



Planning and Institutional Effectiveness Committee

April 24, 2015

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

Co-chairs: Daniel Miramontez and Daphne Figueroa

MINUTES

Present: R. Bennie, B. Bell (Administrator Co-chair for D. Miramontez), G. Ramsey, D. Kapitzke, D. Gutowski, S. Quis, D. Buser, D. Figueroa

Absent: D. Miramontez, J. Allen, M. Guevarra, M. Lopez, D. Sheean

Guest: X. Zhang

Call to Order: The meeting was called to order at 10:39 a.m. by B. Bell

1. Approval of Agenda. It was moved by D. Gutowski, seconded by D. Buser and carried to approve the agenda of April 24, 2015.
2. Review of minutes from April 10, 2015. Minutes was moved by S. Quis, seconded by G. Ramsey, and carried to approve minutes of April 10, 2015.

Old Business:

***Strategic Goals**

1-4

1. College-wide Planning Summit Wrap-up. To help explain the common theme on how we are presenting the big picture of Integrated Planning for Institutional Effectiveness on our campus, three different models were communicated to constituencies to graphically explain this process, which included the Six Factors of Student Success, Loss/Momentum Framework, and the Eight Principles of Redesign. To help develop this process, five items identified in the Key Considerations for (Re)Design documents were reviewed. These five items identified are exactly what Miramar College has developed in its planning process, and is envisioning future process, to support student success which includes; 1) Always consider the view and experience of students and how what we do and don't do impacts them, 2) Extend the attention paid to students before the first day of class to every semester of their educational journey, 3) Collaborate across the institution in ways that integrate support and instruction, 4) Build structures that provide students with clear, predictable and finite pathways that help them achieve their educational goals in a timely manner, and 5) Be transparent and intentional about the relevance and value of everything we do for students both with each other and with students. Items three and four are key considerations to engage for next Convocation and Planning Summit. The goal for today's meeting is to adopt a big picture planning framework that is transparent

and intentional about the relevance and value of everything we do for students in our planning process (Item 5). Reviewed was a single page diagram, the Roadmap to Student Success, developed by the PIESC which highlights the Loss/Momentum Framework (focusing on the student experience), Six Factors of Student Success (student perspective), and the Eight Principles of Redesign (college's response to student perspective). This shows how all of our college efforts towards student success fits together under a roadmap – a conceptual big-picture/crosswalk that would help explain what we do related to institutional effectiveness and planning, and is understandable to the entire campus. The focus on qualitative data will now merge with the quantitative data – moving forward. Suggestion was made to move this roadmap forward for the Fall 2015 Convocation, to discuss data in aggregate/big picture with flip-classroom concept. Consensus from committee for D. Miramontez to forward Roadmap to Student Success to CEC on May 5, 2015 meeting for conceptual approval and use roadmap for Fall 2015 Convocation.

2. Strategic Plan Assessment Workgroup Update. Significant progress with college-wide scorecard, named Strategic Plan Assessment Scorecard (SPAS). Looking and examining the indicators and reviewing and finalizing the benchmarks. Still collecting additional evidence for some indicators and invited content experts to workgroup. Introduction portion of the Strategic Plan Assessment Scorecard is also being reviewed, to cover the function and purpose of the scorecard, as well as how to use this document. Next reporting will have detailed items to be approved by PIEC. Technical term (statewide), the scorecard is called a balanced scorecard. Currently, our scorecard is very comprehensive. SPAS is going to help us to evaluate and plan our strategic planning processes, moving forward as an institution. With this scorecard, we will have a benchmarking system that could be used consistently, to be able to track progress and make educated decisions on how we will modify our strategic plan to address the needs of our college. Awaiting data from the Student and Employee Satisfaction Survey in order to complete the benchmarking process.

3. PIE Committee and Accreditation. One update is that X. Zhang will be replacing V. Sacro for Standard II.B. Standard IV.B Tri-chairs attended the districtwide meeting for IV.B. One piece missing is the integration of district strategic plan with the campus strategic plan for this standard. Planning to meet and discuss with interim VC S. Hess. Another outcome of meeting, representation from VC L. Neault on what the Vice Chancellors and other managers are doing at the district level to respond to accreditation within multiple college districts, that the district's function will be responsible for coordinating standardized responses to specific accreditation questions. The purpose is for a uniform response to accrediting institution as opposed to multiple perspectives from multiple colleges. With a more structured involvement from district level counterparts, we will have a more informed and uniformed response to each of the standards we are required to report on.

4. Institutional Effectiveness Partnership Initiative . IEPI Technical visit will be in Fall 2015 to look at our Strategic Enrollment Management, actual date to be announced a later time. There was a recommendation from PIESC on the composition of the IEPI workgroup; there is still some discussion with constituency group on this topic and is still being finalized. Based on a State Academic Plenary, a suggestion was made that once IEPI workgroup is finalized, the workgroup to include information and incorporating professional development into our planning.

New Business:

1. None .

Reports/Other:

1. Budget and Resource Development Subcommittee (BRDS). 1.2-2.3
BRDS met on April 17, 2015 and presented simulations and forecast on FTES and FTEF for next year. Simulations worked out dove-tailed very nicely with the new enrolment management plan adopted by the Chancellor's Cabinet. Chancellor's Cabinet has set a preliminary target to for our district of 43,091 FTES for 2015/16 - an increase of 427 FTES. Cabinet also discussed committed goal to continue to grow Miramar College to 10,000 FTES. District will receive an additional \$600,000 in apportionment funding. With the 427 additional District FTES expected next year, Miramar College will get 100 FTES off the top. Remaining 327 FTES will be allocated on pro-rata basis to all institutions, which includes Miramar College. Portion of the total FTES that is allocated to Miramar College will be increased by .5% total. This increase recognizes an enroll management planning strategy that does not grow Miramar College at the expense or reduction of any other institutions. This allows our other institutions to continue on a flat or slightly upward trajectory, allowing us to reach our 10,000 FTES. Enrollment management plan will be reevaluated every year, and Miramar has been funded at an FTES target that is lower than what we have earned. Question was asked why Miramar is funded at level that is less that what we've earned. Recommend topic to be brought to DGC. For next year fall and spring (based on simulations), we are anticipating 372 FTEF to be allocated and 42.294 FTEF for Summer 2016. Discretionary Budget analysis model, factored potential FTES rate and determined we will have a net increase of \$12,268 to our discretionary budget. After reallocation process this year, there was an additional \$11,747 allocated only to instruction. For next year, both \$12,268 and \$11,747, totaling \$24,015 will be allocated for the entire campus. Allocation in Fall instead of Spring, built into the planning calendar (to be finalized) .
2. Research Subcommittee (RSC). 1.1, 2.1, & 4.1
RSC is currently constructing the Miramar College Institutional Research website. Significant progress has been made. On April 13, 2015, committee reviewed several mock web pages

and feedback was collected. Also on this day, X. Zhang was elected as the RSC Chair for the next three years.

3. Informational Items.

None.

Adjournment: The meeting was adjourned at 11:36 p.m.

The next PIEC meeting is on Friday, May 8, 2015 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.*