



## Planning and Institutional Effectiveness Committee

December 12, 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, G. Ramsey, D. Miramontez, D. Kapitzke, D. Gutowski, D. Buser, D. Figueroa, D. Sheean, E. Ledbetter

**Absent:** J. Allen, M. Guevarra, M. Lopez

**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 G. Ramsey, seconded by R. Bennie, and carried to approve the agenda of December 12, 2014.
2. Review of minutes from November 14, 2014. It was moved by B. Bell, seconded by D. Buser, and carried to approve minutes of November 14, 2014.

### Old Business:

### \*Strategic Goals

1-4

1. PIEC/PIESC Membership Update. Membership approval delayed until the first Associated Student Council meeting in spring. D. Figueroa to send ASC a reminder to revisit and review.
2. College-wide Planning Summit Workgroup Update.  
Tentative Agenda for March 13, 2015:
  - a. 8:30-9:00-Continental breakfast and meet and greet
  - b. 8:50-9:00-President's Welcome
  - c. 9:00-9:20-PIEC Co-Chairs (FigueMontez) Introduction and Overview
  - d. 9:20-9:30 Introduce Alumni Panel
  - e. 9:30-10:15 Actual Alumni Panel
  - f. 10:15-10:25 Break
  - g. 10:25-10:35 Interlude 1 (Preview of breakout sessions by FigueMontez-from alumni to classified panel)
  - h. 10:35-10:45 Introduce Classified Panel
  - i. 10:45-11:30 Actual Classified Panel
  - j. 11:30-11:40-Interlude 2 (FigueMontez-focus on break-out guidelines and announcements)
  - k. 11:45-12:30 Lunch

- l. 12:30-1:45 Break-out session
- m. 1:45-2:15 Report-out
- n. 2:15-2:30 Wrap-up (Clickers to help determine next year's topic(s) based on the remainder of the 8 principles of redesign)

Note that the Alumni and Classified panel will be back-to-back, with one break-out session to streamline the theme (Degree Completion) and topics (Strategic Enrollment Management and Instructional Support Services). This will allow perspectives of both the student alumni and classified staff panelists on the two topics, with one combined break-out session, and then formulate some questions that are going to pull-out relevant discussion based upon both panels. Group Discussion topics - purpose is to infuse the classified and alumni perspectives regarding the two topics (questions):

- a. Based on the alumni panel, what aspects of strategic enrollment management and instructional support does Miramar College do well to support degree completion?
- b. Based on the classified staff panel, what aspects of strategic enrollment management and instructional support does Miramar College do well to support degree completion?
- c. What can we do better to support degree completion? Please provide 2-3 specific examples that relate to your function on campus.

Alumni panelists have been confirmed, T. Hubbard working on contacting all classified that were invited, to be finalized by the first or second week of January 2015.

Alumni panel will consist of David Buser-CTE, Tina Barlolong-Student Service, Irina Gutman-MBEPS, Matthew White-Liberal Arts, and Adolfo Gonzalez-Public Safety.

Alumni Panel Overall Questions (final):

- a. Could you please describe your experience in progressing toward your associate degree at Miramar College?
  - i. How long did it take you to get your associate degree?
  - ii. What factors (e.g., scheduling of classes, number of sections offered, frequency of capstone courses) played a role?
  - iii. How did instructional support services (e.g., Tutoring, Supplemental Instruction, Instructional Assistance, Independent Learning Center (ILC), and Library) play a role in your success to completing your degree?
- b. Looking back at your community college experience and associate degree completion at Miramar College, what are the top two factors that have contributed to your success? Why?

Classified Panel Overall Questions (Final):

- a. Could you please describe how your role on campus as a classified staff member assists students towards achieving their associate degree at Miramar College? Please provide two significant examples that relate to either/or:

- i. Strategic Enrollment Management (e.g., scheduling of classes, input at department meetings, working with chairs, faculty, deans, assisting with schedule development process)
- ii. Instructional Support Services (e.g., Tutoring, Supplemental Instruction, Instructional Assistance, Independent Learning Center (ILC), Library)
- c. Choose two key functions that you perform on a regular basis and explain how those functions contribute to students attaining their degrees.

There will be no Question & Answer session. Questions will be framed out for panelists. Break-out will have people in groups discussing the frames amongst themselves. This summit is the continuation from Convocation and last year's retreat. Last year's retreat focused on student services, this year will be on instructional services – focusing on getting college-ready from the academic perspective. A recommendation was made to address why student support services have been left out. It was to simplify and focus on what is being done in this planning summit and the Guiding Planning framework presented in the introduction/overview should address this concern. Wrap-up portion of the summit will be using clickers to allow input and have a sense of what topic will be tackled next year and to see a linear progression based on the eight principles of redesign.

3. Develop/Update 2015-16 Planning Calendar (Spring 2015 item). No discussion, Spring 2015 item.
4. Strategic Plan Assessment Workgroup Update. Workgroup sent a status report on what was benchmarked to the college. Strategy III.1.6 and III.2.2 was benchmarked with 2010 results relative to 2014 results relating to diversity. Save-the-date was sent out for the Cultural Climate Survey Facilitated Discussion for February 20, 2014. Strategy III.1.4 and III.2.1 are not yet able to benchmark until data from survey are available. Strategies III.1.3, anything related to program data specific to diversity or enrollment management, has been very problematic. There is no uniform way to capture the data currently in our program review process, varies across divisions. Workgroup recommends omitting this particular metric. Strategy III.1.2 will need data from Diversity Committee, DSPS and EOPS office, Environmental Stewardship, and Student Affairs office to address this metric. FYE considered, but will not be included. Workgroup will contact these individual committees/offices for data to benchmark. Consensus was reached to omit III.1.3, as long as III.1.2 was kept. Strategy III.1.1, RPA pulled three years of data that specified active courses and was reviewed by workgroup. Number of courses was tallied that addresses diversity and sustainable practices. Curriculum has done some work in terms of courses that are being updated. Recommend to get advice from D. Short as a content expert with the courses/data reviewed. D. Short and R. Bennie to meet with D. Miramontez regarding this topic in spring. Strategy III.1.5 is also problematic because annual DSPS and EOPS Report do not address the strategies. It was recommended to PIEC to change it to the SEP

and identify disproportionate impact groups, based on the college's mission statement. Consensus made to move forward and replace in spring. Workgroup will be meeting once a week, Mondays for two hours.

5. PIE Committee and Accreditation. Faced problem with I.B.6 regarding Outcomes Assessment. Suggest clarification in January from ACCJC before moving forward. D. Miramontez met with L. Murphy regarding implemented ISLO survey and measured ISLO. Next ISLO survey to address demographics. For now, only could address students who were targeted in this ISLO survey.

**New Business:**

1. No new business.

**Reports/Other:**

1. Budget and Resource Development Subcommittee (BRDS). 1.2-2.3  
VPI emailed first twelve departments to submit their purchase orders, all notified. A meeting in February 2015 will be scheduled to address new funding.
2. Research Subcommittee (RSC). 1.1, 2.1, & 4.1  
Research agenda is currently at constituency level. Academic Senate approved, but not yet approved by managers or classified staff. New campus Research and Planning Analyst in place by the beginning of spring.
3. Informational Items.

**Adjournment:** The meeting was adjourned at 11:31 a.m.

The next PIEC meeting is on Friday, February 27, 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.*