



Planning and Institutional Effectiveness Committee

May 08, 2015

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

Co-chairs: Daniel Miramontez and Daphne Figueroa

MINUTES

Present: D. Miramontez, B. Bell, G. Ramsey, D. Gutowski, D. Buser, S. Quis, D. Figueroa, D. Shean,

Absent: VP Instruction, D. Kapitzke, J. Allen, M. Guevarra, M. Lopez, E. Ledbetter

Guest: X. Zhang, President Hsieh

Call to Order: The meeting was called to order at 10:40 a.m. by D. Miramontez.

1. Approval of Agenda. It was moved by D. Buser, seconded by B. Ramsey and carried to approve the agenda of May 08, 2015.
2. Review of minutes from April 24, 2015. To be reviewed by PIE committee members and brought to next PIEC meeting, May 22, 2015.

Old Business:

*Strategic Goals

1-4

1. College-wide Planning Summit Wrap-up. PIE Steering Committee reviewed secondary analysis responses from question Q4: Based on all of today's presentations/discussions and the data provided to you, what can we do better to support degree completion? Please analyze the trends and provide 2-3 specific examples that relate to your function on campus. Based on this question, PIEC reviewed and linked action items to the Roadmap to Student Success diagram - the big picture theme analysis linked to lower level action items. The Fall 2015 Convocation theme "Planning dialogue" is going to CEC this Tuesday for approval in order to begin work on planning convocation. Recommend putting together a workgroup that can start working on convocation theme. A suggestion was made that the Planning Summit Workgroup (excluding B. Bell, include D. Buser) to also be the core planning workgroup (to include student representative), but also to send an open invite to the entire campus for new ideas, with deadline to join. Proposed format will be an inverted/flip classroom, leading to the breakout session, and then the wrap-up.
2. Strategic Plan Assessment Workgroup Update. Format was presented for the Strategic Plan Assessment Scorecard. Scorecard was reviewed and updated with feedback from committee. Scorecard is a high-level communication piece strategic plan for internal and external stakeholders which includes: 1) Introduction, 2) 2014-15 Indicators and

Benchmarks, 3) 5-Year Trend Analysis (longitudinal view), and 4) Crosswalk and Operational Definitions. Suggestion was made to add emphasis/focus on the scorecard mission of increasing student success. It was mentioned that the scorecard is a status report on the health of our institution on how we can redesign specific areas of deficiencies and how it links to student success. The scorecard is designed to close the loop, a continuous quality improvement inquiry process. Quantitative data shows the health and deficiencies of our institution, what we need to focus on - inquiry that leads to a culture of action. We now have every piece of the puzzle to help move our institution forward: quantitative data, qualitative data, and scorecard model - linking it all together. This scorecard is for high-level, mid-cycle assessment to help inform the states of our Strategic Plan, Education Maser Plan (EMP), and our 6-year Division Plans. Suggestion was made to adjust the timing of either the balanced scorecard or the timing of 6-year Division Plans so that the cycle is aligned. Scorecard is meant for the mid-term Strategic Plan Assessment (not the EMP). Difference is the one-year lag difference between both plans. It was mentioned that the Strategic Plan is our core plan that we need to measure, that filters into our EMP and Division Plans. Strategic Plan is the broader direction; it drives Educational Master Plan, Division Plans, and Operational Plans. Next iteration of this will be the start of another inquiry process - takes more discussion and interpretation of the data before we take any action on modifying our plans (informing the change of the Divisional Plan in 2019).

3. PIE Committee and Accreditation. The District is in the process of drafting their Integrated Planning Model and soliciting feedback on the diagram. This model originated in District Governance Council (DGC) and then moved to CEC. Given that CEC can refer items to any constituent group or committee on campus, the diagram came to PIEC as an informational item.
4. Institutional Effectiveness Partnership Initiative . Inputted goals to Chancellor's website. District will take over operations at this point, providing the goals for the two fiscal metrics, which was received by B. Bell. District will enter these information. Note that last Cabinet meeting, VC Dowd's office will be responsible for entering information. An email reply regarding entry of the information will be sent to C. Rogers. As for the formation of the IEPI workgroup, it was recommended to be postponed. To await the placement of new Department Chairs before focusing on creating a workgroup.

New Business:

1. None.

Reports/Other:

1. Budget and Resource Development Subcommittee (BRDS). **1.2-2.3**
Waiting from report from District for proposed budget. Begin process in fall 2015.

2. Research Subcommittee (RSC). **1.1, 2.1, & 4.1**
There will be a new incoming RSC chair, X. Zhang. As for an update from the committee, RSC will conduct comprehensive review on research agenda to see if it still ties into our mission, our goals, and our new roadmap. Also, construction of the Institutional Research website is moving forward. PIE Committee was given a preview of the prototype pages and at the next meeting, will have updates. Website will go live in the beginning of Fall 2015.

3. Informational Items.
Annual planning calendar to go to CEC for approval (updated with Academic Senate recommendation, to be sent out for review). Calendar will be updated with revised Accreditation timeline.

Adjournment: The meeting was adjourned at 12:07 p.m.

The final PIEC meeting is on Friday, May 22, 2015 from 10:30 a.m. to 12:30 p.m. 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.*