



Planning and Institutional Effectiveness Committee

Co-chairs: Gerald Ramsey and Daphne Figueroa

September 27, 2013

APPROVED 10/18/13

MINUTES

Present: G. Ramsey, B. Bell, A. Jacobson, P. Hopkins, D. Kapitzke, Annie Novak (for J. Allen), S. Trevisan, D. Miramontez, M. Guevarra, G. Choe, S. Okumoto, Buran Haidar (for D. Figueroa), E. Ledbetter, M. Lopez, J. Gordon, E. Ledbetter, K. Todd

Absent: J. Allen, D. Figueroa, D. Gutowski, D. Sheean, L. Hahn

Guests: B. Haidar, C. Hasson

Call to Order: The meeting was called to order at 10:44 by B. Haidar, representing D. Figueroa.

1. **Approval of Agenda.** It was moved, seconded and carried to approve the agenda of September 27th.
2. **Review of draft minutes of September 13, 2013.** Corrections were made to the September 13th draft minutes:
 - Page 2, the penultimate sentence should read: "...the incoming Dean of Planning, Research and Institutional Effectiveness will replace L. Ascione in the spring."
 - Page 4, paragraph 7, the fourth sentence should read: "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."
 - Page 5, first full paragraph, change "ILEM" to "IELM."
 - Page 5, first full paragraph, the last sentence should read "District-wide the IELM allocation is approximately \$480,000; the allocation to the campus has not yet been determined."

It was moved, seconded and carried to approve the revised minutes of September 13th.

Information Item:

B. Haidar announced the District Participatory Governance and Planning Conference scheduled for October 11th, 8:00-5:00, at the Kroc Institute at USD. Although the district originally recommended that academic senators be invited, the invitations have been expanded to include the chairs and faculty members of this committee, as well as the campus-based researchers. She described the conference agenda and identified the panel members and their topics. She asked the committee members to advise her after the meeting whether they will be attending the conference.

Old Business:

3. College-wide retreat (date, task force, themes). 5.1 & 5.4
the date for the college-wide retreat was finalized as Friday, March 7th. PIEC members were requested to communicate with their constituent groups to ensure that we have college-wide participation. Office hours and work schedules will be adjusted to allow people to attend the retreat.

The committee formed a working group to plan, organize and implement the college-wide retreat. The working group will meet, act as liaison between the campus and PIEC, will bring back recommendations for themes and structure for approval, and will provide periodic updates to the committee. The working group will be composed of:

- Administration: B. Bell
- Classified staff: J. Allen/or designee
- Faculty: D. Figueroa, M. Guevara, D. Sheean/M. Lopez
- Students: E. Ledbetter
- Campus-Based Researcher: D. Miramontez
- Support staff: L. West

At the next PIEC meeting, the committee will discuss and consider ideas for the retreat themes, which will probably be based upon research, planning, and the college Strategic Plan.

Suspension of Order of Business:

At this point, it was moved, seconded and agreed by consensus to suspend the order of business to address C. Hasson's presentation, and resume the order of business upon completion. Please see Item 6.a., below, for a summary of her presentation.

Resumption of Order of Business:

Old Business (continued):

4. Strategic Plan – moving forward. 5.1 & 5.3
B. Haidar discussed updating the 2007-2013 Strategic Plan (SP) into the 2014-20 SP. (On October 18th a correction was noted that the SP is from fall 2013 through spring 2019). She summarized the steps taken so far for 2014-20. In spring 2013 :
- PIEC approved format of draft
 - Drafts were forwarded
 - Reviewed by the SP taskforce – forwarded recommendations to PIESC
- She presented and discussed the timeline for completion in fall 2013, and the remaining high-priority tasks to be done.

Topic	Work group (s)	Target Date
Review what has been completed & Form work groups for remaining sections	PIEC	09/27/13
Work group(s) - Review and draft "Planned Activities" - Review and revise or confirm "Performance Outcomes" section	Members	10/15/13 (send to committee) PIEC discussion 10/18/13
Finalize 2014-2020 SP for campus approval	PIEC	10/25/13

She and D. Miramontez discussed indicators, outcomes and benchmarks. The co-chairs and D. Miramontez will have a conversation about benchmarks and tasks and will develop recommendations as to how the committee is to proceed. The committee agreed to follow the timeline with no changes.

