

Planning and Institutional Effectiveness Committee

February 23, 2018

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

Co-chairs: Daniel Miramontez and Naomi Grisham

MINUTES

Present: D. Miramontez, N. Grisham, D. Mehlhoff, K. Kilanski (Proxy for X. Zhang), P. Hopkins, B. Bell, D. Kapitzke, G. Choe, M. Hart, T. Teresh, and L. Woods

Absent: G. Ramsey, J. Allen, R. Marine, D. Gutowski, S. Quis, S. Okumoto, M. Lopez, D. Sheean, M. Patel, A. Bermodes

Guest: None

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

1. Approval of Agenda. D. Miramontez requested that the Research Subcommittee report be moved between New Business and Old Business to accommodate a scheduling need. The agenda, including requested changes, was moved by B. Bell and seconded by D. Melhoff, and carried to approve the agenda of February 23, 2018.
2. Review of Minutes from February 9, 2018.
None.

*Strategic Accreditation
Goals Standards

New Business:

1. None

Old Business:

1. Annual Planning Calendar 1-2 I.B
The annual planning calendar was reviewed and it was requested that the Annual Planning Calendar be shared directly with Instructional Deans.
2. Outcomes Assessment and Unit Level Planning 1-2 I.B
Updates were discussed regarding outcomes assessment and unit level planning. There were some concern expressed that Student Learning Outcomes were not being used in program review. Several members in the committee were asked to weigh-in on if and how they used SLOs to inform planning in their own programs. There appeared to be mixed opinions of the usefulness of SLOs in shaping program review. During this discussion, it was brought up that SLOs can be written to either be tailored to individual classes or more generalized to a program. Both strategies have benefits and drawbacks. VPI office shared how their office is using the Program Review Interactive Data Dashboard provided by the Office of Planning, Research, and Institutional Effectiveness to support campus constituencies engaged in program review. This includes sending personalized charts to various constituencies on campus for their programs. Throughout the meeting, there was discussion of the relationship between SLOs and course success. Pilot study conducted by VPI office found that a misalignment between students' abilities to demonstrate mastery of SLOs and their course success (essentially, grades). N.

Grisham is conducting more research into this relationship. General conclusion of PIEC is that there needs to be an investigation into what types of data would be useful for more accurately measuring student success than grades/successful course completion. The enormous size of this task, and the fact that it would be difficult for one office to handle alone was noted.

3. Alignment Taskforce Update. 1-3 I.B, II.A, II.C
 D. Miramontez announced that alignment will now be under T. Teresh’s purview.

4. Update to Division Plans Based on EMP. 1-4 I.B
 Student Services Division Plan had been updated using the Educational Master Plan. The original version with mark-ups was shown to the committee, to be shared with the VPA and VPI office.

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	

5. Update to Operational Plans. 1-4 I.B
 Operational Plan Schedule were reviewed and updated accordingly, with most plans being current or 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

6. SER Action Plans/QFE Updates. 1-3 I.B
 Dialogue was continued from the last PIEC Meeting to include 2016-17 Status updates. For Evaluate efficiency of structures to manage college-wide learning outcomes and assessment work and coordination of efforts. (I.B.1) item; email was sent to CGC requesting any information on evaluations that were completed on February 20, 2018. - summaries are currently being worked on and may take a month. For Provide more robust support to faculty and staff through the PR/SLOAC Committees and additional workshops for improved development, implementation, analysis, and use of SLO assessment. (I.B.2, II.A.3) item; SLO Flex workshop scheduled for 1/24/18, but due to workshop flow, postponed SLO presentation, IPR SLOAC committee members reached out to faculty members in their own area to assist with assessments, assessment workspaces on agenda for Dean's Council meetings to encourage dean follow up with faculty (Dean's Council

