



Planning and Institutional Effectiveness Committee

Co-chairs: Gerald Ramsey and Daphne Figueroa

November 15, 2013

[APPROVED 11/22/13](#)

MINUTES

Present: G. Ramsey, B. Bell, A. Jacobson, P. Hopkins, D. Kapitzke, J. Allen, D. Gutowski, S. Trevisan, D. Miramontez, G. Choe, S. Okumoto, L. Hahn, E. Ledbetter

Absent: M. Guevarra, D. Figueroa, M. Lopez, D. Sheean, Rotating Academic Senate Rep #1

Guests: B. Haidar (Acting Co-Chair, proxy for D. Figueroa), P. Hsieh

Call to Order: The meeting was called to order at 12:21 a.m. by G. Ramsey.

1. Approval of Agenda. It was moved, seconded and carried to approve the agenda of November 15, 2013.
2. Review of draft minutes of October 25, 2013. It was moved, seconded and carried to approve the minutes October 25, 2013.

[*Strategic Goals](#)

Old Business:

3. College-wide retreat (date, task force, themes). [5.1 & 5.4](#)
B. Bell re-confirmed the date and time as Friday, March 7, 2014, 8:30 a.m. to 4:30 p.m., and said the retreat will be held on campus in room K-107. Tentatively, the third floor outdoor space of the K Building will be used to serve lunch. They have tentatively selected the theme of "Bridging" and have started to discuss the morning agenda and afternoon agenda in large brushstrokes.
 - Morning agenda: A student panel with select faculty, counselors and administrators discussing bridging barriers to success from a student's perspective, followed by breakout groups to discuss actions to mitigate those barriers to success, and then there will be a report-out.
 - Bridge between morning and afternoon sessions: A presentation about outcomes and achievement matrix, possibly by B. Haidar and L. Murphy. This presentation was planned for our last retreat, but did not happen for lack of time.
 - Afternoon agenda: We will switch to a culture of action. Tentatively, there will be a panel discussion from the standpoint of the Basic Skills Initiative action plan, followed by breakout sessions by division – Instruction, Student Services and

Administrative Services – to discuss what each of those divisions’ action plans would be to bridge the barriers that were identified in the morning session. Lastly, we would link those action plans to our campus’s Strategic Plan or Strategic Goals when they are approved, and then we will have a surprise presentation in conclusion.

For its next meeting, the task force will meet in K-107 to focus on the logistics of how the meeting will flow, room setup, etc., and will also draft an agenda with more narrowly-focused agenda items, topics and times, and names of people who will be on the panels, and will then get into finalizing the day-long activities.

4. Strategic Plan – moving forward.

5.1 & 5.3

B. Haidar presented and discussed the Draft San Diego Miramar Strategic Plan 2013-2019, which had been furnished to the committee. She and D. Miramontez had collaborated to flesh out Indicators and Measures for measuring our progress toward our goals, and brought them to this committee for discussion. Discussion included:

- Strategic Goal (SG)1, Strategy (S) 1, Indicators and Measure (I/M) 1.5 – consensus to remove
- SG1, S3 – need to report out how many done
- SG2, S1, I/M “Course offering...”– A. Jacobson will send proposed edits
- SG2, S3, I/M 3.1 – consensus to keep and re-word
- SG1, S3, I/M 3 – need to report out how many done

D. Miramontez will send the metrics used to this committee. S. Trevisan will begin work now to develop the color for the Fall 2013--Spring 2019 Strategic Plan. A timetable was suggested to finalize the plan before we leave for Winter Break:

- November 18 – G. Ramsey and B. Haidar will send a revised draft to PIEC
- November 19 -- send to constituency leaders
- November 22 -- PIEC
- December 3 -- Academic Senate meeting
- December 5 -- Classified Senate meeting
- December 10 -- to CEC if the rules are suspended at the Academic Senate meeting to vote on the Strategic Plan update after its first reading

G. Ramsey acknowledged the work of D. Miramontez and B. Haidar, and P. Hsieh acknowledged the PIE Committee for its work.

New Business:

5. Update on Operational Plans (Information Item). 5.1 & 5.4
Division operational plans have been done or are in progress. K. Todd will send a list of operational plans and division plans, the dates they should have been updated, and the responsible parties when she sends the Strategic Plan. G. Ramsey will bring to the PIEC meeting on November 22nd. PIEC should remind responsible parties when updates are due or overdue. Next semester, PIEC will create a vehicle for automatically knowing when updates are necessary.

Reports/Other:

6. Budget and Resource Development Subcommittee (BRDS). 5.1 & 5.2
S. Okumoto presented and discussed the BRDS proposal and requested this committee's approval even though it exceeds the \$68,612 budget amount. BRDS hopes that it might be able to use IELM funds as a Band-Aid at this point. P. Hopkins asked about computers for the new faculty members being hired, and B. Bell said that BRDS recommends redeploying existing computers on campus for that purpose. If there is a gap, then that gap would be funded by BRDS. There was consensus to move the proposal forward, and S. Okumoto will forward it to the constituency leaders, including the students.

B. Bell publicly recognized S. Okumoto for taking the initiative to do a lot of advance work in helping BRDS and guiding it to identify options for funding with the limited resources that we have, as opposed to starting from ground zero. It has made the BRDS meetings much more productive and has benefitted the campus as a whole, and he thanked S. Okumoto for his contribution. P. Hsieh further commended S. Okumoto for his can-do spirit in delivering the proposal to the constituencies and to CEC before the winter break.

7. Research Subcommittee (RSC). 5.1 & 5.3
D. Miramontez reported that that committee will be meeting Monday and will flesh out its work on the Environmental Scan.

Adjournment: The meeting was adjourned at 1:34 p.m.

K. Todd, Reporter

****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.