



**APPROVED**

## **Planning and Institutional Effectiveness Committee**

April 13, 2012, 10:00 a.m.-12:00 p.m., Rm. W-248

Co-chairs: Jerry Buckley and Buran Haidar

### **MINUTES**

**Present:** Jerry Buckley, Buran Haidar, Gail Conrad, Denise Kapitzke, Mary Ann Guevarra, Lawrence Hahn, Mary Hart, Michael Lopez, Daniel Miramontez, Dennis Sheean, Duane Short, Carol Smith, and Katinea Todd. Guest: Daphne Figueroa.  
**Not Present:** Joyce Allen, Lou Ascione, Brett Bell, Gene Choe, Dan Gutowski, and Sandi Trevisan.

1. **Call to order:** The meeting was called to order at 10:05 a.m. by Jerry Buckley.
2. **Approval of agenda:** It was moved, seconded and carried to approve the agenda of April 13, 2012.
3. **Approval of minutes:**
  - a. It was moved, seconded and carried to approve the minutes of September 23, 2011.
  - b. It was moved, seconded and carried to approve the minutes of March 23, 2012.
4. **Old Business:**
  - a. Review revised draft of the Educational Master Plan. **\*Goal  
(5.1)**

Jerry Buckley discussed the revisions to the draft EMP which had previously been provided to the committee, including removing the three division plans and adding enrollment data. He proposed incorporating links to the individual division plans, as well as other significant documents, in order to streamline the document and increase readability, and he requested feedback on the proposed planning themes. The suggestion was made to remove the detailed themes of the Instructional Division Plan.
  - b. Review revised Division plans. **(5.1)**

Jerry Buckley noted that the three division plans differed in their structure and format, and he suggested that a structure/format be developed to increase consistency in future division plans.
  - c. Review Strategic Plan updated objectives. **(5.1)**

Buran Haidar presented an update to the Strategic Plan objectives under development and requested additional input from the committee. It was

suggested that an analysis be done to determine what hasn't already been addressed so that our efforts can be focused on the gaps. There was a discussion about benchmarking, specified actions and parties. Further suggestions for responsible parties for each action, and the reasons for each action, are to be sent to Buran Haidar for compilation. The committee will be discussing the feasibility of the target dates and prioritization of actions for recommendation to the college following the participatory governance processes. Input regarding the Strategic Plan should be sent to her by April 20<sup>th</sup>.

d. Review mapping of committees' functions to the Strategic Plan update. (5.1&5.4)

Jerry Buckley suggested that references to specific Strategic Goals be incorporated into this committee's agendas and minutes, and he distributed a handout demonstrating how this might look on today's Agenda. The response was positive, and discussion indicated that since PIE is concerned only with Goal 5, that only Goal 5 and its sub-goals be included.

Buran Haidar reported on the progress of mapping of committee functions to the Strategic goals and to individual strategies, which she had solicited from all participatory committees. More are still expected and the deadline for receipt of committees' input is set for April 19<sup>th</sup>.

e. Review progress on the Accreditation Follow-Up Report. (5.1)

Jerry Buckley presented bullet-point highlights of the response to Accreditation Recommendation 4 (2004). He suggested that the planned college retreat this summer would be an appropriate venue for prioritization of the Strategic Plan actions. He pointed out the need to update all the documents posted on the college website, suggested that the website be made more user-friendly, that an intra-net service be created to replace the "G" Drive, and that Planning and Accreditation web pages be created for the intra-net.

f. Update on the Human Resources planning process. (5.1&5.3)

This is still in the beginning phase and input regarding this planning process should be sent to Brett Bell.

g. Update on the planning model diagram. (5.1)

Duane Short reported that the work group will meet on April 16<sup>th</sup> to address creation of a simplified diagram.

5. **New Business:**

a. Development of an annual institutional effectiveness report. (5.1&5.4)

Jerry Buckley proposed an annual institutional effectiveness report which would include all achievements during the past year and tied to Strategic Goals. Data

outcomes and analysis should be used to inform planning and allocation of resources. Discussion will continue at the next meeting.

b. Research Subcommittee's 2012-13 Research Agenda. (5.1&5.3)

Daniel Miramontez said that the Research Agenda is a dynamic document which changes every year. He summarized how the 2012-13 Research Agenda has changed from last year, including the addition of 1) something for Goal 2 research reports that map to Strategic Goals, and 2) the Perkins Core Indicator. It was moved, seconded and carried to approve the 2012-13 Research Agenda.

c. Miramar College Scorecard Outcomes Reporting. (5.1&5.3)

Daniel Miramontez reported that the Research Subcommittee has mapped the Strategic Goals onto the Scorecard, mapping each goal's alignment to Scorecard indicators, and he presented a newly-prepared summary document to the committee. Jerry Buckley suggested that the committee be educated on the Scorecard at a future meeting. Buran Haidar informed that she had mapped the other Strategic goals adopted indirect measurable outcomes as survey questions to multiple existing surveys of the OIRP.

6. **Reports/Other:**

a. Research Subcommittee. (5.1&5.3)

b. Budget and Research Development Subcommittee. (5.1&5.2)

Buran Haidar reported that BRDS has initiated discussion of the campus resource allocation to meet student learning needs under the current fiscal challenges, and the current alternate funding sources. A BRDS working group consisting of the BRDS Chair, three vice presidents, the committee's representative to the District Budget Committee, and a classified representative will be meeting to bring to the committee a proposal for adoption. Daphne Figueroa said that Mesa College has developed, and City College and Miramar College are considering, a resolution regarding a District-wide grant review process to focus on grants which meet specific needs.

7. **Adjournment:** The meeting was adjourned at 12:16 p.m.

**Next Meeting:** April 27, 2012

Reporter: K. Todd

***\*San Diego Miramar College 2007–2013 Strategic Goal 5: Refine the college's integrated planning process.***

**5.1** Improve and strengthen the integrated college planning process driven by the college's Strategic Plan. This efficient and accountable process facilitates transparent college 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 equitable, courteous and quality service delivery to students, especially during state and local budget crises, and preparedness for unexpected catastrophic events.

**5.4** Continue to refine the college participatory governance structure processes and activities to align with the formalized integrated college planning process.