

Planning and Institutional Effectiveness Committee

February 9, 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, P. Hopkins, G. Ramsey, D. Kapitzke, J. Allen, R. Marine, X. Zhang (proxy K. Kilanski), S. Quis, G. Choe, M. Hart, M. Lopez, D. Sheean, M. Patel and A. Bermodes

Absent: D. Gutowski, and D. Mehlhoff,

Guest: A. Ruiz (ASG), M. McMahon, and L. Murphy

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

1. Approval of Agenda. Agenda was moved by N. Grisham and seconded by B. Bell, and carried to approve the agenda of February 9, 2018.
2. Review of Minutes from October 27, 2017. Minutes was moved by B. Bell, seconded by M. Patel, and carried to approve the minutes from October 27, 2017.

*Strategic Accreditation
Goals Standards

New Business:

1. BRDS Prioritized Classroom AV Needs. 1,2,3 III.D
Each year, BRDS allocates resources to the campus in the areas of Technology, Library, and AV resources. Allocations have been approved and has been vetted through PIEC and CEC – this is moving forward. A subset of these recourses is the AV resources. Two years ago, there was an urgent need to replace audio/visual equipment in classrooms. A plan was developed to methodically replace these equipment over time. To manage this properly, BRDS requested a list of all AV classroom equipment be identified by AV Department, and was then evaluated by Dean’s Council for prioritization with the most needs for replacement. This year, there are \$75K to allocate using a similar process. Dean’s Council Prioritized 16 classrooms, which far exceeds resources. Of the \$75K allocated, there are partial and full classroom upgrades. Last year on average, cost for each classroom upgrades were \$9K, full upgrade \$24k. Once prioritization is approved, AV will get quotes for upgrades. Goal is to have this project done by the end of this semester. Motion was made to approve the Classroom AV Prioritization needs list was made by B. Bell, and seconded by T. Teresh, and moved to approve.
2. BRDS Mid-term Action Plan Status. 1,2,3 III.D
Both BRDS Prioritization Classroom AV Needs and BRDS Mid-term Action Plan Status was originally on the PIEC agenda for December 12, 2017, but meeting was cancelled. Both agenda items have moved forward to this PIEC meeting. Since then, the campus has had a more formal process for reporting out action plans related to ISER, Quality Focus Essay, and Action Plans for the Mid-term Update. In October, B. Bell had a presentation at BRDS stating that updates will be provided to PIEC (progress on what BRDS has made on the action plans that were written in ISER and update CEC). Since then, there has been a more formal process on status update that the campus has

instituted (information is redundant). The following is information/update from BRDS regarding Institutional Self Evaluation Report (ISER):

ACTION ITEMS

- BRDS has 3 actions items included in the ISER
 - Evaluate efficiency and consistency of the BRDS annual resource allocation process and identify strategies for improvement
 - Develop a BRDS information page to supplement the current website content
 - Update the Continuous GFU Discretionary Resource Allocation documents to include link to College Strategic Plan Goals

Action Item 1 has been completed. Action Item 2 is in progress, next steps are to; finalize narrative, create draft web page, BRDS validation of draft web page, PIEC review of draft web page, constituent review of draft web page, and CEC acceptance of new web page. Target Completion Date for Action Item 2 is for spring 2018. For Action Item 3, the Continuous GFU Discretionary Resource Allocation documents will include link to the college's Strategic Plan Goals. The new form, including Strategic Plan Goal, was fully implemented in the 2017-18 resource allocation cycle, thus Action Item 3 has been completed. Next steps will be to obtain additional input from BRDS, update PIEC on ISER Action Plan Status, update CEC on ISER Action Plan Status, and to continue working on Action Item 2.

3. Annual Planning Calendar. 1,2 I.B
Every spring, PIEC updates the college's Annual Planning Calendar. In the past, PIEC co-chairs will send requests for updates to responsible parties, take information back to PIEC for discussion, and then will move to constituency groups and CEC. This is not an action item, but a kick-off initiation of process (done for a couple of years). This will become an ongoing agenda item.
4. Outcomes Assessment and Unit Level Planning. 1,2 I.B
A SLO Workshop was planned during flex week in January 2018, but will be postponed because the college was focused on completing course and program outcomes assessment. This will still need to go to unit-level planning - this is a kick-off of this agenda item.

Old Business:

1. Analysis of PIEC Governance Evaluation. 1-4 I.B
Research Subcommittee is working on additional survey, which is a self-evaluation survey. Results from this self-evaluation survey will be reviewed to see if it can be applicable to PIEC as well. This agenda item will be tabled until more data is received from Research Subcommittee. M. McMahon inquired if this had something to do with the assessment tool, or separate. This is separate to the assessment tool - extra data that can provide more information. This is an internal survey within the Research Subcommittee i.e., how to better communicate with the college, accountability, providing research to college. L. Murphy asked if this is to survey the campus. To confirm, this is not to survey the campus, but the committee itself. This is taking the committee assessment tool to another level – what is being done and how to assess what is

being done (a program review for Research Subcommittee). Per M. Mc Mahon, commented that there is very little on what is known in the general atmosphere of our college campus on how to access information, an integral part will be on what other campuswide perception is, as this might be useful (P. Hopkins to take back to Research Subcommittee). Research Subcommittee will report back to PIEC on findings of results.

