Planning and Institutional Effectiveness Committee

October 10, 2014
10:30-12:30pm, Rm. L-108
Co-chairs: Daniel Miramontez and Daphne Figueroa

MINUTES

Present: R. Bennie, B. Bell, D. Miramontez, D. Kapitzke, J. Allen, D. Buser, D. Figueroa, M. Lopez, D. Sheean, E. Ledbetter

Absent: D. Gutowski, G. Ramsey, A. Lizarde, M. Guevarra

Guest: O. Light

Call to Order: The meeting was called to order at 10:33 a.m. by D. Miramontez

1. Approval of Agenda. It was moved by B. Bell, seconded by J. Allen and D. Buser, and carried to approve the agenda of October 10, 2014.

2. Draft minutes from September 26, 2014. To be reviewed.

Old Business: ***Strategic Goals**
1-4

1. PIEC/PIESC Membership Update. Recommended changes went out to constituencies. Received a first reading at Academic Senate and is scheduled for a second reading. Will be reviewed by ASC and approved by Classified Senate and will be discussed in managers meeting. Possible finalization by the end of the semester.

2. College-wide Planning Retreat Workgroup Update. First meeting held on October 3, 2014. Went over results from last retreat and will plan upcoming retreat based on positive and negative comments that were received. Location will be on campus in K-107, March 13, 2014. Name change from College-wide Planning Retreat to College-wide Planning Summit focusing on student completion (specifically degrees), based on Loss/Momentum Framework. Certificates not included because of limited time. Classified has expressed concerns about their participation at the summit due to work obligation. It was recommended for them to have a skeleton crew for this day so that Classified can participate. Length and pace of previous retreat was too long, new time for the summit will be from 8:30am to 3pm/3:30pm. Student involvement in workgroup is welcomed for student representation, invitation to be sent by V. Sacro. It is noted that the possibility to expand the summit into a day and a half so that classified staff involvement can be greater. D. Miramontez went over guiding questions and parameters for topics, with

continuity from last year's entry phase on the Loss/Momentum Framework. Progress phase was the theme at convocation the past fall, concentrating on teaching and learning in the classroom. This phase refers to completing 75% or more of your degree and transfer requirement; the main topic was Professional Development Activities and the vehicle of delivery was the Six Factors of Student Success. The continued them of this summit is degree completion, which will focus on momentum points using the Appreciative Inquiry Approach – a planning concept focusing what is done well in the student experience toward completion. The vehicle of delivery will be the Eight Principles of Redesign. D. Figueroa commented that there are concerns regarding several competing frameworks which are overwhelming and to work with a single framework which already exists. D. Miramontez proposes that this is not a one shot deal, this vehicle of delivery will allow us to talk about all topics that focus on degree completion, but not all to be done in a single day. Focus on a chunk, have a thorough discussion, and then continue momentum in other meetings. D. Figueroa talked about P7, reward behaviors that contribute to completions could be a good place to start, expanding on the Scholarfest model. Upon a lengthy discussion, conclusion was for the Planning Summit Workgroup to look at the Eight Principles of Design and focus on a few principles that could be incorporated into the summit. B. Bell suggests introducing contextualization into the summit as well. The Eight Principles contextualizes the entire framework of one of our major planning processes and for the workgroup to package principles into a high level manner to communicate to campus. D. Buser opened a discussion for a non-linear tracking mechanism. D. Miramontez added that Loss/Momentum framework allows for free flowing, unfinished information, coming in any which way and leaving any which way. Student experience if very abstract, Six Factors of Student Success and Eight Principles of Design are focused delivery vehicles within the framework to guide conversations. Workgroup will focus on two to three important items, along with a format on how to deliver the information.

3. <u>Develop/Update 2015-16 Planning Calendar (Spring 2015 item)</u>. Placeholder item for now, no update.

