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. Approval of Agenda. It was moved by J. Allen, seconded by B. Bell and carried to approve the agenda of March 28, 2014.

2. Review of draft minutes of March 14, 2014. It was moved by G. Ramsey, seconded by B. Bell and carried to approve the minutes of March 14, 2014.

*Strategic Goals

Old Business:

3. College-Wide Retreat – Follow-up   **2.1**
   D. Miramontez reported that there are 3 things to cover in this area:
   1) Student Panel Themed Analysis- 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)

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.

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**

   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   **1-4**

   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.

San Diego Miramar College
Annual Planning Calendar – 2014-2015 (Draft) as of PIEC on 3/28/14

	Target Dates	Action	Responsible Party
2014	July-August	Provide Program Review Data	CBR
	August 15th	Send out faculty accreditation co-chair announcement	ALO
	September	Reaffirm planning cycle with all constituency groups	PIEC Co-Chairs
	August -September	Program Review reports generated by authors	Department Chairs/Supervisors
	September 12th	Accreditation faculty co-chair application announcement closes	ALO
	September 26th	Appointment of accreditation faculty co-chair	College President
	October 3rd	Upload Program Review reports to "G" drive	Department Chairs/Supervisors
		Discuss Program Review reports with appropriate administrator	Department Chairs/Supervisors
		Appointments of writing team members & tri-chairs	ALO/ Constituency Leaders
	October 17th	Annual update – School/Administrative Units/Student Services Programs goals and objectives	School Deans
		Submit RFFs to BRDS	Deans/VPs
		Distribute discretionary budget worksheets	Business Office
		Accreditation Steering Group organizational meeting	ALO
	October 31st	Annual update - Division goals and objectives	VPA, VPI, VPSS
	November 14th	Annual update - Develop Division priorities	VPA, VPI, VPSS
		Submit information copy of prioritized classified employee hiring list to Classified Senate President	VPA
	December 5th	Submit summary of Program Review reports / annual Division plan updates at the College Executive Committee (CEC)	VPA, VPI, VPSS
		Submit prioritized classified employee hiring list to College President	VPA, VPI, VPSS
		Submit prioritized faculty hiring list to the College President	Faculty Hiring Committee / Academic Senate President
	December 9th	CEC approves BRDS RFF prioritized list	CEC
		Submit prioritized classified employee and faculty hiring lists to CEC, as information	College President
	December 10th	Submit requisitions for CEC-approved RFFs to Business Office	RFF Originators
	December 12th	Submit updated discretionary budget worksheets to appropriate VP with supporting goals and objectives	Deans / Managers
		Post annual updates of the Division three year plans to the Planning Website	VPA, VPI, VPSS
2015	February xx	Start to review annual planning calendar	PIEC
	February 2nd	Writing teams start to write respective areas of self-study report	Accreditation Steering Group
	February 12th	Approve discretionary budget worksheets and submit to Business Services	VPA, VPI, VPSS
		Submit updated status report on College outcome data to CEC	SLOAC Facilitator
	March (TBD)	Annual College-wide Retreat	PIEC
	March xx	Finalize annual planning calendar to CEC	PIEC
	April 10th	Submit Department Chair worksheets & FTEF allocation to Business Services	VPI
	April 15th	Tentative discretionary funds allocation due to District	Business Services
		Department Chair worksheets due to District	
	May 5th	Review tentative budget	College President/ President's Cabinet
	May 22nd	Review re-assigned time worksheet	College President/ President's Cabinet
	May XX	Distribute program review forms and instructions	VPs/Program Review Co-Chairs
	August 14th	Submit updated status report on College outcome data to CEC	SLOAC Facilitator

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.

Review of Educational Master Plan for Discussion at PIEC March 2014 (Draft)

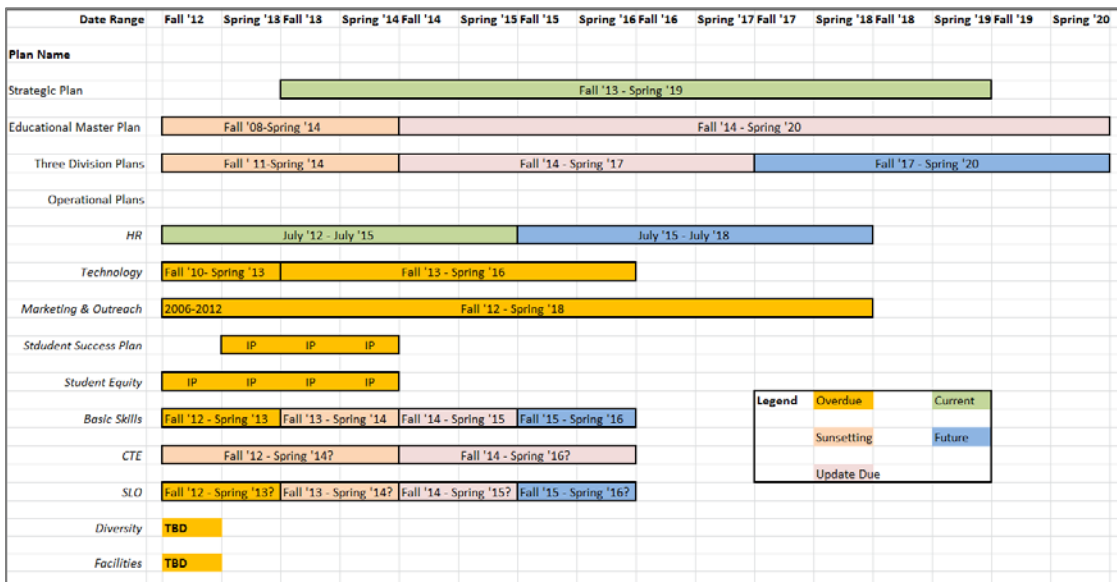| Divisional Plan	Status/Comment	Next Update Due/Comment	Responsible Party	Status as of 3/28/14
Instructional Services	Last annual updated 2012/13-Include College-wide retreat information into plan	Update of the 3-year plan (Fall 2014-Spring 2017)	VPI	In progress-review format of plan
Student Services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

