

## Planning and Institutional Effectiveness Committee

September 23, 2016

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

Co-chairs: Daniel Miramontez and Naomi Grisham

### MINUTES

**Present:** P. Hopkins, B. Bell, G. Ramsey, D. Miramontez, D. Kapitzke (B. Bell proxy), J. Allen, D. Gutowski, S. Quis, X. Zhang, N. Grisham, G. Choe, J. Calanog, M. Lopez, D. Sheean, L. Murphy

**Absent:** M. Hart

**Guest:** K.A. Jun

**Call to Order:** Called to order at 10:34 a.m. by D. Miramontez.

1. Approval of Agenda. Agenda was moved by D. Gutowski (with edits to order in Old Business, moving item three to two), seconded by X. Zhang and carried to approve the agenda of September 23, 2016.
2. Review of Minutes from September 9, 2016. Minutes was moved by G. Ramsey, seconded by B. Bell and carried to approve.

### New Business:

#### \*Strategic Goals

1-4

1. PIEC Evaluation within College Governance Structure. Tools to be used for assessment will be finalized by next CGC meeting, evaluation afterwards. Agenda for CGC meeting on September 27, 2016 relates to this, noting that those who missed training session will be notified. Must go to training to complete assessment. CGC will come out with timeline, completed by all committees in Fall 2016. Will roll-out strategies. CGC to finalize timeline and evaluation form in which PIEEC will start populating the assessment tool.

### Old Business:

1. Discussion on Program Review Landing Page. Program Review diagram is still pending. IPR/SLOAC Committee to talk about what content will go onto landing page. At this point, the information is inconclusive for Instructional level. Diagram to be built by L. Murphy, tentative presentation by next PIEEC meeting. Moving forward, will look at diagram first, get feedback, and then this will go onto the college's Planning website.
2. Update to Strategic Plan. Had mid-cycle review of Fall 2013-Spring 2019 Strategic Plan via SPAS. Photos and format were updated which mimics SPAS. Accreditation cycle went from six-year to seven-year cycle, thus Strategic Plan was updated to end Spring 2019 to Spring 2020. Updated Planning framework, mission and vision statement, as well as now being in a culture of action, and any information related to SPAS. Basically the same information as previous plan, but now includes updates and progress college has made over the past several years. Strategic Plan will be updated on college Planning webpage.

