Planning and Institutional Effectiveness Committee

September 22, 2017
10:30 a.m. - 12:30 p.m., Rm. L-108
Co-chairs: Daniel Miramontez and Naomi Grisham

MINUTES

Present: D. Miramontez, N. Grisham, B. Bell, G. Ramsey, D. Gutowski, X. Zhang, S. Quis, G. Choe, S. Okumoto (replacing J. Calanog for MBEPS), M. Lopez, D. Sheean, D. Mehlhoff, and M. Patel

Absent: P. Hopkins, D. Kapitzke, J. Allen, M. Hart
Guest: L. Murphy
Call to Order: Called to order at 10:22 a.m. by D. Miramontez.

1. Approval of Agenda. Agenda was moved by B. Bell and seconded by X. Zhang, and carried to approve the agenda of September 22, 2017.

2. Review of Minutes from September 8, 2017. Minutes was moved by X. Zhang, seconded by M. Patel, and carried to approve the minutes from September 8, 2017, abstained by S. Okumoto

New Business:

	*Strategic Goals	Accreditation Standards
1. Guided Pathways Award Announcement.	1-4	I.B, II, III.C, IIID, IV.A, IV. B

Previewed the letter from the State Chancellor's office from September 5, 2017 regarding the Guided Pathways Initiative. Currently for Guided Pathways, there are three models, 1. National model (AACC), 2. CA Guided Pathways Demonstration Project, and the 3. Guided Pathways Award Program - these are the same concepts, but different projects. This meeting focuses on the Guided Pathways Award Program, the College will be applying for the award program on how to move the college forward on implementing guided pathways. It is a short timeline with a college assessment due November 15, 2017. A workshop will held in San Diego on October 30, 2017. The Chancellor's Office will release the Guided Pathways Self-Assessment by September 5, 2017. The Guided Pathways Self-assessment 5-year plan template to be due by February 15, 2018. Once notified of the receipt of both of these and confirmation of attendance at the IEPI workshop, colleges can expect funds to be released by March 2018. Concern is that this is a complete overhaul on how the college works. Opinion was that we are not fully in control with current resources on SSSP, SEP, Basic Skills, Strong Workforce, and BSSOT and timeline is very aggressive. Stated that this is a pre-assessment, working with the structure the college has in place to respond (with offices, committees and personnel that are able to contribute). The self-assessment tool, consists of 14 elements to include: 1) Cross-Functional Inquiry, 2) Shared Metrics, 3) Integrated Planning, 4) Inclusive Decision-Making Structures, 5) Intersegmental Alignment, 6) Guided Major and Career Exploration Opportunities, 7) Improved Basic Skills, 8) Clear Program Requirements, 9) Proactive and Integrated Student Supports, 10) Integrated Technology Infrastructure, 11) Strategic Professional Development, 12) Aligned Learning Outcomes, 13) Assessment and Documenting Learning, 14) Applied Learning Opportunities.

This has been discussed at CEC, to be a recommendation from PIEC. This is an award program worth $150 million systemwide, for five years. Miramar College will be looking at receiving approximately $260k per year. Comment was made that we have been incorporating guided pathways in our college for several years, will only need to fill in the blanks for this pre-assessment portion. It is important to know that IEPI projects monies will sunset by December 2017. Monies is meant to be a source over five years and allow colleges to transform programs to best serve students over a period of time. Monies are meant to be augmented by existing plans. Integration Plan is a prelude to what Guided Pathways is in integrating resources and not duplicating efforts. Outcomes for the Guided Pathways Program will be discussed at the October 30th workshop. Objective is for PIEC to make a pre-assessment assignment recommendation to CEC. Pre-assessment is part of the award process. For now, the College can look at the rubric of this self-assessment to get an idea of what to focus on prior to the October 30th workshop. This is a pre-assessment should inform the multi-year plan so that there is a fair assessment. Pre-assignment recommendation/list was previewed and updated with additional resources. Will move forward to CEC with recommendation to also inform constituency groups.

Old Business:

1. Analysis of PIEC Governance Evaluation. **1-4** **I.B**
   Tabled, to be discussed next PIEC meeting.

2. PIEC Goals, Memberships, and Schedule. **1-3** **I.B**
   Went to CGC to discuss membership update on adding the Outcomes Assessment Facilitator to PIEC. More details will be required, will be returned back to CGC.

3. Alignment Taskforce Update. **1-3** **I.B, II.A, II.C**
   Taskforce will be reconvened. Will be looking at the implementation of the BSI-SSSP-SEP 2017-19 Integrated Plan (which is currently going through constituency approval) and the subsequent alignment project, which is Perkins-Strong Workforce Program. Recommendation was made to add column for data used to make conclusions for Perkins-SWP alignment.

4. Educational Master Plan (EMP) Update. **1-4** **I.B**
   Presented to ASC, going through constituency groups for approval.

5. Update to Division Plans Based on EMP. **1-4** **I.B**
   Updated outline will be sent to division VPs for updating respective division plans. This is a baseline outline and is not meant to limit other items in plans.

