



## Planning and Institutional Effectiveness Committee

October 23, 2015

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

Co-chairs: Daniel Miramontez and Daphne Figueroa

### MINUTES

**Present:** B. Bell, G. Ramsey, P. Hopkins, D. Miramontez, J. Allen, S. Quis, X. Zhang, D. Buser (Proxy for D. Figueroa), M. Hart, M. Lopez, D. Sheehan, L. Murphy, C. Gilley

**Absent:** D. Kapitzke, D. Gutowski, M. Guevarra, D. Figueroa, C. Somvilay

**Guest:**

**Call to Order:** Called to order at 10:31 a.m. by D. Miramontez.

1. Approval of Agenda. Addition of PIEC and Standard I.B. in New Business. Agenda was moved by B. Bell seconded by J. Allen and carried to approve the agenda of October 23, 2015.
2. Review of Minutes from October 9, 2015. Tabled until next meeting.

### Old Business:

#### \*Strategic Goals

1-4

1. Institutional Effectiveness Partnership Initiative (IEPI) Taskforce Update. Notes were shared from IEPI/PRT Taskforce visit based on Strategic Enrollment Management. There were a total of six meetings that PRT members attended in regards to Miramar College. Clarification was made that the PRT Team provides a consultation role and there to provide assistance - not a review. PRT Team has six philosophies: to be helpful, solution oriented, approaches that work for the college, openness, sustainable, and discretion. Based on conversations from this visit, a report will be made and provided to help guide second visit. This first visit was to gather information and establish a scope. College will need to come up with a gap analysis or loss momentum points related to enrollment management and tie in budgetary lines to these loss points. Possible expense for money would be a professional survey or staffing - classified staff, managers, and faculty. This is to see where our gaps are in regards to enrollment. Discussion will be needed once feedback report is provided - Taksforce will reconvene then. From there, innovation and effectiveness plan will be discussed to help gauge how monies will be spent.
2. Strategic Plan Assessment Scorecard Workgroup (SPAS) Update. Workgroup worked on developing a comprehensive list on responsible parties/operational plans to help close gaps in benchmarks and how it will feed into higher-level master plans, which was discussed and presented. This contributes to a culture of action to identify plans to close benchmark at a metric level. This is a good time to look at the Integrated Planning Process - to confirm connections to plans created. Requires this to be a part of formal

investigation, to see if the Operational Plan is in line with Master Plan. List will be sent out to PIEC members for review recommendations prior to filtering out to respective parties.

3. 2016 Planning Summit/Fall 2015 Convocation Wrap-up. Qualitative data findings from Convocation were previewed - examples of phases were presented and discussed. Findings will be posted to our IE website. Planning summit will look at sources of information to structure summit. Planning Summit Save-the-Date will be sent, with message of continuity. Suggestions were to stress action, to focus on where we are going and how we move forward to benefit students. Hook is part of the action (a call to action) and keeping it short – to add information as summit comes closer.
4. Review PIEC Goals, Procedures, and Membership. Went to CGC. Recommendations provided by committee was discussed, reviewed, and updated. After a lengthy conversation on content, recommendation (for now) was accepted, but placing recommendation to CEC that language of current standard will need to be revisited at a later time.

#### **New Business:**

1. 2016-17 Planning Calendar. Placeholder.
2. PIEC and Standard I.B. Self-Evaluation Report draft was brought forward and high level summary of standard was presented along with items that require more information. However, in substandard six, it showed a hole in the outcomes assessment portion. This is the idea of disaggregating student outcomes assessment. Recommendation was to start with SSSP/SEP student population as a pilot study for disaggregating student assessment data. Furthermore, to inquire about Learning Achievement Tool (LAT) to collect data student by student. An example of what LAT can do will be presented in the future. For gaps and holes in the Self-Evaluation Report, it is the charge of those responsible for writing to the standards to identify and present solutions –and then the gap and solution will be presented to CEC. Second portion of this topic pertains to Program Review/Outcomes Assessment, which needs to be somehow aligned with PIEC because it is driving BRDS. Question is what the subcommittee would look like under PIEC. Best approach is to start with reviving previous recommendations to develop the charge of this subcommittee. Outcomes Assessment Facilitator will bring recommendations to PIEC for the next meeting.

#### **Reports/Other:**

1. Budget and Resource Development Subcommittee (BRDS).

**1.2-2.3**

Had initial and primary review of 106 requests for funding totaling \$1.44M, with available resources of \$436K. Primary list was sent to technology committee for prioritization of technology request. There will be an unscheduled meeting on October 30, 2015 for requestors to provide additional information. Planning document will be sent out to committee members to do an initial BRDS prioritization of RFFS. On Nov. 6, 2015, there will be three weighted scores, with a combination of prioritization from the: originator, supervisor/department chair/dean; Safety Accreditation, certification and other; and BRDS. These three weighted scores will be put together into a single score, producing an initial prioritization of the requests – one through 106. Sub-committee will allocate existing resources based upon the criteria of those resources.

2. Research Subcommittee (RSC).

**1.1, 2.1, & 4.1**

The RSC began a comprehensive review of the Collegewide Research Agenda. Upon review, agenda will be restructured to be more aligned with what is current on campus (modeled under integrated planning process and scorecard) and making it more useful. Example of restructure will be presented at the next meeting. Also reviewed current goals and procedures/activities, content will be updated to also be aligned with what is current on campus (modeled under integrated planning process and scorecard).

3. Informational Items. None

**Adjournment:** The meeting was adjourned at 12:22 p.m.

The next PIEC meeting is scheduled November 13, 2015, with time TBA due to Accreditation Public Forum Round 1.

**\*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.*