



Planning and Institutional Effectiveness Committee

Co-chairs: Daniel Miramontez and Daphne Figueroa

February 21, 2014

MINUTES

Present: B. Bell, D. Miramontez, D. Kapitzke, J. Allen, S. Trevisan, S. Okumoto, B. Haidar fro D. Figueroa, L. Hahn

Absent: G. Ramsey, D. Gutowski, M. Guevarra, G. Choe, M. Lopez, D. Sheean, E. Ledbetter

Guest: P. Hsieh

Call to Order: The meeting was called to order at 8:36 a.m. by D. Miramontez

1. Approval of Agenda. It was moved, seconded and carried to approve the revised agenda of February 21, 2014, with these revisions:
 - Delete Item 4; and
 - Tie Item 6 to Strategic Goals 1-4
2. Review of draft minutes of February 7, 2014. It was moved, seconded and carried to approve the minutes of February 7, 2014.

*Strategic Goals

Old Business:

3. College-Wide Retreat - update. 2.1

B. Bell reported that:

 - The College-Wide Retreat Task Force met on February 20th in Room K-107, which is where the event will take place, to be certain that it will accommodate the approximately 70 people who will be attending;
 - Kirk Webley has been asked to be the Master of Ceremonies;
 - Handouts have been prepared for the breakout sessions;
 - Task force members have been assigned to each table to facilitate during breakout sessions;
 - Faculty members and students have been identified for morning panel and afternoon panel;
 - Identified a PowerPoint template and a deadline to have the introduction biography of the students and the barrier summary produced by February 25th; so those PowerPoint slides along with the PowerPoint presentation that D. Miramontez is doing for the BSI taskforce will round out the PowerPoint presentations for the entire Retreat; and
 - For the last 30 minutes, we are still set to discuss the gap analysis of the Student Equity Plan; D. Navarro will facilitate that – we'll be taking the barriers that are

- identified in the morning and doing a gap analysis between those barriers and the barriers that currently exist in the Student Equity Plan to see if additional or modifications need to be recommended to be added to the Student Equity Plan.

P. Hsieh reminded the Committee that today is the deadline for RSVPs.

4. Meeting Calendar for PIEC and PIESC. Deleted. N/A
5. ACCJC Annual Report. 1.1 & 1.2
D. Miramontez presented and discussed the recently-received ACCJC Annual Report and pointed out the differences between last year's report and this year's. The report is due to the ACCJC on March 31st, but because that date falls during Spring Break, we will have the report ready to submit by March 27th. The first draft will go to CEC to be disseminated to all constituency group representatives on March 4th, then back to CEC on March 11th, and submission to ACCJC on March 27th.
6. Update College Annual Planning Calendar. 1-4
D. Miramontez met with D. Figueroa and made suggested revisions to the Annual Planning Calendar, shown in red font on the attached. Discussion followed and additional revisions were suggested.
7. Completion of Revising Operational Plans/Review of Educational Master Plan. 2.1-2.4
D. Miramontez presented and discussed a draft "Planning Overview" timeline prepared by D. Figueroa. Additional revisions were suggested and will be considered by the PIE Steering Committee and then returned to PIEC.

B. Haidar pointed out that the Strategic Plan is a six year plan with a midterm update while the Educational Master Plan is a three year plan. Attention to be paid for planning updates or revisions of more than one plan during the same semester, since the same VPs will be doing work. The Strategic Plan update takes place one semester before that of the educational Mater Plan. In addition, over the three year period of the Master Plan, the Division Plans can be updated during year one and two and the Master Plan during year three. It was agreed that will be discussed at the next PIE Steering Committee meeting.

The Review of Operational Plans chart and the Educational Master Plan chart were discussed and updated. A question arose about the procedure for adding an activity to the Strategic Plan, and this will be considered by the PIE Steering Committee at its next meeting.

8. Strategic Plan Assessment. 1.4
D. Miramontez said our target for completing the Strategic Plan Assessment is Fall 2015. He suggested a larger discussion on benchmarking, with representatives from the PIE Committee, Research Subcommittee, Academic Senate and Classified Senate, to develop a

common understanding of benchmarks and how to assess them. He also suggested creating a work group for Fall 2014 which would specifically focus on indicators and measures and how to establish benchmarks for them. Discussion followed and B. Haidar reminded that benchmarks are ultimately established using quantitative methodologies that are agreed to as well as other qualitative information about external and internal factors influencing a particular outcome.

At S. Trevisan's suggestion, it was agreed that the Strategic Plan currently on the website will be revised/finalized as follows:

- Cover page added
- "Draft" removed from document
- Converted to PDF format

New Business: None.

Reports/Other:

9. Budget and Resource Development Subcommittee (BRDS). **1.2 & 2.3**
S. Okumoto reported that BRDS will be having its first meeting of this semester right after today's PIEC.
10. Research Subcommittee (RSC). **1.1, 2.1 & 4.1**
D. Miramontez reported that the Environmental Scan will be updated further and then sent to PIEC for dissemination.

Adjournment: The meeting was adjourned at 10:19 a.m.

K. Todd, Reporter

****San Diego Miramar College Fall 2013–Spring 2019 Strategic Goals:***

1. *Provide educational programs and services that are responsive to change and support student learning and success.*
2. *Deliver educational programs and services in formats and at locations that meet student needs.*
3. *Enhance the college experience for students and the community by providing student-centered programs, services, and activities that celebrate diversity and sustainable practices.*
4. *Develop, strengthen, and sustain beneficial partnerships with educational institutions, business and industry, and our community.*