



## Planning and Institutional Effectiveness Committee

November 14, 2014

10:30 a.m. -12:30 p.m., Rm. L-108

Co-chairs: Daniel Miramontez and Daphne Figueroa

### MINUTES

**Present:** R. Bennie, B. Bell, H. Irvin, D. Miramontez, D. Kapitzke, J. Allen, D. Buser, D. Figueroa, M. Lopez,

**Absent:** D. Gutowski, G. Ramsey, A. Lizarde, M. Guevarra, D. Sheean, E. Ledbetter

**Guest:** M. Stuart (ASC Representative)

**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 R. Bennie, and carried to approve the agenda of November 14, 2014.
2. Review of minutes from October 24, 2014. It was moved by B. Bell, seconded by D. Buser, and carried to approve minutes of October 24, 2014. One abstain from D. Figueroa, was not in attendance.

### Old Business:

### \*Strategic Goals

1-4

1. PIEC/PIESC Membership Update. Was approved by the Academic Senate and has been reviewed by Miramar College managers, but has not made it to CEC. Classified Senate has also approved, but awaiting response from Associated Students Council for approval to move forward to CEC.
2. College-wide Planning Summit Workgroup Update. Save-the-date notice was sent out for March 13, 2015 and will be located in K-107. Workgroup talked about topics based on degree completion, which focused on two principles from the Eight Principles of Redesign. First principle is on how to accelerate entry into coherent programs of study (in particular strategic enrollment management), while the second is on how to minimize time required to get college-ready (Instructional Support Services). Format of delivery are to have two panels. First panel is a student alumni panel. Parameters in selecting alumni will include for them to be Miramar College graduates and experience regarding how any of instructional support helped them in successful completion of their degree. Looking to have recommendations returned back to V. Sacro by November 19, 2014 and for

workgroup to review recommendations on November 21, 2014 meeting. Second panel will highlight Classified Staff. Classified Senate will come up with cross-sectional recommendations for this panel and will bring to workgroup on November 21, 2014 meeting. D. Figueroa interjected that the goal is to move forward a recommendation for minimal coverage for offices, or skeleton crew, in order to have staff attend the summit. J. Allen brought up a problem last time, that Classified could not come because of minimal work day, if can't be there for the whole day, then they could not come, especially from the Student Services Support area. Need to make recommendation known that everyone, including managers, needs to support the recommendation. Difference this time is that Classified Staff will be highlighted on a panel because of their integral part of student success/completion. Consensus from PIEC was to support Classified Staff to be able to attend planning summit and move recommendation forward to CEC and work with Dean's Council and Student Services committee. D. Miramontez will kick-off event with the big picture, the continuity, how data has been used from past year and introduce a comprehensive plan. He will keep it short, keep it simple, and keep it integrated.

3. Develop/Update 2015-16 Planning Calendar (Spring 2015 item). No discussion, spring item.
  
4. Strategic Plan Assessment Workgroup Update. Continued to benchmark Strategic Goal II. In particular, II.1.1, II.1.2, II.1.3, and II.1.4 were examined. No way to benchmark II.1.2, either all or none. Recommendation to PIEC, and a point of discussion, to replace percentages to number of courses offered. Indicator to read, "Number of courses offered and support services offered via distance education, daytime, evening, and off campus location". Objective of this matrix is to be able to state for distance education and off campus, we offer the same services as we do on campus. Rather than looking at percentage, then looking at counts. After a detailed discussion, recommendation by PIEC to change II.1.2 to "Number of support services by modality offered via distance education or off campus locations (day, evening)". For II.1.1, PIEC recommend adding in the number of courses offered to percentage of course sections offered. Then we are looking at different types of courses versus just the modality. Will amend II.1.1 and II.1.2 as indicated above. II.1.3 was recommended to remove "and percentages", looking at counts was sufficient. For II.2.1, technology related needs, very hard to identify because not all are indicated in RFF process. Unless originator submits RFF to program review, it doesn't capture all information. Recommendation by workgroup that if there is technology related needs in program review that they go into RFF process, to capture technology needs. B. Bell supports that Taskstream captures all technology needs that are indicated in program review, but does not support mandating all technology needs be submitted into RFF process. D. Figueroa agrees with B. Bell. Program review is an appropriate place to identify needs for emerging technology. After a lengthy discussion, including computer refresh, satisfaction survey, trends, qualitative or quantitative data,

etc., it was recommended by PIEC to omit II.2.1. For II.3, recommend by workgroup to add in add “Strategic” into the title Enrollment Management because we are looking at data. PIEC agreed II.3.1 was examined and benchmarked. II.3.2, II.2.2, and II.4.1 are satisfaction surveys that will be administered in Spring 2015 and examined then. II.3.3 tackled Program Review data specific to Enrollment Management, there is no specific way to define it, no systematic way to benchmark the needs analysis, and no uniform way to collect this information at this point. It is suggested not to benchmark II.3.3 and PIEC agreed. Change II.3.4 to read, “Employee satisfaction survey results specific to technology training and professional development opportunities”, and will be benchmarked in Spring 2015. Data outdated for matric II.3.5, currently have Fall 2012. District IRP is administering this survey and will also be available in Spring 2015 for benchmarking. Workgroup is going back 1.2.3, to pull information from tracking system regarding tutoring services offered for a three to five year span, from PLACe, English ESOL lab, and Math Lab. Will contact District for data. Will move forward for Goal 3. Workgroup recommends updating campus on the progress of the workgroup update once at the end of term, first one in December, using minutes from PIEC and transferred to a message. Instead of email, H. Irvin has idea of Benchwarmers or Benchmarkers, adding link to strategic plan in Master Plan. This is to inform college of progress, not in detail, only a general overview. It was cautioned that once up on planning page, it would need to be updated in an ongoing basis for the entire year, added into the planning calendar, and decipher who will do it, and when it will be due. This is possibly not a good place to put it. Recommended that an email blast be sufficient to update the college at the beginning of December.

5. PIE Committee and Accreditation. Tri-Chairs have been meeting. There will be a point when standard Tri-Chair groups will be requiring PIE’s expertise to validate resources and evidence. Grid for standard IB-Academic Quality and Institutional Effectiveness was brought forward to PIEC and evidence was reviewed and discussed with recommendations noted.

**New Business:**

1. No new business.

**Reports/Other:**

1. Budget and Resource Development Subcommittee (BRDS). 1.2-2.3  
There was a total of 61 requests with a total amount of \$302,758.73. The total amount that can be allocated is under \$66K. Ended up with a rank list with 12 items to be funded, the rest was ranked accordingly. Some items were strike-outs with one exception of the fire chain saw, will be taken off the list. Some items were given partial funding, for example the PC based scan tools for Automotive Technology, which was dropped from \$8,100 to \$6,100.

Another was for the desktop workstations for ICS, from \$2,160 to \$1,800. Total for requests was reduced down to \$65,646, close to the \$66k. One minor modification, total amount of RFFs received was just over \$400K. The \$302K represented the remainder of the request for funding that were ranked but not funded, \$65, 646 were ranked and funded. This was forwarded to the constituencies. Formal motion to approve RFF final ranking list, R. Bennie, and seconded by D, Kapitzke. Formally adopted, move forward to constituency group. No activity until the first of the year in 2015. Curtail BRDS meetings until then.

2. Research Subcommittee (RSC).

1.1, 2.1, & 4.1

Did not meet, no report.

3. Informational Items.

None

**Adjournment:** The meeting was adjourned at 12:10 p.m.

The next PIEC meeting is on Friday, December 12, 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.*