

Planning and Institutional Effectiveness Committee

Co-chairs: Daniel Miramontez and Daphne Figueroa March 28, 2014

MINUTES

- **Present:** G. Ramsey, B. Bell, D. Miramontez, D. Kapitzke, J. Allen, D. Gutowski, S. Trevisan, G. Choe, D. Figueroa, M. Lopez, D. Sheean, D. Short (proxy for L. Murphy), E. Ledbetter
- Absent: M. Guevarra, S. Okumoto, L. Hahn
- Guest: P. Hsieh, A. Jacobson, T. Najimy

Call to Order: The meeting was called to order at 10:35 a.m. by D. Miramontez

- 1. <u>Approval of Agenda</u>. It was moved by J. Allen, seconded by B. Bell and carried to approve the agenda of March 28, 2014.
- 2. <u>Review of draft minutes of March 14, 2014</u>. It was moved by G. Ramsey, seconded by B. Bell and carried to approve the minutes of March 14, 2014.

Old Business:

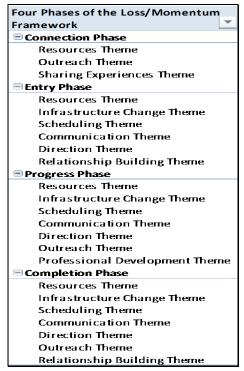
3. <u>College-Wide Retreat – Follow-up</u>

D. Miramontez reported that there are 3 things to cover in this area:

1) <u>Student Panel Themed Analysis</u>- Report information came from the college-wide planning retreat student panel theme analysis based on the four phases of the loss & momentum framework. (See attached document #2)

2.1

*Strategic Goals



Per PIESC March 21st meeting, it was discussed to take themed analysis and put it in an excel spreadsheet grid (See attached document #3). Each divisional leads, at their discretion will be able to pull out relevant activities/comments to incorporate it to each divisional plan. P. Hsieh pointed out if it would be valuable for each operational plan lead to look at this themed analysis as well to incorporate into operational plans. Committee agrees and recommended sending spreadsheet grid to all divisional and operational leads with the following modification to column D to reflect "Divisional/Operational" and add "Status" on column E.

	GAP ANALYSIS	CONNECTION GAP
STUDENT EQUITY PLAN	A.M. panel discussion has identified several barriers from a student perspective The campus is currently reviewing its Student Equity Plan What barriers identified in the A.M. panel align with the current grade of the Student Equity Plans What barriers identified in the A.M. panel are not oddressed in the Student Equity Plans	Ducker Figure
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ty Gap Analysis- Information was sent to VP Ramsey to be incorporated to the Student Equity Plan. Gap analysis that was done at the college-wide planning retreat was basically barriers identify by the student panel and goals identify by the first draft of the student equity plan. It's broken out by 4 phases from the framework. (See attached document #4). A. Jacobson pointed out there might be limitation to these gap analyses. B. Bell commented gap analysis was not intended to be all inclusive and recommended workgroup to review and see how much gap analysis should be incorporated to the Student Equity Plan. G. Ramsey reported workgroup will review and incorporate gap analysis information to Student Equity Plan. D. Figueroa questioned if there's instructional representation for workgroup, G. Ramsey reported yes and he will provide the list of members in the workgroup. P. Hsieh mentioned, see 3/4/14 and 3/18/14 CEC minutes for references.

3) Evaluation from3) College-Wide Planning Retreat

D. Miramontez reported evaluation will be analyzed by Office of PRIE, Library & Technology (approximately 54 out of 75 responses). Evaluation results will be brought back to PIEC for the next planning process for the next retreat. Chair of Chairs, M. McMahon, agreed to solicit feedback from department chairs meeting and will report back to D. Miramontez who will bring back information to PIEC. Results will go back to Academic Senate as well.

4. ACCJC Annual Report (See attached document #5)

1.1 & 1.2

1-4

D. Miramontez reported San Diego Miramar College annual report has been submitted to ACCJC. He presented and discussed the ACCJC Annual Report and pointed out question #10 and #21.

5. Update College Annual Planning Calendar

D. Short corrected target date for "Distribute program review forms and instructions" to "May xx". D. Miramontez recommended sending forward corrected calendar to CEC 4/15/14 meeting. It was moved by G. Ramsey, seconded by B.Bell and carried to approve forwarding Annual Planning Calendar to 4/15/14 CEC meeting.

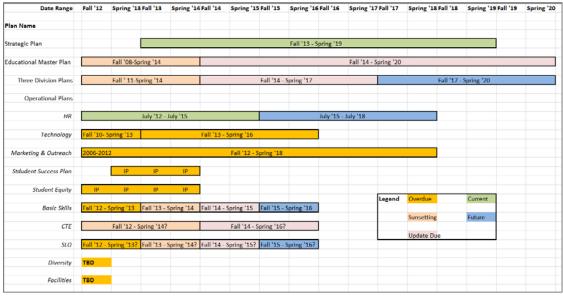
May 22nd Review re-assigned time worksheet Cabinet Cabinet May XX Distribute program review forms and instructions VPs/Program Review Co-		Alli	nual Planning Calendar – 2014-2015 (Draft) as of PIEC on 3/28/	14	
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		May 22nd	Review re-assigned time worksheet	College President/ Presiden Cabinet	
		May XX	Distribute program review forms and instructions	VPs/Program Review Co- Chairs	

 6. <u>Completion of Revising Operational Plans/Review of Educational Master Plan</u> 2.1-2.4
 D. Miramontez presented and discussed the "Review of Educational Master Plan" timeline. Additional revisions were made in blue below.