Draft – Review of Operational Plans for Discussion at PIEC March 2014

Operational Plans	Status/Comment	Next Update Due/Comment	Responsible Party	Status as of 3/~~14~~28/14
Human Resources	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 & approval~~Already gone to constituencies and will go back to comm for edits on April 9th
Student Success Plan ~~Matriculation~~ Plan	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)- Establish a timeline for interval review and acceptance	VPSS	Updated 1/13/14; out for circulation approval on 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	SLO Facilitator	Plan seems to reflect all 3 divisional outcome assessments
~~Student Services SLO Plan~~	~~Updated annually~~ ~~PIEC co-chairs to review~~	~~Now~~	~~VPSS/Student Services/PRSLOAC Sub-comm~~	~~2 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.

Date Range	Fall '12	Spring '13	Fall '13	Spring '14	Fall '14	Spring '15	Fall '15	Spring '16	Fall '16	Spring '17	Fall '17	Spring '18	Fall '18	Spring '19	Fall '19	Spring '20
Plan Name																
Strategic Plan			Fall '13 - Spring '19													
Educational Master Plan	Fall '08-Spring '14				Fall '14 - Spring '20											
Three Division Plans	Fall ' 11-Spring '14				Fall '14 - Spring '17						Fall '17 - Spring '20					
Operational Plans																
HR	July '12 - July '15								July '15 - July '18							
Technology	Fall '10- Spring '13		Fall '13 - Spring '16													
Marketing & Outreach	2006-2012		Fall '12 - Spring '18													
Stdudent Success Plan		IP	IP	IP												
Student Equity	IP	IP	IP	IP												
Basic Skills	Fall '12 - Spring '13	Fall '13 - Spring '14	Fall '14 - Spring '15	Fall '15 - Spring '16												
CTE	Fall '12 - Spring '14?		Fall '14 - Spring '16?													
SLO	Fall '12 - Spring '13?	Fall '13 - Spring '14?	Fall '14 - Spring '15?	Fall '15 - Spring '16?												
Diversity	TBD															
Facilities	TBD															

Legend: Overdue | Current | Sunsetting | Future | Update Due

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
Fall 2013-Spring 2019 Strategic Goals	9	Planning Institutional Effectiveness Committee Co-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 2014-Spring 2017	31	Dean of PRIE, Library & Technology & 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
Appendix C. Performance Indicators 2007-2012	43	Dean of PRIE, Library & Technology & Research Subcommittee	04/07/14	Due to PRIE Office
Note. First draft due to PIEC 4/11/2014 and final draft to CEC by 5/6/2014				

7. Strategic Plan Assessment   **1.4**

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.

Topic	Page #	Responsible Party	Due Date	Notes/Comments
Introduction	3	College President	04/07/14	Needs to be added in
Environmental Scan Summary	4	Research Subcommittee & Dean of 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	
Goals and Strategies	10-11	Dean of PRIE, Library & Technology	04/07/14	Insert Current Structure
Indicators and Measures	12	Dean of PRIE, Library & Technology	04/07/14	Insert Current Structure
Planned Activities	12	Dean of PRIE, Library & Technology	04/07/14	Insert Current 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

Note. First draft due to PIEC 4/11/2014 and final draft to CEC by 5/6/2014

New Business:

8. Membership Roster   **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.

Capacity		Name
Administration (4):	*VP, Instruction (Acting)	Gerald Ramsey
	*VP, Administrative Services	Brett Bell
	*VP, Student Services	Gerald Ramsey
	*Representative	Daniel Miramontez
Classified (6):	Administrative Services Rep	Denise Kapitzke
	Instructional Services Rep	Joyce Allen
	Student Services Rep	TBD
	Classified Senate Rep #1	Dan Gutowski
	Classified Senate Rep #2	TBD
	Public Information Officer	Sandi Trevisan
	*Research Subcommittee Chair (non-voting member)	Daniel Miramontez
Faculty (8):	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 PRIE, Library & Tech	TBD
	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**

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. Research Subcommittee (RSC)   **1.1, 2.1 & 4.1**

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 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.*