

Planning and Institutional Effectiveness Committee

March 9, 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, K. Kilanski (proxy for X. Zhang), P. Hopkins, B. Bell, G. Ramsey, D. Kapitzke, S. Quis, G. Choe, M. Hart, M. Lopez D. Sheean, and L. Woods

Absent: J. Allen, R. Marine, D. Gutowski, D. Mehlhoff, M. Patel, A. Bermodes

Guest: T. Teresh, A. Ruiz

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

1. Approval of Agenda. The agenda, was moved by S. Quis and seconded by B. Bell, and carried to approve the agenda of March 9, 2018. With omission of Action Item in New Business title.
2. Review of Minutes from February 9, 2018 and February 23, 2018. Minutes were moved by B. Bell and seconded by S. Quis, and carried to approve minutes from February 9, and February 23, 2018.

*Strategic Goals Accreditation Standards

New Business:

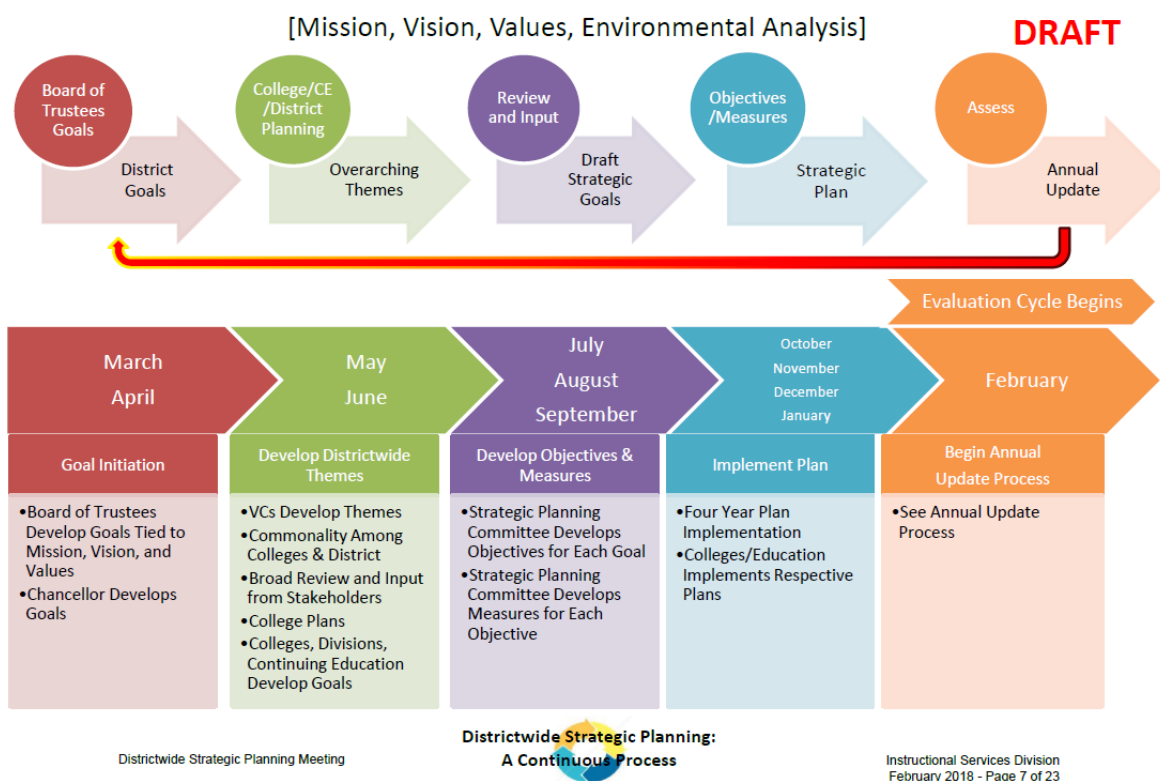
1. District Strategic Planning Committee Update. 1-2 I.B
 There is now uniformity of what is happening at the District and the College. The District produced a 4-year Strategic Plan (2017-2021), which was presented at this meeting. With feedback and robust discussion, conclusion was the Vice Chancellors will provide the annual updates, to be reviewed by the college as an FYI. District Vice Chancellors made decision to put aside old Strategic Plan and start new. Timeline for Districtwide Strategic Plan 2017-2021 Annual Update Process as follows, beginning in June:



Expectation for this District Strategic Plan is for colleges to provide a qualitative review. This will be an informational item with feedback. Suggestion was made to set expectation on campus so that this is not an approval process. Feedback mechanism provided by the college in September/October would go back to the college’s planning committee and not move through the governance process, but through representatives taken back to their constituency groups, and then to PIEC. In Fall semester, it will be incumbent for PIEC to take information back to constituencies for feedback (no approval process). What is being proposed is an information loop to campus constituencies. It is important for PIEC to request constituencies to make aware of their responsibilities for review, and not an approval (this will be taken back to the next District Strategic Planning Committee meeting in April), to finalize recommendation of the process.

