



APPROVED 09/13/13

Planning and Institutional Effectiveness Committee

Co-chairs: Jerry Buckley and Buran Haidar

May 10, 2013

MINUTES

Present: Jerry Buckley, Buran Haidar, Joyce Allen, Lou Ascione, Daphne Figueroa, Denise Kapitzke, Michael Lopez, Daniel Miramontez, Sadayoshi Okumoto, Gerald Ramsey, Dennis Sheean, Katinea Todd and Sandi Trevisan. Guests: Temmy Najimy and Susan Schwarz.

Absent: Brett Bell, Gene Choe, Kanchan Farkiya, MaryAnn Guevarra, Dan Gutowski, Lawrence Hahn and Duane Short.

1. **Call to order:** The meeting was called to order at 10:34 a.m. by J. Buckley.
2. **Approval of minutes.** It was moved, seconded and carried to approve the minutes of April 26, 2013.
3. **Approval of agenda.** B. Haidar requested that the Research Agenda not be considered for final approval today because the committee has not had sufficient time to review input to the last column. It was moved, seconded and carried to approve the amended agenda of May 10, 2013.

***Strategic Goals**

4. Old Business

- a. Annual planning calendar. **5.1/5.4**
J. Buckley presented and discussed an update of the 2013-14 annual planning calendar which included changes made in the last PIEC meeting. Additional changes were discussed and agreed upon and will be incorporated into the document and provided to the committee. It was moved, seconded and carried, with one abstention, to approve the annual planning calendar for 2013-14.
- b. Revision of the college strategic plan for 2014-2020. **5.1/5.3**
S. Schwarz reported that she represented J. Buckley at two recent PIE Steering Committee/newly-constituted task force meetings. The task force had been charged with looking at the current five strategic goals to see if we wanted to make any modifications, but still encompassing the current goals. She described the strategy adopted by the task force and presented the recommendations it made, and discussion followed. It was moved, seconded and carried to accept the strategy proposed by the task force with the understanding that the resource element would be added to Strategy Number Three.

- c. Research Subcommittee – 2013-2014 Research Agenda. 5.1/5.3
D. Miramontez presented and discussed the updated 2013-2014 Research Agenda. It was agreed by consensus to hold the document until the first meeting date in fall 2013. Input can be sent to D. Miramontez over the summer.
- d. College guidelines for Contracts, Grants, and Partnerships. 5.1/5.4
B. Haidar gave an update on the guidelines presented and discussed at the April 22nd PIE Steering Committee meeting. The guidelines are not intended to replace the existing procedures and forms, but there is ongoing work to augment them for the college.

5. New Business

- a. Review of PIEC 2012-2013 Accomplished Tasks 5.1
J. Buckley presented and discussed the draft list of this committee's 2013-14 accomplishments. After discussion, the following modification was made to the list: Revise the last item on the list to read: "Accepted the recommendations of the Strategic Plan task force regarding the first draft of the 2014-2020 Strategic Plan."

It was moved, seconded and carried, with one abstention, to approve the amended list of PIEC 2012-2013 Accomplished Tasks. J. Buckley thanked the committee for its work this academic year.

6. Reports/Other

- a. Research Subcommittee (RSC). 5.1/5.3
D. Miramontez reported that:
- The RSC has developed an outline for the Environmental Scan which will be brought to PIEC for approval at the beginning of fall 2013. After approval, it will be fleshed out to become a full report by spring 2014.
 - The RSC has continued its discussion on a methodology for benchmarking and defining the difference between benchmarking and benchmarks, and he emphasized that the RSC is charged with the process of benchmarking and not with establishing benchmarks in and of themselves.
 - The RSC webpage has been revised and updated with current information and forms, and expanded to include numerous District and Miramar-specific research reports, etc., and he presented and discussed the webpage. He advised that we need to build an institutional research webpage and this will begin in fall 2013. It was generally agreed that RSC web page could be used as a model for every other committee on campus.
 - The State has implemented a new scorecard to replace the ARCC report. Vice Chancellor L. Neault gave the SDCCD Board an overview at its most recent meeting. He gave an overview to PIEC and will provide the link to this committee.

- b. Budget and Research Development Subcommittee (BRDS). **5.1/5.2**
S. Okumoto reported on the status of requests for funding and said that any unspent monies will be carried over to next year. The committee will not meet again until next year.

7. **Adjournment:** The meeting was adjourned at 12:04 p.m.

Next regular meeting: Fall 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.