4. <u>Strategic Plan Assessment Workgroup Update</u>. Meeting regularly, twice a week. Addressed transfer volume rate and prepared rate, number of degrees/certificates awarded, and touched on degrees/certificates awarded by program. Accreditation recommendation is that benchmarking be done at both institutional and program level. Once instructional programs are redefined and college approved, then we could incorporate benchmarking into next year's program review. I.1.4 Number of Associate Degrees for transfer: Articulation Officer, Mara Palma-Sanft, updated workgroup on ADT processes; where they came from (legislation), how developed, how tracked in application in degrees, and provided information to continue benchmarking process. Benchmark was not established, but workgroup will continue meeting with content experts on each of the

indicators/measure. Need more data on professional development. CTE Rate information was provided by Lynne Ornelas. I.1.6, I.2.1, and I.2.3 are CTE related and she will come to next workgroup meeting to provide information on these indicators. I.2.2 was talked about and D. Miramontez will get more information from VPA. Professional Development 1.3.2 and 1.3.3 was discussed with flex coordinator Dan Igou who is currently tracking data for professors. Classified staff and administrators are not tracked - staffed development goes through AFT. Minor tracking in administrative services program review. D. Miramontez commented that workgroup must have degree of freedom to allow workgroup to make decision on indicator/measure that does not have data or plan. B. Bell mentioned that through the TR process, we may be may be able to say how many administrators and classified staff traveled for professional development. Consensus was reached that workgroup has the freedom to adjust indicators/measures it deemed irrelevant or have no data. D. Miramontez will continue updating committee on workgroup process for benchmarking.

5. <u>PIE Committee and Accreditation</u>. No report. Two events, Accreditation Organizational Meeting on October 17, 2014 and Self-Evaluation Training Workshop on October 31, 2014. CEC mentioned that student representation is needed. ASC to work with A. Jacobson to get students to attend training.

New Business:

1. <u>None</u>

Reports/Other:

1. <u>Budget and Resource Development Subcommittee (BRDS)</u>   **1.2-2.3**
   B. Bell discussed approval of 5-year campus plan for IELM. Income from IELM is variable over the years and the plan is to allocate that 80% to technology and 20% is to library books and related materials. Last year's expenditure was $146,000 and this year it is $400,000. Based on the funding formula, pro rata share is $320,000 to technology and $80,000 to library books. Technology Committee reported to BRDS that they will be able to spend the $320,000 on technology. Technology Committee proposed one of two processes; 1) A proportional split between Thin Client pilot and technology refresh on campus. If Thin Client is not feasible, then 100% will go to technology refresh and will have a plan on how to spend the $320,000. Library has not committed to spending $80,000, library to report next week. BRDS clarified that funds are to be used for purchasing books and items that are directly related to the purchases, maintenance, and circulation of books. BRDS has indicated that if there is any money from these IELM allocations that cannot be spent by either technology or library books, then it will be added to the amount that is available through the RFF process for BRDS unrestricted allocation. There is a vacancy in BRDS from Liberal Arts and classified membership was finalized. Two new business items: 1) College

discretionary budget allocation (as opposed to BRDS discretionary budget). B. Bell presented an approved planning document on reallocation of existing resources and provided examples on how existing resources are allocated for discretionary budget. This year, we have $100,000 available - process must be simple and integrated. Instructions will be provided. Consensus was reached to bring process and form to CEC as a report. B. Bell also talked about a budget summary form that identifies all resources that are available to San Diego Miramar College, which could answer benchmarking question on how many programs or activities are supported by external funding. Overview of document was presented with intent to provide a process which ensures transparency to the campus.

2. Research Subcommittee (RSC)   **1.1, 2.1, & 4.1**
   Meeting on Monday, order of business is to review and approve research agenda for 2014-15.

3. Informational Items. Integrated Planning Timeline grid was updated.

Adjournment: The meeting was adjourned at 12:23 p.m.

The next PIEC meeting is on Friday, October 24, 2014 from 10:30am-12:30pm in Room L-108.

__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.*