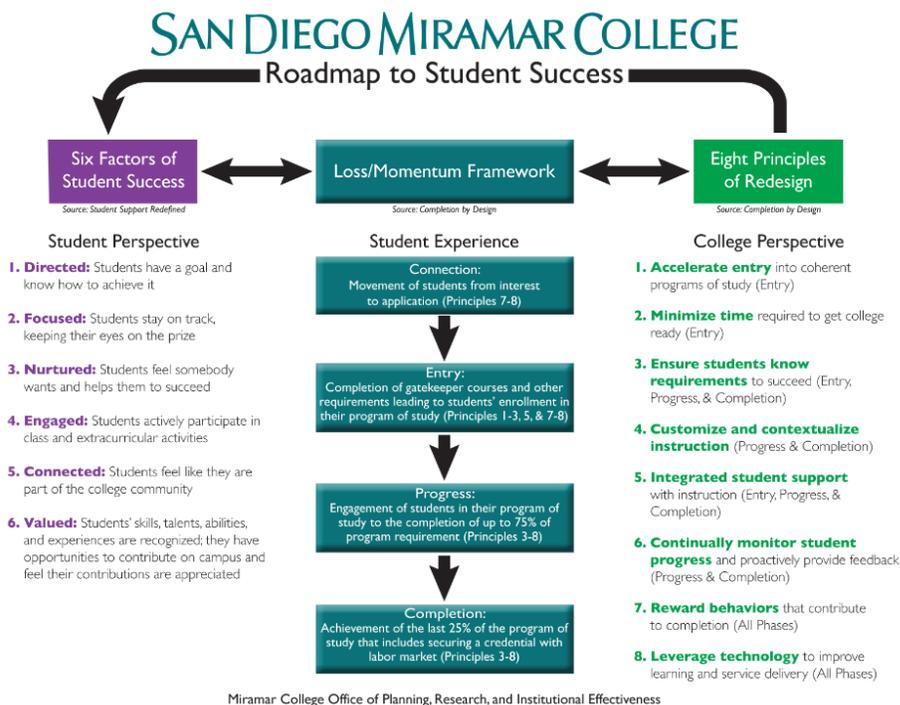
agenda), and the assessment cycle for 15-18 was completed on 2/12/18. For Integrate information from resources such as the National Institute for Learning Outcomes Assessment (NILOA) and the Association of American Colleges and Universities (AAC&U) (I.B.2) item; Student Services guides uploaded onto website (2/15/18). Reached out to Instructional Support Services (ISS) for ISS Guide (2/15/18 email). 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. (II.A.3) item; Sent email to Shelly Hess on 2/13 to confirm 2x/year uploading of SLO statements to CurricUNET and to ensure that spreadsheet information is filled out. As of 2/20/18, the information has not yet been requested from the district office.

7. Planning Summit 2018: Miramar ACT*

1-3

I.B

Updated logistics and agenda for the planning summit were presented. Matrix for facilitating Planning Summit discussion was previewed. So that voices are not stifled, table worksheet will be pre-populated with discussion prompts. Also presented was how discussion at assigned tables will be conducted (to include administrators, faculty, staff, and student facilitators) and how discussion will involve the Six Factors of Student Success and the Eight Principles of Redesign. Intended outcomes is to feed information back into program review – to take interventions/next steps and reorganize it by divisions to be used as relevant information to feed into program review cycle. Information can be used as a resource for program review, a supplemental information.



Reports/Other:

1. Budget and Resource Development Subcommittee (BRDS).

1.2 & 2.3

I.B, III.D

None.

2. Research Subcommittee (RSC).

1.1, 2.1, & 4.1

I.B

Research Subcommittee members discussed and voted on the appropriate method for developing benchmarks for the ACCJC Report. The committee followed the recommendation of adopting the college's existing approach to benchmarking, which was developed with campuswide buy-in several years earlier. A draft of the ACCJC Report was sent to the campus community for feedback. Suggestion was made to supply a detailed explanation of how each benchmark is calculated and why to increase knowledge and buy-in to these metrics. KPI crosswalk was presented. Announcement was made that the Office of PRIE will begin releasing a newsletter to showcase the office's work to support student success on campus and inform the campus about PRIE's availability to assist continuous improvement efforts on campus.

3. Informational Items.

None.

Next Scheduled Meeting: Next meeting will be on March 9, 2018.

Adjournment: Meeting adjourned at 12:15 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.*