3. Challenge Issues: Planning Summit 2017. Presentation for summit was reviewed, based on condensed version presented at convocation. Focus will still be on access, equity, and success for institutional effectiveness. Challenge issued was for departments to present best practices from their respective departments (in any format, think outside the box) on what they are already doing or going to do, or how collaboration is being utilized among divisions or units. This will be showcased at Spring 2017 Planning Summit. Suggestion was made for there to be a clear starting point for the diagram with an emphasis on building a culture of action (to generate feedback to original idea). A concern was raised that this could be a never-ending cycle, where is the success portion? Suggestion for another circle between idea and data, which needs an assessment component before going to next idea. Question was asked to make the term “data” into an idea that can be inviting and embraced by end-users. Suggestion was made to connect actual data to meaning, which currently has no trend or context. Suggestion was made to take references to “building” a culture of action, which may imply that college is still working on inquiry stage, to just say “Culture of Action”. Will update accordingly and will be sent out to PIEC representatives G. Choe, M. Lopez, L. Murphy, D. Sheean, B. Bell, D. Kapitzke, N. Grisham. Discussion was then moved regarding recruiting presenters for the summit. For timeline, PIEC representatives to go out and present. College VPs to approve personnel going/presenting at summit by October 21, 2016. Original direction from PIESC was that for the general format at the summit, time will be from 9 a.m. to 2 p.m. (six hours). Three hours of which will be presentations, four hours for Instructional (half hour each), one hour for Student services and Administrative Services (half hour each), and two hours for introduction, break, lunch, and wrap-up. Will need to identify or recruit for the planning summit workgroup members (with collaborative opportunities in mind). Deans will identify who shows interest in being part of the workgroup (responsible for scheduling), VPs will be providing/approving. To have an integrated presentation on best practices, will need to be more prescriptive on what is going to occur at the summit. With Instructions, best practices can be shared which can include collaborative elements with either Student Services or Administrative Services. But with Student and Administrative Services, presentation will be different because integration will occur with these divisions. Questions asked were; when delivered, what can faculty/staff present as well? What are we recruiting for? Is recruiting for best practice being done in department or for best practices on understanding the planning framework? For timeframe, volunteer presenters will be identified October 21, 2016 (becomes members of the Planning Summit Workgroup), finalize workgroup list in PIEC by October 28, 2016. On November 4, 2016, will have the first Planning Summit Workgroup (PSWg) meeting, which will be on orientation and what will be expected for summit. PSWg will be meeting twice a month until March 3, 2016. It was mentioned that best practice or idea brought forth and discussed would help with Program Review – identifying staffing needs, resources, advocate for new faculty money. Going to departments is informational, to articulate things known, but needed to see where connections exist. While doing informational presentation, Deans will simultaneously recruit for volunteers that have provided examples of best practices that demonstrates integration. Once volunteers have been identified, discussion will be more structured regarding collaboration, innovation, and interaction with other departments. Or if it doesn’t include all three divisions, then that will be the gap that will be discussed. Request was made to motivate, encourage, and invite new people to attend (both Faculty and Classified Staff).
4. Mid-cycle Review of Educational Master Plan and Division Plans. Updates to the Plan will serve as basis for updating the Educational Master Plan. PIESC to look at updates for mid-cycle review. Division plan feeds into our Educational Master Plan. Once updates are made to

Educational Master Plan by PIESC, VPs will update Division Plans, which will coincide with changes.

5. Update to Operational Plans. Suggestion was made to change “updated to” to the “review of” Operational Plan. Schedule will be brought to PIESC for review.
6. Institutional Effectiveness Partnership Initiative (IEPI). Innovation and Effectiveness Plan has been sent to the IEPI Taskforce. There is a two-week time period for the Taskforce to provide feedback, along with feedback from PRT. Once feedback is received, this will be incorporated into the draft plan for CEC approval on October 18, 2016. Thereafter, it can be submitted for funding, pending budget parameters approval from Board of Trustees. Request was made for confirmation on November and December deadlines.
7. PIEC and Standard I.B. (Assuring Academic Quality and Institutional Effectiveness). Now in the final draft stages of the Self Evaluation Report. By the end of the semester we should have final board approval, for submittal to ACCJC in January.

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

1. Budget and Resource Development Subcommittee (BRDS). **1.2-2.3**  
Discussed academic membership, with the exception of two vacant positions from Academic Senate, including one from Student Services, and one student representative. BRDS goals were reviewed and linked to both Strategic Plan and Accreditation Substandards. Linkage of Accreditation Substandard is going out to committee members for final review and approval. Also discussed was the revised methodology for RFF prioritization.
2. Research Subcommittee (RSC). **1.1, 2.1, & 4.1**  
RSC reviewed committee goals, activities, and membership. Worked on Guidelines for Protecting Data Sensitivity (GPDS), which was previously Guidelines for Implementing the Research Planning Agenda (GIRPA). Form itself has FAQs on GPDS. RSC approved both documents pending final edits. Research Request Form was also reviewed which was previously submitted in pen and paper form, but is now an interactive survey form that is simpler and can be organized for managing requests. Goals for the year were also reviewed by RSC, to build action agents. The new online form has two background files which show entire research request form - a completed .pdf copy can be produced as a receipt for submittal. The other background document is created in excel, which will show all details/information of research requested, a project log to help track and categorize requests which can be used for Program Review and evidence gathering.
3. Informational Items.  
None.

**Adjournment:** Meeting adjourned at 12:03 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.*