



**APPROVED 05/10/13**

## **Planning and Institutional Effectiveness Committee**

April 26, 2013

Co-chairs: Jerry Buckley and Buran Haidar

### **MINUTES**

**Present:** Jerry Buckley, Buran Haidar, Joyce Allen, Lou Ascione, Daphne Figueroa, Michael Lopez, Daniel Miramontez, Gerald Ramsey, Dennis Sheean and Katinea Todd.

**Absent:** Brett Bell, Gene Choe, Kanchan Farkiya, MaryAnn Guevarra, Dan Gutowski, Lawrence Hahn, Denise Kapitzke, Sadayoshi Okumoto, Duane Short and Sandi Trevisan.

1. **Call to order:** The meeting was called to order at 10:46 a.m. by J. Buckley.
2. **Approval of minutes.** It was moved, seconded and carried to approve the minutes of April 12, 2013.
3. **Approval of agenda.** It was moved, seconded and carried to approve the agenda of April 26, 2013.

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

**\*Strategic Goals**

- a. Annual planning calendar. **5.1/5.4**  
J. Buckley presented and discussed a revised draft of the 2013-14 annual planning calendar with specific dates added. J. Buckley will incorporate the suggestions for revision, send them to the committee, and bring the next draft back to the final meeting of the semester.
- b. Revision of the college strategic plan for 2014-2020. **5.1/5.3**  
After discussion, it was agreed by consensus to hand off to a task force to review the current Strategic Plan and provide feedback to the PIE Committee, by the last PIEC meeting of semester (May 10<sup>th</sup>). Committee members were encouraged to continue submitting input. The committee was reminded of the new District strategic goals and Daphne Figueroa suggested that the task force should be made aware of these new goals when evaluating revised language for the college's strategic goals.
  - i. Task force identification. After discussion, it was moved, seconded and carried, with two abstentions, that the task force be composed of members of the PIE Steering Committee, the Academic Senate President, the Classified Senate President, and the Associated Student Council President.

- ii. PIEC member input. Input was received from four PIEC members. Additional member input will be accumulated and all input will be distributed to the task force and has considered today's discussion. The task force will bring its findings and suggestions back to PIEC by the last PIEC meeting of the semester (May 10<sup>th</sup>), if possible.

- c. PIEC Faculty Co-Chair election. 5.1  
An election was held for the three-year position of PIEC faculty co-chair and D. Figueroa was elected by acclamation.

## 5. New Business

- a. Research Subcommittee – 2013-2014 Research Agenda. 5.1/5.3  
D. Miramontez reported on the status of the 2013-14 Research Agenda (RA), which he presented to the PIE Steering Committee. The subcommittee is now in the process of identifying responsible parties and filling in the column added to the report last year, which will complete the RA. It will allow the committee and college community to see who the responsible parties are that request institutional research and get feedback from them that will eventually be integrated into the Institutional Effectiveness Report, etc. He hopes to bring the entire RA back in two weeks with that column filled in.

- b. Early College Program with Mira Mesa High School. 5.3  
B. Haidar said the joint boards of SDCCD and SDUSD met and that there is a strong push for SDMC to have an early college program with Mira Mesa High School (MMHS). She proposed that we include the early college program as one of our activities in our Strategic Plan. J. Buckley and G. Ramsey summarized their discussions with the MMHS administrators about the high school's needs, and said that the information has recently been presented and discussed at Academic Affairs.

After discussion, It was moved, seconded and carried to include this early college program with MMHS to be part of the activities that match Strategy 4.3 in the current Strategic Plan and to be included in any further update for the 2014-2020 Strategic Plan.

- c. Enrollment Management. 5.1/5.3  
B. Haidar reminded that this was one of the PIEC 2012-13 tasks. She reviewed the information and discussion that took place in May 2012 including a draft of a proposed membership that she had presented. She proposed a role for PIEC in recommending a body to develop policies and guidelines for enrollment management. J. Buckley pointed out that the topic is within the purview of the Academic Affairs committee, and he presented and discussed the progress that has been made in providing data for Academic Affairs to consider in the process of enrollment management. He also shared that a curriculum map is currently being prepared by the Office of Instructional Services which will categorize every course in our inventory and indicate which certificate or degree it relates to, which will help determine which courses should be offered

in the future. After discussion, B. Haidar proposed postponing further discussion of the taskforce, and it was agreed to by general consensus because the topic is being addressed by the Academic Affairs Committee.

6. **Reports/Other**

- a. Research Subcommittee (RSC). 5.1/5.3  
D. Miramontez reported that this committee's Goals and Procedures changes and Membership changes have been approved through participatory governance and the committee can now operate under that new model. The committee also has a new website that is nearly ready for launching. Under discussion are an outline for the Environmental Scan, and campus-wide benchmarking.
- b. Budget and Research Development Subcommittee (BRDS). 5.1/5.2  
None.

7. **Adjournment:** The meeting was adjourned at 12:15 p.m.

**Next regular meeting:** May 10, 2013.

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.