



Planning and Institutional Effectiveness Committee

Co-chairs: Daniel Miramontez and Daphne Figueroa

May 9, 2014

MINUTES

Present: B. Bell, D. Miramontez, J. Allen, D. Gutowski, S. Trevisan, S. Okumoto, M. Lopez, D. Sheehan, B. Haidar (proxy for D. Figueroa)

Absent: G. Ramsey, D. Kapitzke, M. Guevarra, G. Choe, L. Hahn, E. Ledbetter

Guest: P. Hsieh, D. Buser, P. Hopkins

Call to Order: Prior to quorum, old business item #3 College-Wide Retreat – Follow-up was discussed as a discussion item. See notes below. The meeting was officially called to order at 10:49 a.m. by D. Miramontez.

1. Approval of Agenda. It was moved by B. Bell, seconded by D. Gutowski and carried to approve the agenda of May 9, 2014.
2. Review of draft minutes of April 25, 2014. It was moved by B. Bell, seconded by D. Gutowski and carried to approve the minutes of April 25, 2014.

*Strategic Goals

Old Business:

3. College-Wide Retreat – Follow-up 2.1
College-wide retreat evaluation results was sent on 5/6/14. D. Miramontez reviewed and pointed out the means (scale of 1 to 5) for the five areas that were evaluated.

Retreat Elements	Mean
Organization (Well organized)	4.35
Length and Pace (Appropriateness)	3.65
Effectiveness (Advancing the College’s planning activities)	4.16
Meeting Room (Location conducive to an effective Retreat)	4.43

Majority of the areas scored really high with the exception of “length and pace”, it was scored moderately. Feedbacks were solicited from various areas from M. McMahon and the Chairs, a lot of the feedbacks commensurate with the survey results. Participants really liked the student panel, discussion of the student perspective, and breakout sessions. Action Plan portion of the retreat was not as popular. Retreat participants stated that the retreat was very lengthy; breakout session reports had too much repetition, and recommended breaks during the retreat. Participants also stated they want to know what happens to the results

after the retreat. After a long discussion, the following recommendations were made to be considered for the planning of the subsequent college wide retreat:

- Adding a review component explaining how the collected data are being used as part of the planning process
- Breaks during the retreat
- Limit breakout session reporting to top 3 items (to avoid redundancy)
- Have a designated person as a facilitator to analyze all discussion points from each group during the breaks and point out a few topics and designated the group to explain the discussion point. This will eliminate repeated discussion points and will save time with the dialogue.

4. Completion of Revising Operational Plans/Review of Educational Master Plan **2.1-2.4**

D. Miramontez reviewed and discussed 6 out of 10 operational plans that were submitted to PIEC. It was shared with CEC on 5/6/14 and will continue at the next CEC meeting on 5/13/14.

- 1) **Basic Skills Action Plan**- submitted, update on an annual planning cycle, will need to be forwarded to Academic Affairs Committee by new BSI coordinator
- 2) **Career Technical Education Plan**- submitted, update on a 2 year cycle, currently waiting for District approval to send it forward to the State Chancellors Office
- 3) **Cultural & Ethnic Diversity Plan**- submitted, update on a 6 year cycle, a new updated stand-alone plan, offering for ethnic studies and budget, it was forwarded to the constituency leaders for DIEC to update and will go back to CEC for approval
- 4) **Outcomes and Assessment Plan**- submitted, update on a 3 year cycle, need to be forwarded to Academic Affairs Committee, constituency leaders, and CEC. First year PIEC is charged to oversee the completion of the plan. Note: it will not be approved and ready until Fall 2014. D. Miramontez referenced its discussion at the IPR/SLOAC Committee where B. Haidar had expressed need for edits that she will share and she is ready to meet with L. Murphy for that purpose.
- 5) **Marketing & Outreach Plan**- submitted, update on a 6 year cycle, summary sheet will need to be attached, approved by college.
- 6) **Technology Plan**- submitted, update on a 3 year cycle, will need to be forwarded to constituency and CEC (Note: need to add agenda item to 1st CEC meeting in Fall 2014) with feedback deadline date of 5/16/14.
- 7) **Student Success and Support Program (SSSP) Plan**- update on an annual cycle, state mandated plan, currently still being updated, completion date: Fall 2014
- 8) **Student Equity Plan**- update on an annual cycle, state mandated plan, currently still being updated, completion date: Fall 2014
- 9) **Human Resources Plan**- update on a 3 year cycle, not ready to sunset until 2015
- 10) **Facilities Master Plan**- update on an annual cycle, currently being updated, completion date: Fall 2014

D. Miramontez presented the third draft of the Educational Master Plan and pointed out the following changes:

- History of Miramar on pg. 6- VPI provided updated new projected FTES growth for the college and Appendix B.
- Overview of the Integrated Planning Process on pg. 17- Updated the integrated planning process diagram to include resource allocation. It was discussed to make diagram interactive for the new webpage as a goal.
- Enrollment Projections on pg.20, 23- VPI provided updated information for Non-Feeder High School Trends and FTES projection for Appendix B.
- Part III-2014 to 2017 Planning Themes on pg. 31-32- VPI and VPSS provided updated activities for instructional and student services using themes from planning retreat. D. Miramontez added Loss/Momentum Framework diagram into Appendix D on pg. 71.
- Appendix B Miramar College Enrollment Projections 2014-2019 on pg. 61-VPI provided updated enrollment projection for 2014-2019. After a long discussion, P. Hsieh shared information from district-wide enrollment management meeting on 3/17/14. Future district planned priorities for enrollment management includes: continue to keep Mesa and City mid-size college (above 10,000 FTES and below 20,000 FTES within statewide standards), grow Miramar College from a small to mid-size college, and maintain at least 1,000 FTES for each of the 5 CE state recognized centers in order to receive maximum funding.