2. Alignment Taskforce Update. 1-3 I.B, II.A, II.C

This is a status update. BSI-SSSP-SEP 2017-19 Integrated Plan has been posted on our college’s website (Executive Summary and Integrated Plan), and was submitted to the State Chancellor’s Office early, right after Board of Trustees meeting. Subsequent Alignment Project (Perkins - SWP) is a second-level alignment being worked on by C. Morton and the SWP Faculty Workgroup.

3. Update to Division Plans Based on EMP (Due 12/8/2017). 1-4 I.B

This is the 6-year mid-term update with structural changes so that all the plans have the same basic components. Administrative Services will provide their report next month, Student Services has been completed, and Instructional Services will be provided as well. Once all three divisions are completed/updated, it will be reviewed by PIEC, and then to CEC. This follows the same process as the Strategic Plan and Educational Master Plan updates.

4. Update to Operational Plans. 1-4 I.B

Operational Plan Schedule was updated 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: Received CEC Approval on 10/24/17
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	2 years	Fall '17	Spr '19	Current/Integration Plan	
Student Equity	2 years	Fall '17	Spr '19	Current/Integration Plan	Note: Received CEC approval on 10/10/17
Basic Skills	2 years	Fall '17	Spr '19	Current/Integration Plan	
CTE	2 year	Fall '15	Spr '16	Update in progress	Note: To incorporate SWP info into plan by Spring 18
Outcomes & Assessment	3 year	Fall '15	Spr '18	Update in progress	
Cultural and Ethnic Diversity	6 year	Fall '14	Spr '20	Current	Note: Report to CEC in April 2018
Facilities (Update)	Annual	Fall '17	Spr '18	Current	Facilities Committee updates every spring

CTE update is in progress, awaiting for alignment between Strong Workforce and Perkins, which will feed into CTE. Outcomes Assessment update is in progress, being taken to Student Services Committee and then through the college. Facilities Plan is updated annually with Facilities Committee updating every spring semester. To clarify the flow of updates, the Strategic Plan is the college’s guiding document (updated first), which folds into the Educational Master Plan (updated), which leads to the Division Plans updates.

5. SER Action Plans/QFE Updates. 1-3 I.B

For Evaluate efficiency of structures to manage college-wide learning outcomes and assessment work and coordination of efforts (I.B.1) item; Email survey was done for the leads of each area

to discuss the formation of a single committee. Based on the input, this was not going to happen. This item is now done and will not report on any longer. For Update Guide item, currently there is Instructional Services and Student Services guides, will need to work on the Instructional Support Services (ISS) guide. For disaggregation item, we will be going to Academic Senate for discussion to talk about results (presented by PIEC Co-chair and IPR/SLOAC Co-chair). Communication strategy to effectively share SLO assessment practices is an ongoing discussion - notes from the Dean's Council will be addressing this as well. For Develop the ISLO assessment process item, it will include direct and indirect measures of learning and identify foci for improvement will include Student Services (will meet in two weeks for discussion). For Revise Strategic Plan to include student learning/service unit outcomes assessment as an indicator of success in achieving the College mission item, in relation to Strategic Plan, making sure to incorporate student learning outcomes and service unit outcomes in the new/revise Strategic Plan. For Collaborate with the District to optimize the process for extracting learning outcomes statements and information from Taskstream and for the regular upload of SLO statements into CurricUNET item, process cannot be updated and is tedious. Conversation is occurring with S. Hess (District) and D. Short for an easier process – will currently do what is being done. Per L. Murphy, to be in compliance, this will need to happen twice a year – district needs to update twice a year, otherwise there will not be a match between syllabus and CurricUNET. N. Grisham contacted S. Hess in January and spreadsheet will be sent. Updates should occur on census date for each semester. Per P. Hopkins, with the implementation of campus solutions, at CIC, with District Curriculum there is a freeze with CurricUNET – no more can come forward for offering in the fall, which translates to the college being out of compliance. After May, should be running smooth.

For Institutional Effectiveness QFE, updates were previewed for Perform a comprehensive evaluation of all planning processes/documents to ensure consistency in that decision-making in human resources, technology, scheduling, diversity, and annual resource allocation are being made in consideration of program review, are optimized for timely implementation, and are focused on student achievement and learning, which contained the update from the mid-cycle review of the Educational Master Plan and Division Plan. For the Strategic Enrollment Management Guide was built into the IEPI project – the latest update receiving a summary report from the PRT visit back in September 13, 2017. Grant has been extended to June 2018, (was to end in December 2017). This will allow for continued expenditure of funds for online training, Faculty Professional development (involves the bridging of Student Services and Instruction), and exam proctoring in the Assessment Center. Per M. McMahon, for clarity, the extension means that monies should have been spent in December and weren't able to. Now we are allowed until June to spend the exact monies. For the Program Viability Review Plan, this went to the Academic Senate Taskforce and Academic Affairs. Per L. Murphy, this was approved in Academic Affairs and will be going to Academic Senate on February 20, 2018 for review. For Develop mechanism to evaluate consistency of integration of program review and SLO/SUO assessment into decision-making item, because this is program review based (QFE and improvement recommendations), the Program Review Committee needs to meet with PIEC to determine an action plan. First part of the QFE item is there is an improvement recommendation for the three Divisions to come up with an evaluation of their program reviews. Once evaluation is in place, discussion can be moved on the QFE item. There has been discussion with the IPR/SLOAC Committee to help faculty to write program review to address issues - data from an interactive Dashboard created by Research Subcommittee. Per L. Murphy for clarity, is this referring to the evaluation of the process of program review or looking at

Program Review and evaluating in? This is for program review process. Student Services created an evaluation form to address this.

