



## Planning and Institutional Effectiveness Committee

October 24, 2014

10:30-12:30pm, Rm. L-108

Co-chairs: Daniel Miramontez and Daphne Figueroa

### MINUTES

**Present:** B. Bell, G. Ramsey, D. Miramontez, D. Kapitzke, A. Novak, D. Gutowski, D. Buser, M. Lopez, D. Sheean

**Absent:** D. Figueroa (Proxy D. Buser), D. Gutowski, , A. Lizarde, M. Guevarra

**Guest:** B. Haidar

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

1. Approval of Agenda. It was moved by G. Ramsey, seconded by D. Buser, and carried to approve the agenda of October 24, 2014.
2. Review of minutes from September 26, 2014. It was moved by G. Ramsey, seconded by M. Lopez and carried to approve minutes of September 26, 2014.  
Review of minutes from October 10, 2014. It was moved by B. Bell, seconded by M. Lopez and carried to approve minutes of September 26, 2014.

### Old Business:

### \*Strategic Goals

1-4

1. PIEC/PIESC Membership Update. Recommended changes went out to constituencies, received first reading from Academic Senate and are scheduled for a second reading. Will be reviewed by the Associated Students and Classified Staff. Currently at the constituency level, stands as pending.
2. College-wide Planning Retreat Workgroup Update. Since the last PIEC meeting, the workgroup has not met. Next meeting will be on Friday, November 7, 2014. No report.
3. Develop/Update 2015-16 Planning Calendar (Spring 2015 item). No discussion, spring item.
4. Strategic Plan Assessment Workgroup Update. Workgroup has been meeting twice a week, an hour a half each meeting. Progress made on measures I.1.6, I.2.1, I.2.2, and I.2.3. Dean Ornelas came into workgroup as a content expert regarding metrics which refer to career technical, in particular CTE rate and I.2.1 and I.2.3. She provided

background and content information to better understand metrics and able to discuss and do benchmark with her presence. Metrics that were benchmarked were I.1.6 and I.2.1. Regarding I.2.3, there were no data or no plan to collect data for this measure. Based on her content expertise, workgroup decided to omit this measure, pending PIEC approval. However, after some discussion, it was confirmed that Tutorial Services is a separate measure, along with internship and work experience. That is, students seek tutorial services that are related to their courses. A sentence revision for I.2.3 now reads, "Number of students seeking tutoring services, in-service learning, internships, and work experience" (adding a coma). Dean Ornelas provided numbers for in-service learning, internships, and work experience. Will only need numbers for tutoring services. Currently, student seeking tutoring is offered at the PLACe, math lab, and English lab. Professional development indicator was also benchmarked. Dan Igou and Denise Kapitzke provided information on professional development; Sam Ballard provided information on cultural climate data. For I.3.2, I.3.3, and I.3.5 measures were examined and benchmarked. Measure I.3.4 will be on hold because there is no current data until Employee Satisfaction Survey is administered in Spring 2015. I.3.1 program review data specific to professional development, workgroup had two concerns, one being that program review is a needs analysis process so there isn't a systematic way to benchmark. Also, I.3.1 has an array of program reviews that vary across the division so there isn't a uniform way to collect the information. Workgroup suggest that until we have TaskStream in place across the three divisions, then we'll be able to track and extract for indicator, currently premature to benchmark. PIEC agrees with workgroup's recommendation. D. Miramontez will go back to workgroup and reintroduce I.2.3, adding a coma, and inform workgroup that PIEC had agreed with the workgroup recommendation for I.3.1. Next discussion in workgroup will focus on enrollment and service management.

5. PIE Committee and Accreditation. No specifics, except for Accreditation Self-Evaluation Workshop in K-107 next week. Taking information from MiraCosta training by ACCJC to Tri-Chairs to start addressing the standards.

**New Business:**

1. No new business.

**Reports/Other:**

1. Budget and Resource Development Subcommittee (BRDS). 1.2-2.3  
Meeting was held last Friday, first chance to look at requests that came in, which was consolidated and then was reviewed by Technology. There were a total of 58 requests, totaling \$417,551.

Department	Requests	Amount	%
Admin Services	5	6,100	1%
BTCWI	17	242,938	58%
Liberal Arts	4	13,358	3%
PRIE and IT	6	13,619	3%
Math & Sciences	15	68,808	16%
Public Safety	11	72,728	17%

Next meeting will be on November 7, 2014. Technology requests will be prioritized by Technology Committee and will then be forwarded to BRDS by this meeting date.

2. Research Subcommittee (RSC).

**1.1, 2.1, & 4.1**

Went over the 2014-15 Research Agenda and approved recommendation to send forward to PIEC. Research Agenda is always a work in progress, a dynamic document. Any changes in document are in red. The difference between this year's and last year's Research Agenda is that it went from five strategic goals to four strategic goals. Major rearrangements from Goal 5 information has been incorporated in Goals 1-4. There are two new plans from the State, namely Student Equity Plan (SEP) and Student Success and Support Program (SSSP) which have been added to the Research Agenda. Research Planning Analyst (RPA) replaced Campus Based Researcher (CBR) as the official title. Official title for PIO is Information Officer (spelled out). Title for SLO now broader term Outcomes & Assessment. It was suggested that abbreviations and acronyms be noted for reference, a glossary of terms (i.e., Student Success and Support Program – SSSP). Action from PIEC to move forward to constituency with suggested changes, motion approved by D. Gutowski and seconded by G. Ramsey.

3. Informational Items.

None

**Adjournment:** The meeting was adjourned at 11:19pm.

The next PIEC meeting is on Friday, November 14, 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.*