Divisional Plan	Status/Comment	Next Update Due/Comment	Responsible Party	Status as of 3/ <u>28</u> /14
Instructional Services	Last annual updated 2012/13-Include College- wide retreat information into plan	Update of the 3- year plan (Fall 2014-Spring 2017)	VPI	In progress-review format of plan
Student Services Last annual updated 2012/13- Include College- wide retreat information into plan		Update of the 3- year plan (Fall 2014-Spring 2017)	VPSS	In progress-review format of plan
Administrative Services Last annual updated 2012/13- Include College- wide retreat information into plan		Update of the 3- year plan (Fall 2014-Spring 2017)	VPA	In progress- review format of plan

Operational Plans	Status/Comment	Next Update Due/Comment	Responsible Party	Status as of 3/ 14<u>28</u>/14
HumanResources	Updated 7/12/12	July 2015	VPA	N/A
Technology	2010-13	Now	Dean, PRIE, Lib & Tech	In progress
Marketing & Outreach Plan	2006-12	Now	PIO	Ready to go to constituency groups for review & opproval <u>Already gone to</u> constituencies and will <u>go</u> back to <u>comm for edits on</u> <u>April 9th</u>
<u>Student Success Plan</u> Matriculation <u>Plan</u>	Committee recommended suspension of update / revision on 5/2/12; on 10/15/12 decided to extend suspension and to revisit in late spring 2013 pending State guidance New template that is due to the State October 17th 2014	Now (in progress) <u>-</u> <u>Establish a timeline for</u> interval review and acceptance	VPSS	Updated 1/13/14; out for circulation approvalon 1/21/14. [Ask VPSS for update
Student Equity Plan	Gap analysis from college-wide retreat to be included in report	Now	VPSS/Dean of Student Affairs	In Progress. Due to CEC April 8th
Basic Skills Plan	Updated 2012-13	Spring 2014	Dean Lib Arts	In Progress
Career & Technical Education Plan	College draft to be completed April 2014. Final plan will be ready for posting Fall 2014 (based on State timeline)	Now	Dean, BTCWI	In Progress
Student Learning Outcome (SLO)Plan	Last updated March 2013	Now	SLOFacilitator	Plan seems to reflect all 3 divisional outcome assessments
Student Service: SLO Plan	Updated annually PIEC co-chairs to review	New	VPSS/Student Services/PRSLOAC Sub-comm	? PIEC co-chairs to review
Cultural and Ethnic Diversity Plan	Reviewed annually	Now	Diversity Committee	Currently being updated by comm
Facilities Plan	Identified goals for this year	Now	VPA/Facilities Comm	In Progress (to be completed Spring 2014)

D. Figueroa reported there was confusion with the diagram (see below) when she contacted each of the operational leads to find out the date range for each operational plan. She received constructive feedback from L. Murphy and M. Manasse regarding the visual diagram.Furthermore, she requested additional feedback from the committee on how to label the visual diagram to make more sense for people to understand the integrated planning timeline.



Educational Master Plan

The following responsible parties below are tasked in updating each topic for the Educational

Master Plan by 10am on April 7th. See chart below. First draft will go to PIEC on 4/11/14 and final draft to CEC by 5/6/14.