Provided below is the timeline for the Strategic Plan (long-term plan):

Districtwide Strategic Plan Development & Evaluation Cycle



Intersection of with the college’s plan occurs in May/June, informing the development of the District plan. This is the cycle for the development of the 4-year Districtwide Strategic Plan. Recommendation was made to indicate that this is a 4-year Districtwide Strategic Plan, to specify on the document.

District website will also be updated adding: image of district planning framework model, Committee Charge from Governance Handbook, 2017-2021 District Strategic Plan, District Strategic Planning Cycle chart, and District Strategic Planning Annual Updates Flow Chart. Website changes to include changes to committee members, minutes and agendas, moving the 2013-2017 District Strategic Plan and past annual updates to a new page, include links to each college’s page, Environmental Scan (2016), and external resources. Suggestion was made that the District Strategic Plan should include a Human Resources Plan to address faculty, managers,

and classified, and to comply with accreditation. Suggestion was also made to add enrollment trends for veterans and foster youths for equity planning. Annual Environmental Scan will be similar to college's environmental scan with regional and District demographic trends, enrollment trends, and student success outcomes trends.

Useful external resources were also added and will be on website, to include workforce and economic development, education, and provide additional information about external resources summary - what services they do with links. Information is now organized with high-level information and have the ability to drill-down (updated and curated).

A copy of this District Strategic Committee Planning documents will be sent to PIEC members for further review.

Old Business:

1. Annual Planning Calendar 1-2 I.B
Annual Planning Calendar for 2018-19 was discussed and feedback/updates were received. Office of PRIE to update document with feedback, and updates/changes will be brought back to the next PIEC meeting for approval, and then will be sent to constituencies.

2. Outcomes Assessment and Unit Level Planning 1-2 I.B
Have been meeting with various group to cover the collegewide outcomes and assessment plan, making plans for more quality SLO and program review (going into a new cycle). Some of the recommendations for SLO disaggregation, tying in SLO and course success. There will be a series of workshops to better impact unit-level planning. Once input is finalized, will go through governance for approval.

3. Update to Division Plans Based on EMP. 1-4 I.B
VPA, VPI Division Plan is in progress. VPSS has been completed.

4. Update to Operational Plans. 1-4 I.B
For Outcomes Assessment plan, question was asked regarding IPR/SLOAC (and moving it forward), does it move through constituencies or does it go back to Academic Affairs? Since this has come from Laura Murphy, as Outcomes Assessment, this does not have to go through a parent committee (this involves all the outcomes assessment), will need consulting from other divisions. Once done, will go through constituency groups. Request was made to see what the sum of total changes are before it goes out. For Facilities Plan update is in spring 2018, list has been developed and prioritization list is due the first week of April (prioritized in April and turned into narrative in May 2018, then will move through approval).

5. SER Action Plans/QFE Updates. 1-3 I.B
Only two updates: 1. Program Viability Discontinuance Review was approved at the past Academic Senate meeting, will move to CEC. 2. College Governance Evaluation Tool, both the report of the assessment results and draft workshop agenda will be released to constituencies for feedback. There is confusion on the response to the CGC Evaluation (who or what group has received this) and that this has not been forwarded to constituency groups, will mark as in progress with follow-up with CGC.

6. Planning Summit 2018: Miramar ACT* 1-3 I.B
Notes were shared last PIEC meeting. Summit format will be more dialogue instead of presentation format. Reviewed was the evaluation form (with updates), as well as the summit presentation, agenda, prevue of summit, as well as opportunity drawings. Current participant count includes 41 faculty, 12 managers, 20 students, and 20 classifieds. Tables will be working on a worksheet with pre-populated redesign principles, coming up with ideas or interventions - identifying loss/momentum points to impact planning. After summit, worksheet can be used to open departmental dialogue. Modeling process that can be taken back to their department (includes six collegewide priorities and eight principles of redesign for reference).

Reports/Other:

1. Budget and Resource Development Subcommittee (BRDS). 1.2 & 2.3 I.B, III.D
In the beginning phases on gathering data for the BRDS landing page/website. BRDS calendar was updated. Went over BRDS/RFF funding expenses - how much money has been spent from the requests. Discretionary Resource Reallocation was provided to VPA. Lastly, BRDS co-chair nomination from faculty will be Gene Choe (nominations were open).
2. Research Subcommittee (RSC). 1.1, 2.1, & 4.1 I.B
Will be meeting on March 12, 2018. Half of the meeting has been set aside for program review on where to find benchmarks and how to apply data to planning. State Chancellor's simplified measures will be discussed which will review all the metrics, taking the pathway model to measure success. Just released the college's newsletter, Data Nerds News, which has hyperlinks to major reports, KPI, and talks about engagement of Office of PRIE with constituencies on various research projects. The Data Nerd News will also be covering the scheduling survey in fall. There will be a spring scheduling survey. Purpose of redoing the survey is that he last survey was a pilot and now have substantially improved questions, drilling down on what student preferences are. As well as questions inquiring about students and other colleges and universities they are taking courses with. Cultural Climate Survey is being worked on (Office of PRIE provided substantial suggestions, aligning with the college).
3. Informational Items.
None.

Next Scheduled Meeting: Next meeting will be on March 23, 2018.

Adjournment: Meeting adjourned at 12:08 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.*