

Planning and Institutional Effectiveness Committee

September 2020, 10:30 a.m. to 12:30 p.m.

<https://cccconfer.zoom.us/j/94756731198> Password: 420538

Co-chairs: Daniel Miramontez and Dennis Sheean

MINUTES

Present: D. Miramontez, D. Sheean, G. Gamboa, A. Gonzales, B. Bell, D. Kapitzke, A. Neff, X. Zhang, M. Demcho, D. Diskin, S. Quis, L. Brewster, M. Lopez, and M. Hart

Absent: R. Marine, S. Haddad, L. Clarke, S. Young, and S. Okumoto

Visitor: N. Julian

Meeting called to order at 10:35 a.m.

1. **Approval of Agenda.** Agenda was moved by S. Quis, seconded by X. Zhang, and carried to approve.
2. **Review of Minutes for May 8, 2020.** Minutes was moved by S. Quis, seconded by M. Hart, abstained by L. Brewster, and carried to approve.

*Strategic Goals Accreditation Standards

New Business:

1. **PIEC Meeting Dates Review.** 1,2 I.B
Meeting dates for PIE Committee, PIE Steering Committee, and Planning Summit Workgroup were reviewed. PIEC meeting dates occurs on the second and third Fridays of the month, while BRDS alternates those Fridays with the first and third Fridays of the month. Schedule will be tentative until District decision in October to see if we will remain in a remote environment (or hybrid) this spring term. It was mentioned to expect the spring semester to be similar to this fall semester, working remotely with exceptions of some face- to-face courses on campus. Planning Summit in spring will be tentatively scheduled as a remote event. Updates to the meeting calendar will be made as discussed with meetings being online throughout the academic year.
2. **PIEC Committee Charge and Membership (Current & Proposed).** 1,2 I.B
New BRDS co-chair Dawn Diskin was introduced and welcomed. Current PIE Committee charge and membership was presented. Due to the college's governance restructure, proposed committee charge and membership was discussed. With the new restructure, there are two lines of governance. One is under the track of academic and professional matters, and the other is participatory governance (which PIEC is under). Proposed name change for this committee is going to be the Planning, Research, and Institutional Effectiveness Committee, which includes academic and professional matters. Research Sub-Committee will be dissolved and PIEC will absorb those functions. Committee membership will be similar to the current structure. One main change will be to have student representatives for this committee. As well, the Program Review and Outcomes Assessment Subcommittee will be formed. Conversation continued with a robust discussion in regards to the Purpose/Charge of this committee. Recommendation to update this statement as follows:
Through the lens of diversity, equity, and inclusion, establish and promote institutional effectiveness through aligning the college's integrated planning process with the college mission, accreditation standards, and compliance with applicable Federal, State, and local requirements in ensuring and sustaining a culture of evidence, inquiry, and action for continuous quality improvement in institutional assessment, integrated planning, and student learning and success.

Also recommended was to add the Associate Dean of Academic Success and Integrated Support Services to the committee membership. Consensus was reached to move forward with recommendations to Purpose/Charge and committee membership.

- 3. Educational Master Planning (Review Current Plan)** 1-4 I.B
The current Educational Master Plan Update was presented and an overview of this plan was reviewed. This will be the major work for this committee this upcoming year, with plan sun setting in spring 2021. Currently, Strategic Planning process is being finalized, which charts the direction of the college for the subsequent seven years. Recommendation was that before this committee evaluated the Educational Master Plan, a high-level conversation needs to occur which will set the outline of this plan. For this plan to be organized in an outline format or an executive summary, to show the purpose, and have the constituent members of PIEC share with constituent leaders. Possibly a one page outline or explanation that can be taken back to constituent groups that explains the intentionality of the plan and gain feedback, additions, or recommendations. It is suggested that once the college begins talks about what the Educational Master Plan will look like, we are going to have to consider what is also happening with Guided Pathways and Equity and infuse them into the college's Educational Master Plan. Conversation will continue at the next PIEC meeting.
- 4. Benchmarking Strategic Plan Key Performance Indicators.** 1-4 I.B
KPI's are the last component of our college's strategic planning process and is currently being reviewed by constituency groups for vetting and approval. Once approved, next step will be benchmarking, which will set the stage for our collegewide priorities. Formation of a workgroup or taskforce will be discussed at next PIEC meeting. Once finalized and approved, information will be consolidated into one report which will be brought back to PIEC as informational.

