



## Planning and Institutional Effectiveness Committee

Co-chairs: Gerald Ramsey and Daphne Figueroa

October 18, 2013

[APPROVED 10/25/13](#)

### MINUTES

**Present:** G. Ramsey, B. Bell, P. Hopkins, D. Kapitzke, D. Gutowski, S. Trevisan (for herself and for J. Allen), D. Miramontez, G. Choe, S. Okumoto, B. Haidar (for D. Figueroa), M. Lopez, N. Sinkaset, E. Ledbetter

**Absent:** A. Jacobson, J. Allen, M. Guevarra, D. Figueroa, D. Sheean, L. Hahn,

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

**Call to Order:** The meeting was called to order at 10:35 a.m. by G. Ramsey.

1. Approval of Agenda. Item number 6 was revised to replace “Research” with “Resource” and it was moved, seconded and carried to approve the agenda of October 18<sup>th</sup>.
2. Review of draft minutes of September 27, 2013. Corrections were made to the September 27th draft minutes:
  - Page 2, first paragraph of item 4, this sentence was inserted after “...the 2014-20 SP.”: “On October 18<sup>th</sup> a correction was noted that the SP is from fall 2013 through spring 2019.”
  - Page 2, continuing in the first paragraph of item 4, change “fall 2014” to “fall 2013.”
  - Page 3, last paragraph of Item 4, the sentence “No changes were made to the timeline” was changed to “The committee agreed to follow the timeline with no changes.”

It was moved, seconded and carried to approve the revised minutes of September 27<sup>th</sup>.

[\\*Strategic Goals](#)

### **Old Business:**

3. College-wide retreat – update from planning group [5.1 & 5.4](#)  
VPA Bell, who has chaired the planning task force for the campus-wide retreat, provided a detailed report. The report included confirmation of the date: Friday, March 7, 2014, 8:30 a.m. - 4:00 p.m. at Miramar College. The recommended topics included: how research is used to inform the Strategic Plan; how the Miramar College Strategic Plan maps to the District Strategic Plan; the relationship between institutional effectiveness and benchmarking; and activity to encourage retreat participation and retention. He also included logistical information such as room set-up, flex credit and supplies needed. The co-chairs agreed to provide a copy of VPA Bell’s report (attached). The format will consist of a

panel discussion on a specific topic in the morning, followed by a breakout session, and in the afternoon there will be another panel discussion on a different topic, again followed by a breakout session.

4. Strategic Plan – moving forward. 5.1 & 5.3  
VP Ramsey reported that we are following the timelines, but the co-chairs are not ready to report on October 18<sup>th</sup> as planned. Completion by October 25<sup>th</sup> is our target. B. Haidar reported on the October 11<sup>th</sup> District Participatory Governance and Planning Conference. President Hsieh updated the committee on the Board Retreat items related to our planning process, and discussed our campus's five-year plan.

**New Business:**

5. RSC Proposed Benchmarking Methodology. 5.1  
The section of our annual accreditation report that requires the use of a benchmark methodology requires that we report an absolute number. While the methodology presented by Dr. Miramontez uses a proposed plus-one standard deviation for reporting volume information, there was considerable discussion regarding the development of, and the rationale for, proposing this methodology. It was agreed that the co-chairs would provide the 2013 ACCJC Annual Report and the recommended methodology to all constituency groups for their review. Dr. Miramontez, Research Subcommittee Chair, provided a report that was accepted by the committee to forward onto the constituency groups.

**Reports/Other:**

6. Budget and Resource Development Subcommittee (BRDS). 5.1 & 5.2  
BRDS Chair, S. Okumoto, reported that the committee received 80-plus requests for funding, for a total of approximately \$400,000. It is anticipated that we will receive less money than last year, which was approximately \$69,000. One of the committee members voiced a concern that there would be enough money available to purchase equipment and supplies for incoming faculty.
7. Research Subcommittee (RSC). 5.1 & 5.3  
RSC Chair, Dr. Miramontez, reported that the RSC has met and is currently working on expanding out the environmental scan outline into a full report.

**Adjournment:** The meeting was adjourned at 12:22 p.m.

*G. Ramsey/K. Todd, Reporters*

***\*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.

**Meeting Notes**  
**Taskforce - Campus Wide Planning Retreat**  
**Friday, October 18, 2013, 10:00 – 10:30 a.m.**  
**L-108**

1. Confirm Date – Friday, March 7, 2013
2. Confirm Time – 8:30 a.m. – 4:00 p.m.
3. Confirm Location – San Diego Miramar College K-107 Meeting Room
  - a. Situation similar to successfully bringing Graduation back to campus
  - b. Need to showcase new facility to Campus
  - c. Need to test how facility will work for future events
4. Confirm how lunch will be served
  - a. In K-107 or elsewhere?
  - b. Have picnic in Compass Point
  - c. Utilize 2<sup>nd</sup> floor lounge
  - d. Utilize 3<sup>rd</sup> floor outdoor space
5. Confirm Topics:
  - a. How is research used to inform Strategic Planning
    - i. Narrow topic
    - ii. Panel discussion in a.m.
      1. Need to identify who is on panel discussion
    - iii. Break-out to discuss how specific research is used in planning
  - b. How does Miramar Strategic Plan map to District Strategic Plan
    - i. Broad topic
    - ii. Panel discussion in p.m.
      1. Invite Otto Lee to participate
      2. Need to identify additional panelists
    - iii. Break-out to discuss what are gaps between District and Miramar
      1. Budget Gap
      2. Staff Gap
      3. FTES Gap
  - c. What is relationship between IE and Benchmarking
  - d. Activity to encourage participation and retention to end of Retreat
6. Logistics:
  - a. Room set-up and layout
  - b. Need easels and paper
  - c. Need Flex #
  - d. Need engaging event to keep participates in room
    - i. Activity or participation at end of event
    - ii. Winner is based upon # of team member still present

**ACCJC Annual Report Benchmark Descriptions**

**14.b. Successful Student Course Completion Rate (Success Rates):** Five-year average of course completion rates between 2007/08-2011/12.

**15.b Percent of Students Retained from Fall to Spring to Fall (Persistence Rates):** Five year average of persistence rates between 2007/08-2011/12

**16.b Number of Students who received degrees (Awards Conferred):** Computed the standard deviation (SD) based on the most recent five years, 2007/08-2011/12, and converted one SD from the mean into the unit increase: One SD having a higher probability of occurrence.

**17.b Number of Students Who Transferred (Transfer Volume):** Computed the standard deviation (SD) based on the most recent five years, 2007/08-2011/12, and converted one SD from the mean into the unit increase: One SD having a higher probability of occurrence.

**18.b. Number of students who completed certificate (Awards Conferred) :** Computed the standard deviation (SD) based on the most recent five years, 2007/08-2011/12, and converted one SD from the mean into the unit increase: One SD having a higher probability of occurrence.

**Research Subcommittee Proposed Benchmarking Methodology**

	Benchmark Methodology (2011-12)		Actuals (2012-13)
	Used	Proposed	
	5-Year Average	Standard Deviation (SD)	
Degree Completion	550	597 + 57=654	600
			Average diff=+50
			SD diff= -54
Transfer Volume	628	515 + 84= 599	578
			Average diff=-50
			SD diff= -21
Certificate Completion	392	400 + 51=451	467
			Average diff=+75
			SD diff= +16