



Planning and Institutional Effectiveness Committee

October 26, 2012

Co-chairs: Jerry Buckley and Buran Haidar

APPROVED 12/14/12

MINUTES

Present: Jerry Buckley, Buran Haidar, Lou Ascione, Kanchan Farkiya, MaryAnn Guevarra, Dan Gutowski, Lawrence Hahn, Denise Kapitzke, Michael Lopez, Daniel Miramontez, Annie Novak for Joyce Allen, Sadayoshi Okumoto, Duane Short, Katinea Todd and Sandi Trevisan. Guests: Adela Jacobson, William McKibbin, Trinh Nguyen and Michael Shepard.

Absent: Joyce Allen, Brett Bell, Gene Choe, Daphne Figueroa for Mary Hart, Gerald Ramsey and Dennis Sheean.

1. **Call to order:** The meeting was called to order at 10:47 a.m. by Jerry Buckley.
2. **Approval of agenda:** It was moved, seconded and carried to approve the modified agenda of October 26, 2012.
3. **Approval of minutes.** Postponed. It was moved, seconded and carried to post draft minutes on the website for accreditation purposes.

***Strategic Goals**

4. **Old Business:**

- a. Review the enhanced 2007-2013 Strategic Plan.

5.1 & 5.4

Buran Haidar presented and discussed a short list of the committee-approved and previously un-prioritized objectives and related actions that align with priorities identified by the August 2012 College-Wide Retreat participants to be included in the Strategic Plan document, along with some minor changes in language. A template for the Strategic Plan document has been designed by Joan Mize and Sandi Trevisan. It was moved, seconded and carried to approve the suggested changes. Buran will send it to Sandi to format and post before November 1st.

Buran also briefly presented a second document matching the committee-approved and previously un-prioritized objectives and related actions with the Strategic Plan 2012-2014 priorities that were developed by the PIEC workgroup.

Discussion was postponed to the next meeting. She also presented and discussed the modified PIEC accomplishments list that was first presented to the committee on September 14, and it was moved, seconded and carried to approve the document. She will send it to Katinea Todd, who will post it to the website.

- b. Review progress on task force assignments.

5.1 & 5.4

There was discussion about tasks left for the semester, including planning for the college retreat, Strategic Plan outcome assessment and mission. Dan Gutowski will develop and present an outline for discussion.

5. **New Business:**

- a. Review plans for the 2013 College Retreat. 5.1 & 5.4

MaryAnn Guevara reported on the task force's search for suitable venues and additional suggestions were made. MaryAnn will produce a grid/outline for discussion. This will be a continuing agenda item.

- b. Discuss the emerging need for software to better integrate documentation and reporting of SLOs, program review and accreditation records. 5.1 & 5.4

Jerry Buckley discussed various software options to consider. After discussion, Duane Short said that Program Review groups will schedule demonstrations.

6. **Reports/Other:**

- a. Research Subcommittee. 5.1 & 5.3

Daniel Miramontez reported the committee's goals are to review and improve the committee website, compile an outline for the environmental scan and implement changes to the ad hoc research request form and process.

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

None.

7. **Adjournment:** The meeting was adjourned at 11:57a.m.

Next Meeting: November 9, 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.