



## Planning and Institutional Effectiveness Committee

Co-chairs: Daniel Miramontez and Daphne Figueroa

April 11, 2014

### MINUTES

**Present:** B. Bell, D. Miramontez, M. Lopez, S. Okumoto, L. Hahn, S. Okumoto (proxy for D. Figueroa), E. Ledbetter

**Absent:** G. Ramsey, D. Kapitzke, J. Allen, D. Gutowski, S. Trevisan, G. Choe, M. Guevarra, D. Sheean

**Guest:** P. Hsieh, A. Martinez, P. Hopkins, T. Najimy

**Call to Order:** The meeting was called to order at 10:37 a.m. by D. Miramontez

1. Approval of Agenda. It was moved by L. Hahn, seconded by B. Bell and carried to approve the agenda of April 11, 2014.
2. Review of draft minutes of March 28, 2014. It was moved by L. Hahn, seconded by B. Bell and carried to approve the minutes of March 28, 2014.

### \*Strategic Goals

#### Old Business:

3. College-Wide Retreat – Follow-up 2.1  
D. Miramontez reported evaluation results has been put together and will be analyzed by Office of PRIE, Library & Technology. 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. Completion of Revising Operational Plans/Review of Educational Master Plan 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 [April 2014](#) (Draft)

Divisional Plan	Status/Comment	Next Update Due/Comment	Responsible Party	Status as of 4/11/14
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

PIE Committee Minutes of April 11, 2014 (continued)

Operational Plans	Status/Comment	Next Update Due/Comment	Responsible Party	Status as of 4/11/14
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	<a href="#">Already gone to constituencies and will go back to comm for edits on April 9th</a>
<a href="#">Student Success Plan</a>	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 <a href="#">New template that is due to the State October 17<sup>th</sup> 2014</a>	Now (in progress)- <a href="#">Establish a timeline for interval review and acceptance</a>	VPSS	Updated 1/13/14; out for circulation approval on 1/21/14.
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/PR/SLOAC Sub-comm	?-PIEC co-chairs to review
Cultural and Ethnic Diversity Plan	Reviewed annually-	Now	Diversity Committee	<a href="#">Currently being vetted through the participatory governance process; Currently being updated by comm</a>
Facilities Plan	Identified goals for this year	Now	VPA/Facilities Comm	In Progress (to be completed Spring 2014)- <a href="#">April 30<sup>th</sup> deadline will be a draft for this plan-Completion is expected in May</a>

Educational Master Plan

D. Miramontez thanked all the responsible parties for compiling the information back within the deadline in order for him to get the first draft out to the committee on time. The committee reviewed the Educational Master Plan and suggested the following changes:

- Title of report on pg.1 to San Diego Miramar College Educational Master Plan Fall 2014-Spring 2017
- Add on pg. 3 Strategic Goals of the San Diego Community College District
- History of Miramar on pg. 6- VPI Office will provide update on Appendix B to show the new projected FTES growth for the college.
- Fall 2013-Spring 2019 Strategic Goals tables on pg. 8-13- leave the format as is
- College Organization and Governance pg. 14- rename schools due to college reorganization (Math, Biological, and Exercise & Physical Sciences; and Planning, Research, Institutional Effectiveness, Library & Technology); change “*Administrative Services supports Business Office, Budget and Purchasing functions, Payroll, Accounting, Reprographics, Mailroom, and shared facilities use with the City of San Diego.*”

- Community Characteristics Economic Impact on pg. 18- PIO will provide update
- Enrollment Projections on pg. 20-22- VPI will provide update for Non-Feeder High School Trends, verify student count and FTES projection for Appendix B
- Part II-Local Planning on pg. 25 & 26- Delete the work “Annual” to read “Program Review Process” (Note: B. Bell pointed out that Administration do annual cycle)
- Rename on pg. 28 to “Part III-2014 to 2017 Planning Themes” instead of Planning Trends
- Rename on pg. 30-32 to “Division Planning Themes by Lost Momentum Framework Phases”; VPI will provide update for instructional and student services using themes from planning retreat on pg. 30-31; VPA will turn statements into activities under each theme for pg. 32; D. Miramontez will add LMP into appendix.
- Integrated Planning Process Diagram- PIESC will update diagram on 4/18/14 meeting
- Enrollment Projection pg.21-22 – pulled information from Environmental Scan report
- VPI will provide information for pg. 21, 6, and appendix pg.59

Second draft will go to PIEC on 4/25/14 and final draft to CEC by 5/6/14.

#### 5. Strategic Plan Assessment

1.4

The committee reviewed the following sections of the Strategic Plan:

- Introduction pg. 1- approved
- Environmental Scan Summary pg. 2-3- approved
- Strategic Planning Process pg. 4- approved
- Planning Framework (Mission, Values, & Vision) pg. 5- approved
- Strategic Plan Fall 2013-Spring 2019 Assessment Update pg. 6- approved
- Goals and Strategies, Indicators and Measures, and Planned Activities pg. 6-13- approved
- Strategic Plan Implementation pg. 12- PIESC will update “*Integrated College Planning Process*” diagram
- Conclusions pg. 13- approved

P. Hsieh recommended sending forward Strategic Plan to all the constituency groups for any feedback by 4/30/14. The Strategic Plan is scheduled to go to CEC on 5/6/14 for final approval. It was moved by L. Hahn, seconded by E. Ledbetter and carried to approve forwarding Strategic Plan to 5/6/14 CEC meeting with exception of updating the “*Integrated College Planning Process*” diagram on pg. 13 by PIESC.

D. Miramontez reported benchmarking workshop for strategic plan assessment is on May 19<sup>th</sup> from 1:30-4:30pm in L-303. Purpose of workshop is to have a better understanding on how to benchmarking in a qualitative perspective. Once executive committee members from Academic Senate & Classified Senate, PIEC, and Research Subcommittee receive the training, a workgroup will be established to work on setting benchmarks for indicators and measures in the Strategic Plan. Refreshments will be provided by the President’s Office.

6. Membership Roster

1.2 & 2.3

See below for current membership roster as of 4/11/14. 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
Faculty (8):	*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
	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

**New Business:** None.

**Reports/Other:**

7. Budget and Resource Development Subcommittee (BRDS)

1.2 & 2.3

B. Bell reported BRDS has not met since last PIEC meeting, BRDS needs to meet to modify 5-year IELM plan.

10. Research Subcommittee (RSC)

1.1, 2.1 & 4.1

D. Miramontez reported Research Subcommittee has not met since last PIEC meeting, next meeting is on 4/22/14, no report.

**Adjournment:** The meeting was adjourned at 11:59 a.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.*