New Business: None.

Reports/Other:

5. Budget and Resource Development Subcommittee (BRDS). 5.1 & 5.2

S. Okumoto reported that BRDS met last Friday and D. Kapitzke presented an updated budget report. Because there was no quorum, the committee was unable to allocate the unrestricted funds, so he didn't yet have an actual number for the requests for funding. A question was raised at that meeting as to whether there will be funds for replacing ageing technology on campus. B. Bell said he is working on strategies to replace or at least refresh ageing technology. BRDS would identify what the funds are and then the Technology Committee would apply those funds according to its Technology Plan. Nominations for BRDS chair will take place at the next meeting. The RRF form was sent out that morning.

6. Research Subcommittee (RSC). 5.1 & 5.3

a. C. Hasson, District Director of Research and Planning, addressed the Cultural Climate Survey plan and how it is being vetted across the district (i.e., colleges and CE). For background on the subject matter for discussion, the following link leads to the last Cultural Climate Survey report and briefing conducted in 2011:

<http://research.sdccd.edu/index.cfm?action=rsrchreps&gnav=5&lm=5>

The survey of employees was last done in 2010-11 and is on a three-year cycle. The next survey will be vetted in fall 2013 and administered in spring 2014. Each campus is being asked to have its planning committee or diversity committee facilitate the vetting process in whatever manner the campus deems appropriate. The instrument will not be

changed dramatically, and will provide one final opportunity for each campus to take a last look at the instrument, make some final tweaks, and to add a maximum of five campus-specific questions. A campaign was suggested to make employees aware that the survey is coming so that the response rate will be increased to at least 50 percent, which is required so that they can generalize back to the broader group. The survey plan timeline was discussed and feedback was requested by December 1st.

Tentative Timeline for the 2014 Cultural Climate Survey

<u>Timeframe</u>	<u>Activities</u>
Sept. 9-30, 2013	<i>Campus diversity committees to develop strategies for vetting the survey instrument.</i>
Oct. 1- Dec. 2, 2013	<i>Campus diversity or institutional effectiveness committees to facilitate vetting process on campuses.</i>
Dec.3, 2013- Jan. 27, 2014	<i>Office of Institutional Research and Planning to update and pilot instruments, and prepare them for online and hardcopy administration.</i>
Feb. 3-7, 2014	<i>Presidents to send pre-notification emails to campuses.</i>
Feb. 10 – Mar. 3, 2014	<i>IRP to administer surveys.</i>
Mar. 10 – May 30, 2014	<i>IRP to process, analyze and prepare reports.</i>
Sept., 2014	<i>VC Student Services to share reports with Cabinet and the Board.</i>
Oct. – Nov., 2014	<i>Campus-based researchers to deliver reports and facilitate interactive group discussions.</i>

M. Guevara will meet with D. Miramontez to discuss the concerns of the Diversity Committee so that when he and/or C. Hasson come to the Diversity Committee meeting on October 9th, they will be prepared to discuss those concerns, and there will be clarity on whether those concerns are instrument-related or outcome-interpretation-related.

- b. D. Miramontez presented and discussed the Environmental Scan (ES) proposed by the Research Subcommittee and brought to PIEC for consideration. Our Educational Master Plan (EMP) will sunset next year and the ES is a major document that feeds into the EMP. He discussed the major areas which will be addressed by the subcommittee to feed into the EMP:
- Demographic Information
 - Educational information
 - Economic Trends
 - Political and Social Trends

He asked PIEC to review the information and provide any feedback for the subcommittee and incorporate it and build out the ES Report. Discussion followed. It was agreed by consensus that D. Miramontez can move forward with the ES.

7. Instructional Program Review Committee. P. Hopkins reported that the committee met on the 16th and have sent all the Instructional Program Review forms out. The committee members offered themselves as resources to faculty to help them complete the new update form. The committee decided to send rotating faculty representatives to PIEC:

- Sept. 27 -- J. Gordon
- Oct. 18 – N. Sinkaset
- Oct. 25 -- Laura Murphy
- Nov. 22 -- D. Short
- Dec. 13 – C. Booth

Adjournment: The meeting was adjourned at 12:29 p.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.