D. Miramontez recommended sending forward Educational Master Plan to CEC on 5/13/14 for final approval. It was moved by B. Bell, seconded by D. Gutowski and carried to approve forwarding Educational Master Plan to 5/13/14 CEC meeting.

5. Strategic Plan Assessment

1.4

D. Miramontez reported benchmarking workshop for strategic plan assessment is on May 19th from 1:30-4:30pm in K-107 (location change). Purpose of workshop is to have a better understanding on how to benchmark using a qualitative perspective. Invitation email was sent to Academic Senate & Classified Senate executive members, PIEC, and Research Subcommittee. After training workshop, PIEC will establish a workgroup to work on setting benchmarks for indicators and measures for the Strategic Plan. RSVPs deadline extended to 5/12/14. Refreshments will be provided by the President's Office.

Integrated Planning Process Gear Diagram

Integrated Planning Process Gear Diagram was developed a few years back to simplify the integrated planning process but never went through the process for approval. PIECS recommendation was to use the Integrated Planning Process Chart Fall 2013-Spring 2019 instead and omit gear diagram from website. But after a long discussion, it was moved by J. Allen, seconded by S. Trevisan and carried to remove gear diagram, revise the gear diagram and then bring back to PIEC to go through the approval process.

6. Membership Roster

1.2 & 2.3

B. Haidar presented and discussed the PIEC membership. After a long discussion, it was moved by B. Bell, seconded by M. Lopez and carried with amended changes to the membership. Revisions were made in yellow below.

Planning and Institutional Effectiveness Committee

Chair Eligibility – Co-Chairs: Any Faculty Member & any Administrator as designated by the College President
Chair Election – Recommendation, Faculty co-Chair elected by Committee
Chair Term – Three Years
Committee Membership*

Administrators (4)	Classified Staff (6)	Faculty (8)	Students (1)
VPI	Instructional Svcs. Rep. (1)	Student Services Rep. (1)	Representative
VPSS	Admin. Svcs. Rep (1)	School of MBEPS (1)	
VPA	PIO	School of Liberal Arts (1)	
Representative Dean of PRIELT	Student Svcs. Rep. (1)	School of Public Safety (1)	
	Representatives (2)	School of BTCWI (1)	
		School of Library (1)	
		Senate Rep's At Large (2)	

Steering committee: Administrative Services Program Review Chair, Instructional and Student Services Program Review/SLOAC subcommittee co-chairs; VPI, VPSS, VPA, Research subcommittee chair; Budget & Resource Development subcommittee faculty co-chair; faculty and administrative co-chairs of **Planning & Institutional Effectiveness Committee**; **Classified Senate representative**

*Committee membership for administration is designated by position held and shall include the Vice Presidents of Administrative Services, Instruction, and Student Services, plus ~~one~~ administrative designee (to include Program Review/SLOAC subcommittee co-chairs if they are not already represented by the three VP's) the Dean of Planning, Research, Institutional Effectiveness, Library & Technology. Faculty representation shall include at least one person from the Student Services division, one from each of the five Schools, plus two ~~Academic Senate designees~~ representatives at large. (to include the faculty Instructional and Student Services Program Review/SLOAC subcommittee co-chairs and faculty chair of Budget & Resource Development subcommittee. (Faculty representation will also include the faculty co-chair of the Budget & Resource Development subcommittee) ~~and the Chair of the Research subcommittee, if that person is a faculty member~~). Classified Senate representation shall include one person from Instructional Services, one from Administrative Services, one from Student Services & the PIO, plus two Classified ~~Senate designees~~ representatives at large. Student membership will be an Associated Student **Council** designee.

The membership will include the Research Subcommittee Chair

Committee Goals:
 To develop, coordinate, direct and evaluate the college integrated planning process and to ensure alignment with the ACCJC accreditation standards and compliance with Title 5 regulations and Education Codes.

Committee Procedures and Calendar:
 The **Planning and** Institutional Effectiveness Committee will:
 1. Establish and update the planning calendar and work flow diagram of the College Annual Planning Cycle.
 2. Coordinate and evaluate the College integrated planning process including alignment of the decision-making functions of the College governance committees within that process.

New Business: None.

Reports/Other:

7. Budget and Resource Development Subcommittee (BRDS)

1.2 & 2.3

S. Okumoto asked B. Haidar about the status of Academic Senate approval of the accelerated IELM plan. B. Haidar indicated that the accelerated IELM Plan was approved at

the Academic Senate meeting on May 6th, and that senators had some concerns with using “Thin Client” as part of the computer refresh plan for the campus. This will be discussed at the next BRDS meeting.

10. Research Subcommittee (RSC)

1.1, 2.1 & 4.1

D. Miramontez reported Research Subcommittee meeting was canceled and replaced by Benchmarking Workshop on May 19th, no report.

Adjournment: The meeting was adjourned at 12:25 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.*