6. Update to Operational Plans. **1-4** **I.B**
   Updates were made accordingly.

Main Plans					
Plan Name	**Cycle**	**Adopted**	**Sunsets**	**Status**	
Strategic Plan	7 year	Fall '13	Spr '20	**Current**	
Educational Master Plan	7 year	Fall '14	Spr '21	**Current**	Note: Moving through governance approval
Three Division Plans	7 year*	Fall ' 14	Spring '20	**Mid-cycle review/update in progress**	
Operational Plans					
HR	6 year	Fall'12	Spr '18	**Current**	Note: To be reviewed at Presidents Cabinet
Technology	3 year	Fall '17	Spr '20	**Current**	
Marketing & Outreach	6 year	Fall '14	Spr '20	**Current**	
SSSP	Annual	Fall '17	Spr '19	**Pending approval**	Note: Integration Plan currently moving through governance process
Student Equity	Annual	Fall '17	Spr '19	**Pending approval**	
Basic Skills	Annual	Fall '17	Spr '19	**Pending approval**	
CTE	2 year	Fall '15	Spr '16	**Update in progress**	Note: To incorporate SWP info into plan by 12/8/17
Outcomes & Assessment	3 year	Fall '15	Spr '18	**Current**	Note: Needs to be updated
Cultural and Ethnic Diversity	6 year	Fall '14	Spr '20	**Current**	Note: Report to CEC in November 2017
Facilities (Update)	Annual	Fall '17	Spr '18	**Current**	

7. <u>SER Action Plans/QFE Updates</u>. **1-3** **I.B**

SER Action Plans/QFE Updates – Summary on two action projects, 1. Outcomes Assessment and 2. Institutional Effectiveness was presented. Still figuring out how to manage SLO work, possibly splitting SLO and Program Review. Worked on management of curriculum. IEPI Pilot study is complete, preliminary report was discussed during IPR/SLOAC, to be discussed in IEPI Disaggregation Team, and then finalized and shared with the College. ISLO survey is complete – draft assessment/summary report prepared and is on the agenda for IPR/SLOAC. To bring attention to PIEC: 1. Revised Strategic Plan to include SLO/SUO assessment as an indicator for success (dialogue has begun) and 2. Managing uploads of SLOs with District (two levels of management, campus and district). Academic Senate Taskforce is still waiting for Dean's Council to release program viability plan which was developed in response to accreditation standards. Program Review Committee and PIEC to meet a plan of action to develop mechanism to evaluate consistency of integration of program review, SLO, and assessment into decision making process. First step would be addressing ACCJC Improvement Recommendation 3 and then develop mechanism for the integration for decision making. Request was made for assistance to develop the graphics to display the budget development process, similar Student Success Planning Framework with interactive links to documents. IR is providing program review data packets and pivot tables to the instructional departments to facilitate the upcoming instructional program review process. Data-coaching workshops will be provided to facilitate the use of the data, encourage discussions, and action-planning based on available program review data. Additionally, IR has initiated the process of collaborating with Information Technology personnel and external vendors, to develop a draft online dashboard by summer. For CGC, 1) 78% of committees completed and submitted the CGC Evaluation Tool, 2) CGC Chair compiled a summary of evaluations and reviewed with CGC, 3) CGC is creating a Governance Evaluation Annual Report to share with the college, which will include summary data, analysis, and

identification of areas and strategies for improvement, both in college governance structure/ process and in the tool itself, and 4) CGC is developing a workshop for all college governance committee members to be held during Spring 2018 Convocation.

8. Planning Summit 2018: Guided Pathways. **1-3** **I.B**
Workgroup to be created at the end of October, early November. Based on theme from previous convocation, will continue theme from Miramar ACT^{x} (Action, Collaboration, Transformation), with similar format, different topic focusing on collaboration.

Reports/Other:

1. Budget and Resource Development Subcommittee (BRDS). **1.2-2.3** **I.B, III.D**
Last meeting was regarding campus budget report for 2017-18. Discussed the Taskstream documents and how to submit (funds will be IELM, Lottery, and unrestricted funds). IELM will have a reduction, decrease in Lottery, as well as revenue/unrestricted. Discussed BRDS membership update for vacancies. Also talked about mapping BRDS goals to college Strategic Plan and Accreditation Standards. Only change to 5-year plan was to reduce Physical Plan Instructional Support (PPIS) and Library allocation by 5% each to create 10% allocation to AV maintenance, which was discussed last year. AV to provide report on classroom needs. Went over methodology for RFF prioritization.

2. Research Subcommittee (RSC). **1.1, 2.1, & 4.1** **I.B**
Reviewed membership, goals, and procedure, no changes were made. Reviewed Governance Evaluation Form for the past year and mapped achievements to committee procedures. Identified that RSC will need to focus more on facilitating the dissemination and discussion around research data. RSC will do more data-coaching to facilitate culture of inquiry. Flex workshops will be created focusing on using the Environmental Scan data for program review. Recommendation was made to have Research Agenda become a three-year report from Fall 2017 to Spring 2020 with annual updates aligning with the reporting cycle of the Strategic Plan, Environmental Scan, and SPAS - motion was made by X. Zhang, seconded by G. Ramsey, and moved to approve.

3. Informational Items. **1-4**
None.

Next Scheduled Meeting: October 13, 2017

Adjournment: Meeting adjourned at 12:14 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.*