Chair	Brett Bell
Instructional Services PR Committee Co-Chairs	Paulette Hopkins & Duane Short (Acting)
Student Services PR Committee Co-Chairs	Adela Jacobson & MaryAnn Guevara
Research Subcommittee Chair	Daniel Miramontez
Budget & Resource Development Subcommittee Chair	Sadayoshi Okumoto
Faculty & Administrative Co-Chairs of PIE Committee	Gerald Ramsey & Daphne Figueroa

B. Haidar pointed out that the VPI and VPSS previously served on the PIESC in their roles as administrative co-chairs of the Instructional and Student Services PR/SLOAC committees, respectively. She said that they're no longer serving in those positions, and asked whether the committee wanted to consider restructuring PIESC to include the VPI and VPSS. It was agreed to put this on the October 18<sup>th</sup> PIEC agenda, and Committee members were asked to review the handbook page which was sent to them for today's meeting and to be prepared address possible changes on that date. P. Hsieh suggested that PIEC substitute "recommend" for "direct" in the Committee Goals paragraph.

5. College-wide retreat (date and discussion).

**5.1 & 5.4**

G. Ramsey said a review of the evaluations from the last retreat indicated that the retreat date didn't seem to work because it was the Friday before a major break; the content appeared to be a little too ambitious given the available time; and it should have been more interactive, as opposed to the lecture style that it appeared to have. D. Figueroa said the PIE Steering Committee discussed March 7, 2014, as a potential date and she requested that it be discussed within the constituency groups.

D. Figueroa announced the October 11th District-Wide Participatory Governance and Planning Conference, which was also discussed at PIESC. The PIESC members felt that we might want to use that conference to jumpstart our planning because it will address District and campus strategic plans and goals, how they interact and mesh, and how we can bring what we learn back to our campus. She described the content and speakers of that conference and encouraged all PIEC members to attend. P. Hopkins suggested that all department chairs be invited. D. Figueroa said they are not invited because they don't constitute a constituency, but any senator who cannot attend can designate a department chair to attend in the senator's place. When the RSVP list has been finalized, more will be

invited to fill vacant spots. She also said it would be important to have all the campus-based researchers (CBRs) attend.

P. Hsieh suggested that a date and theme be selected as soon as possible and presented several reasons for doing so. The committee co-chairs will make the retreat a standing item on the committee agenda until arrangements are complete. The September 27<sup>th</sup> agenda will include the Strategic Plan review assessment discussion and setting the retreat date. Committee members were asked to take the proposed March 7<sup>th</sup> date to their constituencies for approval so we can begin working on the planning for the retreat.

On October 18<sup>th</sup> D. Miramontez will present benchmarking information, this committee will review its handbook page and will look at information from the October 11<sup>th</sup> District conference on participatory governance.

6. Planning ahead – The Committee’s work for 2013-14. 5.1 & 5.4  
Topics mentioned were the spring 2014 college-wide retreat, the Strategic Plan, Benchmarks, the Research Agendas, and RFFs.

### Reports/Other

7. Research Subcommittee (RSC). 5.1 & 5.3  
D. Miramontez said the first Research Subcommittee meeting will be Monday. The 2013-14 Research Agenda (RA) was brought to this committee last term and a last column for primary end-users was added. He said the RA integrates research from the District and ad hoc requests from this campus, and reflects the change from a culture of evidence to a culture of inquiry. In efforts to move the College in the direction of a culture of action, he offered a plan to survey end-users on how the research is utilized for the purpose of synthesizing and integrating the information into the Institutional Effectiveness report. The RA goes to the Academic Senate on September 17, to the Classified Senate on October 3<sup>rd</sup> and to the Associated Students next Friday (as an FYI), and will come back to this committee before it goes to CEC. He will email the RA to all constituency leaders today. He also described the updated Research Subcommittee website and fillable PDF forms.
8. Budget and Research Development Subcommittee (BRDS). 5.1 & 5.2  
S. Okumoto said the first BRDS subcommittee meeting will be on Friday and will include nominations for the chair’s election. B. Bell said that D. Kapitzke will give an update on the Miramar College total budget and will talk about our FTEF planning for the year. The committee will also be discussing our BRDS general fund unrestricted discretionary budget, the funding that we use to allocate towards the requests for funding. There has been an increase from last year and the strategy will be to recommend a similar percentage of the funds that are available. This money is coming from the profit sharing from the Civic Center,

and we're expecting additional ILEM funds this year -- we hope to have additional details before the BRDS meeting. BRDS will have to have a tier of how we allocate those funds, considering that IELM funds can only be used for instructional equipment, and whatever is left over we will use the BRDS unrestricted funds to support. District-wide the IELM allocation is approximately \$480,000; the allocation to the campus has not yet been determined.

9. Meeting Calendar. D. Figueroa explained that certain events caused a slight glitch in our meeting dates:

- There will be a district leadership meeting on October 11<sup>th</sup> and our meeting date was changed to October 18<sup>th</sup> which may cause a conflict with BRDS unless it can shift its meeting time or date;
- The November 8<sup>th</sup> meeting was cancelled because the committee has a lot of work to do between October 25<sup>th</sup> and November 22<sup>nd</sup>, and the Academic Senate will all away at Fall Plenary session.

G. Ramsey said the co-chairs will monitor the committee's progress on tasks and determine whether there will be a need to call ad hoc meetings. P. Hsieh suggested having a longer working meeting on November 22<sup>nd</sup> and offered to provide lunch and the committee agreed by consensus.

**Adjournment:** The meeting was adjourned at 11:49 a.m.

*K. Todd, Recorder*

**\*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.