



## Planning and Institutional Effectiveness Committee

October 12, 2012

Co-chairs: Jerry Buckley and Buran Haidar

**APPROVED 12/14/12**

### **MINUTES**

**Present:** Jerry Buckley, Buran Haidar, Brett Bell, Gerald Ramsey, Joyce Allen, Daphne Figueroa for Mary Hart, Dan Gutowski, Denise Kapitzke, Michael Lopez, Sadayoshi Okumoto, Dennis Sheean, Duane Short, Katinea Todd and.

**Absent:** Lou Ascione, Gene Choe, MaryAnn Guevarra, Lawrence Hahn, Mary Hart, Daniel Miramontez and Sandi Trevisan.

1. **Call to order:** The meeting was called to order at 10:39 a.m. by Jerry Buckley.
2. **Approval of agenda:** It was moved, seconded and carried to approve the agenda of October 12, 2012.
3. **Approval of minutes.** It was moved, seconded and carried to approve the revised draft minutes of May 11, 2012.

#### **\*Strategic Goals**

#### 4. **Old Business:**

- a. Review the simplified planning diagram.

**5.1 & 5.4**

The draft diagram was reviewed and discussed and modifications were suggested. It was moved, seconded and carried to approve the diagram with the modifications.

- b. Review the progress on task force assignments.

**5.1 & 5.4**

Postponed.

#### 5. **New Business:**

- a. Review formatting changes to the 2007-2013 Strategic Plan.

**5.1 & 5.4**

Buran Haidar informed that completion of the formatted Plan was delayed and that it will be ready before next meeting and asked for an extension. Jerry Buckley reminded of the importance of having the revised plan on the website by November 1<sup>st</sup> and clarified the purpose was to add graphics and explanatory pieces. Buran concurred that most of the information will be extracted from existing documents and approved items. The timing was discussed and Buran suggested passing it by the steering committee next week before its presentation for approval by the whole committee on October 26. Duane Short asked that the document be sent to the committee to review ahead of its next meeting. The college Mission statement will be sent out again for discussion.

#### 6. **Reports/Other:**

- a. Research Subcommittee. None.

**5.1 & 5.3**

- b. Budget and Research Development Subcommittee (BRDS).

**5.1 & 5.2**

Sadayoshi Okumoto reported that the new RFF form was sent out and a prioritized list will be prepared by December 14<sup>th</sup>. Buran Haidar said the funding source form needs more shared governance input; it was tabled.

Jerry Buckley said that it should flow from Program Review and that Program Review should align with the Strategic Plan and the Strategic Goals, and that we should focus on process.

7. **Adjournment:** The meeting was adjourned at 11:05 a.m.

**Next Meeting:** October 26, 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.