Old Business:

- 5. Strategic Planning Update.** 1-4 I.B
Strategic Plan Goals were approved and is now being implemented. Strategic directions and planning framework have received approval from managers, ASG, and Academic Senate. Classified Senate is currently reviewing and will be providing feedback. This will be finalized at the next CEC meeting.
- 6. Update to Main/Operational Plans.** 1-4 I.B
No report.
- 7. ISER Action Plans/QFE Updates** 1-3 I.B
On hold for now. Being updated in Midterm Report for accreditation and will go back to PIEC for tracking once the mid-term report is done..

Reports/Other:

- 1. Budget and Resource Development Subcommittee (BRDS)** 1.2 & 2.3 I.B, III.D
2. At last meeting, BRDS went over governance review, committee memberships, and meeting dates which focused on the RFF process which begins in October. Budget update was provided to the college in regards to resource allocation. For unrestricted funds, BRDS approved \$19,985 for Athletic Reserves, \$121,320 for Fitness Center, \$57,295 for Campuswide Equipment and Supplies (resources available for the RFF process beginning next month), and then \$25,953 for Professional Development. These are all standard items that occurs every year with no changes to the methodology for allocation. The only primary change is that due to revenues decrease last year (publications are based upon net income), the total allocation is a bit smaller than last

year. Also discussed is a 5-year and PPIS Funding Plan (standard, yearly methodology has not changed). The only thing that has changed is the overall resources have been dramatically reduced over the past two years. Typically the college has between \$300,000 to \$600,000. This year, the college received \$55,445. Allocated was \$41,000 Technology resources, \$8,300 to Library books or soft databases, and \$5,500 was allocated to AV classroom supplies, primarily to replace classroom bulbs. BRDS identified funding sources for the RFF process. There's \$57,000 mentioned earlier, \$145,000 available from lottery, and there's an offset/swap of monies from PPIS and lottery - a total RFF funding available for \$225,000. Lastly, BRDS provided a budget update to the campus in regards to the college's adopted budget. What this highlights that our district is in a budget crisis (not fiscal crisis). Current resources that the college is budgeting is less than the budgeted expenses. Our district has a budget deficit of over \$13 million that we will need to close the gap on. To bring alignment, the option is to decrease our budgeted expenses reducing FTES targets by 513 FTES year-to-date and reduce FTEF targets by 16 FTEF. This is primarily how the college is going to chip away at its deficits. Further reductions will be required through this year are being discussed at the district level. Updates will be presented accordingly.

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| <p>3. <u>Research Subcommittee (RSC).</u>
None.</p> | <p>1.1, 2.1, 4.1</p> | <p>I.B</p> |
| <p>4. <u>District Strategic Planning Committee.</u>
None.</p> | <p>1-2</p> | <p>I.B</p> |
| <p>5. <u>Informational Items</u>
None.</p> | <p>1-4</p> | |

Next Scheduled Meeting: September 25, 2020.

Adjournment: Meeting was adjourned at 12:18 p.m.

***San Diego Miramar College Fall 2020–Spring 2027 Strategic Goals:**

1. **Pathways** – Provide student-centered pathways that are responsive to change and focus on student learning, equity, and success
2. **Engagement**-Enhance the college experience by providing student-centered programs, services, and activities that close achievement gaps, engage students, and remove barriers to their success
3. **Organizational Health** -Strengthen Institutional Effectiveness through planning, outcomes assessment, and program review processes in efforts to enhance data-informed decision making
4. **Relationship Cultivation** - Build and sustain a college culture that strengthens participatory governance, diversity, inclusion, and community partnerships