Topic 🗾	Page 💌	Responsible Party	Due Date	▼ Notes/Comments
Introduction	5	Public Information Officer	04/07/14	Due to PRIE Office
Part I - Institutional Overview	5	Public Information Officer	04/07/14	Due to PRIE Office
San Diego Community College District	6	Public Information Officer	04/07/14	Due to PRIE Office
History of San Diego Miramar College	7	Public Information Officer	04/07/14	Due to PRIE Office
Mission, Values and Vision	8	Public Information Officer	04/07/14	Due to PRIE Office
		Planning Institutional		
		Effectiveness Committee Co-		
Fall 2013-Spring 2019 Strategic Goals	9	Chairs	04/07/14	Due to PRIE Office
College Organization and Governance	12	College Governance Committee	04/07/14	Due to PRIE Office
Overview of the Integrated Planning Process	13	Dean of PRIE, Library & Technology	04/07/14	Due to PRIE Office
Community Characteristics	16	Public Information Officer	04/07/14	Due to PRIE Office
Enrollment Projections	17	VPI & Deans	04/07/14	Due to PRIE Office
Part II - Local Planning	20		04/07/14	Due to PRIE Office
A Review of Achievement Indicators	20	Dean of PRIE, Library & Technology	04/07/14	Due to PRIE Office
Alignment of Annual and Strategic Planning				
Processes	22	Dean of PRIE, Library & Technology	04/07/14	Due to PRIE Office
Annual Program Review Process	24	VPI, VPSS, VPA	04/07/14	Due to PRIE Office
Part III – 2014 to 2017 Planning Themes	26		04/07/14	Due to PRIE Office
Trends in Higher Education	26	Dean of PRIE, Library & Technology	04/07/14	Due to PRIE Office
Instructional Division Planning Themes	28	VPI	04/07/14	Due to PRIE Office
Student Services Planning Themes	29	VPSS	04/07/14	Due to PRIE Office
Administrative Services Planning Themes	30	VPA	04/07/14	Due to PRIE Office
Appendices	31		04/07/14	Due to PRIE Office
Appendix A. Environmental Scan Update Fall		Dean of PRIE, Library & Technology		
2014-Spring 2017	31	& Research Subcommittee	04/07/14	Due to PRIE Office
Appendix B. Enrollment Projections 2014-2022	39	VPI & Deans	04/07/14	Due to PRIE Office
			0.,0.,14	
		Dean of PRIE, Library & Technology		
Appendix C. Performance Indicators 2007-2012	43	& Research Subcommittee	04/07/14	Due to PRIE Office
Note. First draft due to PIEC 4/11/2014 and final	draft to C	EC by 5/6/2014		

7. Strategic Plan Assessment

The following responsible parties below are tasked in updating each topic for the Strategic Plan by 10am on April 7th. See chart below. First draft will go to PIEC on 4/11/14 and final draft to CEC by 5/6/14. D. Miramontez reported this will be our phase I to update the plan, and phase II is to develop the scorecard. Strategic Plan midterm report is due on Fall 2015. To kick off the Strategic Plan assessment, he will be organizing a benchmarking workshop on May 19th from 1:30-4:30pm. Purpose of workshop is to have a better understanding on how to benchmark in a qualitative perspective vs. quantitative. Once executive committee members from Academic Senate & Classified Senate, PIEC, and Research Subcommittee receive the training, workgroup can be establish to work on setting benchmarks for indicators and measures in the Strategic Plan.

1.4

Topic 💌		Responsible Party	Due Date	
Introduction	3	College President	04/07/14	Needs to be added in
		Research Subcommittee & Dean of		
Environmental Scan Summary	4	PRIE, Library & Technology	04/07/14	Pull from ES
Strategic Planning Process	7	Dean of PRIE, Library & Technology	04/07/14	
Planning Framework (Mission, Values, & Vision)	8	Public Information Officer	04/07/14	
Strategic Plan Assessment Update	9	Dean of PRIE, Library & Technology	04/07/14	
				Insert Current
Goals and Strategies	10-11	Dean of PRIE, Library & Technology	04/07/14	Structure
				Insert Current
Indicators and Measures	12	Dean of PRIE, Library & Technology	04/07/14	Structure
				Insert Current
Planned Activities	12	Dean of PRIE, Library & Technology	04/07/14	Structure
Plan Implementation	16	Dean of PRIE, Library & Technology	04/07/14	[Keep as is]
Conclusions	17	College President	04/07/14	Needs to be added in

New Business:

8. <u>Membership Roster</u>

1.2 & 2.3

See below for current membership roster as of 3/28/14. D. Figueroa recommended committee to review PIEC & PIESC committee structure and send any recommendation to CGC. PIESC will review structure at 4/18/14 meeting.

	Name		
	*VP, Instruction (Acting)	Gerald Ramsey	
Administration (4):	*VP, Administrative Services	Brett Bell	
	*VP, Student Services	Gerald Ramsey	
	*Representative	Daniel Miramontez	
	Administrative Services Rep	Denise Kapitzke	
	Instructional Services Rep	Joyce Allen	
	Student Services Rep	TBD	
Classified (6):	Classified Senate Rep #1	Dan Gutowski	
	Classified Senate Rep #2	TBD	
	Public Information Officer	Sandi Trevisan	
	*Research Subcommittee Chair (non-voting member)	Daniel Miramontez	
	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	
F	School of PRIE, Library & Tech	TBD	
Faculty (8):	School of Liberal Arts	Michael Lopez	
	School of Public Safety	Dennis Sheean	
	*Academic Senate Rep #1	Daphne Figueroa	
	*Academic Senate Rep #2	Lawrence Hahn	
	Faculty (Non-voting member)	TBD	
Associated Students Council (1):	Representative	Emalina Ledbetter	

Reports/Other:

9. Budget and Resource Development Subcommittee (BRDS)

1.2 & 2.3

1.1, 2.1 & 4.1

B. Bell reported BRDS has not met since last PIEC meeting, all RFF purchasing requests have been completed, BRDS approved to reallocate any remaining budget funds to Dean of Public Safety to help strengthen audiovisual in A-200 building.

10. <u>Research Subcommittee (RSC)</u>

D. Miramontez reported Research Subcommittee has not met since last PIEC meeting, no report.

Adjournment: The meeting was adjourned at 11:42 p.m.

*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 studentcentered 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.