



## Planning and Institutional Effectiveness Committee

December 11, 2015

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

Co-chairs: Daniel Miramontez and Daphne Figueroa

### MINUTES

**Present:** P. Hopkins, B. Bell, G. Ramsey, D. Miramontez, J. Allen, D. Buser, D. Figueroa, M. Hart, M. Lopez, D. Sheean, C. Gilley

**Absent:** D. Kapitzke, D. Gutowski, S. Quis, X. Zhang, M. Guevarra, L. Murphy, C. Somvilay

**Guest:**

**Call to Order:** Called to order at 10:33 p.m. by D. Miramontez.

1. Approval of Agenda. Agenda was moved by B. Bell seconded by J. Allen and carried to approve the agenda of December 11, 2015.
2. Review of Minutes from November 13, 2015. Minutes were moved by D. Buser, seconded by B. Bell and carried to approve both minutes.

### Old Business:

#### \*Strategic Goals

1-4

1. Institutional Effectiveness Partnership Initiative (IEPI) Taskforce Update. Observation Report from Partnership Resource Team (PRT) October 16, 2015 was discussed, which captured the dialogue throughout the visit. PRT areas of focus were: A) Strategic Enrollment Management, B) Preventing Loss / Creating Momentum Framework, and C) Integrated Planning Process. One minor point of clarification on this report was in the Loss Momentum Framework, updating convocation to summit. PRT will also be sending a menu of options to be considered, in the New Year, based on the areas of focus in this observation report. This will be the premise for the second visit, to develop an innovation and effectiveness plan, which will help determine how funding will be used. The plan will be developed by IEPI Taskforce. Once plan is implemented, PRT will have their third visit that will be a follow-up visit on plan and how the PRT could further assist the college.
2. Strategic Plan Assessment Scorecard Workgroup (SPAS) Update. Formally approved by CEC. The purpose of the SPAS is to serve as the basis for action planning for the next three years. Scorecard will identify the metrics to be examined, and how to mitigate those gaps. This will be the planning basis for the Planning Summit in March 2016 - identifying college's Responsible Parties/Operational Plans and Master Plans (which were also approved). When implementing action plans and responsible parties (for PIEC), helps to coordinate, closing gaps, and updating operational plans based on what was identified and who is responsible for closing the gaps. Once action items to mitigate gaps are established, then it will be fed back to responsible parties. Planning Summit is meant to

come up with action items, to move on action plan, identify responsible parties, and present collected data. At College Governance Committee (CGC), they discussed the effectiveness of our governance process. It was agreed upon that in early spring for D. Miramontez, X. Zhang, and L. Murphy to work with CGC to help come up with something similar to SPAS for assessing college governance. Having final approval, we can use this process as a basis for mimicking other assessment areas, such as governance, and how to close the loop in the implementation of action planning. Moving forward, need to institutionalize process - mechanism is in place for updating scorecard. Parallel process is our SPAS process. Research Subcommittee (RSC) to have two charges: putting together Environmental Scan and assessment of Strategic Goals. Handbook will need to be updated in Spring 2016 to make recommendation to CGC, to add this in the committee procedures.

3. 2016 Planning Summit/Fall 2015 Convocation Wrap-up. Tentative agenda was previewed, emphasizing on action planning. This is a pivotal moment on building campus's culture of evidence, inquiry, and now, action. Time of summit was presented and adjusted to focus on collecting information needed for action planning. Summit will talk about what outcome is meant to be, as well as the triangulation approach identified. Detail on event logistics was brought forward to committee with stations based on gap analysis. The focus will be on two topics: Integrating student support with instructions and ensuring student knows requirements to succeed - using student experience as a basis for discussion, which happens inside and outside the classrooms. Handout is being developed, session tracks were presented (based on proximity), station facilitators with leads were identified, and group guides were worked on. Work on this topic to be continued. Stations are going to create statements on how faculty can collaborate/facilitate in mitigating the gaps based on the qualitative data. Stations and group leaders will have worksheets based on six gaps to help gauge the conversation. This is meant for all attendees to have notepads to take own notes when they are at each stations, when returning to larger group for working lunch, attendees could have discussion based on notes (within group). After group discussion, there will be a report out on the top-three strategies of mitigating the gaps through collaboration of integrating student support and instruction. Take home message: These action items will serve as a basis for developing action plans, which will then be moved to the identified parties for follow-up on action planning. Planning Summit will be advertised after Flex week, to lessen confusion. Collegewide Planning Summit Workgroup will meet on Jan. 15, 2016. Workgroup can move forward.
4. Review PIEC Goals, Procedures, and Membership. Discussion will be tabled until spring regarding Outcomes and Assessment Subcommittee. No changes were made to membership, only to committee procedures, which went to constituency groups. Need to confirm if this went to Classified Senate and ASC. Will be done in early spring.

5. PIEC and Standard I.B. (Assuring Academic Quality and Institutional Effectiveness). Potential gap was identified and went to CEC. Now working on a solution. SEP proposal was submitted to purchase Aqua, which is a Taskstream software that will allow us disaggregate outcomes assessment data by demographic information. Data will then be able to be used as a pilot for Disproportionately Impacted groups. Concern was raised regarding how Aqua is funded. Need to know how funding is maintained and the ongoing cost and if this funding will be provided by District.

**New Business:**

1. 2016-17 Planning Calendar. Placeholder until Spring 2016. It is noted to add nominations for new faculty co-chair as a new agenda item.

**Reports/Other:**

1. Budget and Resource Development Subcommittee (BRDS). 1.2-2.3  
CEC has approved BRDS allocation for RFFs. Awaiting response from Technology Committee and what they will be funding.
2. Research Subcommittee (RSC). 1.1, 2.1, & 4.1  
Last meeting on Monday. Will go over revised Research Agenda (format was brought to PIEC and was approved). RSC will update Research Agenda and will move through the governance process for spring. Goals and procedures will be better aligned with planning.
3. Informational Items.  
Taskstream workgroup met. There was an assessment on how the program review template worked out in Taskstream. Overwhelming response across all three divisions, as well as Instruction Support, that it was highly liked having program review in Taskstream. It centralizes and organizes information better than the previous process. Built out two layers of institutional effectiveness, next is planning, more in spring.

**Adjournment:** The meeting was adjourned at 11:47 a.m.

The next PIEC meeting is scheduled February 26, 2015, with from 10:30 a.m. to 12:30 p.m.

**\*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.*