

**Institutional Effectiveness Committee Minutes
May 13, 2011, 10:00 a.m.-12:00 p.m.
Room M-110**

Co-Chairs Randy Barnes and Linda Woods.

Present: R. Barnes; B. Bell; T. Davenport; M. Guevarra; D. Gutowski; B. Haidar; D. Harrison; P. Hopkins; P. Hsieh; D. Kapitzke; D. Miramontez; C. Smith; S. Trevisan; L. Woods.

Call to Order: Co-Chair L. Woods called the meeting to order at 10:28 a.m.

I. Old Business.

A. Agenda. It was moved, seconded and carried to approve the Agenda of May 13, 2011.

B. Minutes.

1. It was moved, seconded and carried to approve the revised Minutes of March 25, 2011.
2. It was moved, seconded and carried to approve the revised Minutes of April 8, 2011.

C. Strategic Plan approval (with sustainability modifications). The draft revised Strategic Plan was again discussed and further modifications were suggested. It was moved, seconded and carried to approve the modifications to the Strategic Plan (see attachment). There was an extensive discussion regarding clarification of terminology and the use of "assessment." It was agreed that the Strategic Plan will be assessed every six years, i.e., 2013, 2019, etc., with a midterm update, i.e., 2016, 2022, etc.

D. Annual Planning Cycle Timeline. The draft revised Annual Planning Cycle Timeline was extensively discussed and further modifications were made. D. Short will incorporate the suggested changes into the draft for further discussions. L. Woods will disseminate the revised timeline next week.

E. Review Accreditation Changes. Changes to the Accreditation report are continuing and will include the fact that a process for assessing the Strategic Plan is being developed as well as a mechanism for collecting data for that purpose.

F. Strategic Plan assessment. Discussion continued on developing a process or mechanism for assessing the Strategic Plan and will include input from Administrative, Instructional and Student Services, as well as other data collected through the annual planning cycle. Development will continue on this process.

II. New Business.

1. Meeting Dates for 2011-12 will continue to be held on the second and fourth Fridays of each month, 10:00 a.m.-12:00 p.m., Room M-110.

2. The Planning and Institutional Effectiveness (PIE) Committee membership will be updated in Fall 2011. Membership of the PIE Steering Committee will remain the same.

III. Other Issues/Around the Table. None.

IV. Next Meeting. Friday, September 9, 2011, 10:00-12:00 p.m., Rm. M-110.

V. Adjournment. The meeting was adjourned at 12:25 p.m., followed by a luncheon provided by P. Hsieh to thank the IEC for its work during the 2010-11 school year.

2007-2013 San Diego Miramar College Strategic Plan Goals & Strategies

Goal 1:

Focus college efforts on student learning and student success through quality education that is responsive to change.

Strategy

1.1 Strengthen and improve review of academic programs with an integrated emphasis on Student Learning Outcomes, core institutional competencies, and alternative instructional delivery systems and methods at the course, program and college level.

1.2 Enhance student success in basic skills for successful transition into degree applicable and career coursework.

1.3 Implement curricula and program improvement strategies necessary to ensure students receive the highest quality education.

1.4 Provide faculty development in instructional & assessment techniques to enhance high quality, successful student learning

1.5 Improve the effectiveness of institutional operational structures, and student support/services to support student success in retention, transfer, workforce placement and graduation.

1.6 Adopt culturally relevant, cutting-edge instruction pedagogies, methods and approaches with funding provided for at campus level.

1.7 Develop new instructional programs and student opportunities to expand student learning and preparation for emerging workplace needs by developing service learning and internship opportunities, expanding work experience programs

Goal 2:

Deliver instruction and services in formats and at sites that best meet student needs **Strategy**

2.1 Offer instruction and support services through non-traditional scheduling, delivery methods and locations.

2.2 Embrace and utilize emerging information technology in delivery of instruction and student services

2.3 Maintain and upgrade technology for campus administrative and instructional computing services functions through campus technology plan and training.

2.4 Maintain adequate instructional course offerings and delivery of services while addressing applicable training standards and adhering to the enrollment management allocation model. 2.5 Maintain quality of campus services to meet student needs by providing professional development opportunities and training for the College's staff.

2.6 Foster both internal and external marketing and outreach activities that promote Miramar College's instructional programs and student services.

Goal 3:

*Enhance the college experience for students and the community by providing campus facilities, programs and co-curricular student-centered activities that **celebrate** diversity and sustainable practices.*

Strategy

3.1 Develop and implement programs and approaches to improve global awareness and student equity to foster a climate and reputation for inclusiveness and sustainability awareness.

3.2 Focus student and staff recruiting efforts on populations that reflect the diversity of the college service area community.

3.3 Showcase Miramar College in the community and build external recognition for its location, programming, accessibility, diversity, quality teaching, programs, student centeredness and sustainability awareness.

3.4 Improve, expand and strengthen Miramar College's web-based presence and information processing systems.

3.5 Expand campus directed outreach, recruitment, marketing, advertising approaches and promotional activities.

3.6 Facilitate new campus wide construction while maintaining ongoing needs for safety, improvement, quality and sustainable practices; Continue to work with project architect and campus facilities committee to provide a seamless and smooth transition into the new buildings and other facilities.

Goal 4:

Initiate and strengthen beneficial partnerships with business and industry, schools and community

Strategy

4.1 Partner with academic, business, military and community organizations to explore alternative resources and/or learning opportunities for students, faculty and staff.

4.2 Increase the involvement and input of business and industry, educational institutions and community in Miramar College's educational activities.

4.3 Develop systemic outreach to increase Miramar College's visibility within its service area and develop stronger linkages for K-16 student learning & career pathways.

4.4 Establish a campus process to evaluate and respond to partnership proposals from business, industry and education.

Goal 5:

Refine the integration of Miramar College's internal planning processes and procedures.

Strategy

5.1 Improve and strengthen the internal strategic plan-based planning process as an efficient and accountable process to facilitate transparent campus wide planning, budgeting and resource allocation

5.2 Develop a process for evaluating and responding to alternate sources of funding

5.3 Strengthen coordination with the District to maintain our campus preparedness and equitable, courteous and quality delivery of services that focus on students during challenging state and local budget crises and cutbacks and unexpected catastrophic events.

5.4 Continue to refine the campus shared governance structure processes and activities to align with the emerging integrated campus planning model.

Goals are general statements that explain the “**what**” we want to achieve. **Goals**, on their own, are hard to quantify or to put in a timeline.

Strategies are general statements that define the parameters of “**how to**” achieve the goal.

Strategies are also hard to quantify or put in a timeline. They can be refined and changed to achieve the same goal.

Approved by Institutional Effectiveness Committee: May 13, 2011