Presentation was made to managers showing that there is a science and art to responding to the improvement recommendations, QFE items, and self-identified action plans. If it is regarding program review, then address not just an improvement recommendation, but along with the self-identified action plan and QFE, addressing this all together – working with individual projects and streamlining topic. M. McMahon inquired on who will be connecting the dots, individuals doing program review? Last fall at CEC, responsible parties/leads were identified (for Accreditation). L. Murphy inquired if program review committees working together (they should be).

6. Planning Summit 2018: Miramar ACT^x.

1-3

I.B

Focus this year is about collaboration. Last report from the Planning Summit Workgoup to PIEC in October 2017, was that previous plan was to use Guided Pathways as the premise of this summit. There are too many things happening with Guided Pathways which are pending and ongoing, therefore it is too soon to continue dialogue on this topic. Planning Summit Workgroup met and premise will be on Collaboration (**A**CT^x: **A**ction, **C**ollaboration, and **T**ransformation) focused on collegewide priorities and continue discussion on student success - to mitigate planning priority gaps identified by the college. Breakout discussion will be based on prioirities and principals of redesign, with one writing wall dedicated to represent the entire student pathway within LMF phases. This will be a visual of the entire student's journey.

M. McMahon inquired on who is the Planning Summit Workgroup (thought it was PIEC) for overview with understanding that organizing the planning summit, that germinates at PIEC, and then form workgroup. To clarify, PIEC is the cross-constituency committee and the Planning Summit Workgroup is formed consisting of administrators, instructional faculty, counselors, classified, and students. Request was made for ASG to provide a list of students who would like to attend this year's summit. As well as informing constituency leaders of who will be participating in planning. Currently, there are students on the Planning Summit Workgroup that have been part of the planning.

General comment was made by L. Murphy with recommended format of introducing the State Chancellor's Vision and Statewide Goals (developed by the Chancellor, without input from other colleges, or anybody in the educational sector). L. Murphy's concern was about presenting to the college as if these are the college's goals – not clear how these goals are going to affect what we are doing at the community college level or if there will be a change with the funding allocation model. L. Murphy recommends to not share this information as the college's goals. Clarification was made that this is an FYI item, what is currently happening at the State level and what is occurring on our college, providing a big-picture. This is something the college needs to know and what is being discussed and what the college is going to do – to contextualize it.

Mapping tool was previewed and discussed. L. Murphy had a question regarding examples of intervention in the classroom, if interventions will be collected and circulate this a best-practices. Response was no. With planning, want to encourage taking back information to their respective departments and inquire how they will respond to the priorities within their program review. Per. L. Murphy, collecting information is great, especially individual's perception of what would help, but concerned that this will be confused with planning. Planning has to go through constituencies, versus attendees at a retreat. Still unclear of how this will truly work towards translating into some sort of planning that can be vetted through our system – to make broader changes that will actually institute some benefits, the end goal. With continuous quality improvement, we build on what was done in the past. This will be new information that

can be built on, looking at improvements made and next steps. With new facilitators, background information will help with coming up with an intervention. This will be supplemental information to help inform, not actual intervention. Information from the planning summit is meant as modeling behavior. A model on what a cross-collaboration discussion looks like, for new ideas, interventions, and how this fits into existing processes. This information can be used for program review. Next steps, take interventions reorganize them by divisions, to be used as relevant information to feed in to program review cycle (2018-2021).

Recommended reformat, agenda, event logistics, interactive activities, prizes, student testimonials (experience with six factors), and planning summit outcomes were discussed, and will move forward.

Reports/Other:

1. Budget and Resource Development Subcommittee (BRDS). 1.2 & 2.3 I.B, III.D
BRDS next meeting, Friday, March 2, 2017. First meeting of the semester.

2. Research Subcommittee (RSC). 1.1, 2.1, & 4.1 I.B
Next meeting, Monday, February 12, 2018. To discuss old business, including flex presentation in Research and Basic Research Practices for Conducting Program Review, Program Review Data Dashboard (temporary tool), and Program Review Data Packets. There is a comprehensible guide on how to use the available grid and how to incorporate benchmarks into program review. New business will include Cross-walk on Key Performance Indicators (tracking data points). RSC will be benchmarking for ACCJC Report and Institutional Effectiveness Partnership Initiative.

3. Informational Items.
None.

Next Scheduled Meeting: February 23, 2018.

Adjournment: Meeting adjourned at 12:17 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.*