Planning and Institutional Effectiveness Committee

Co-chairs: Daniel Miramontez and Daphne Figueroa

April 25, 2014

MINUTES

Present: G. Ramsey, B. Bell, D. Miramontez, D. Kapitzke, J. Allen, D. Gutowski, S. Trevisan, M. Lopez, S. Okumoto, D. Sheean, D. Figueroa,

Absent: G. Choe, M. Guevarra, L. Hahn, E. Ledbetter

Guest: P. Hsieh, L. Murphy, A. Jacobson, E. Pollack

Call to Order: The meeting was called to order at 10:33 a.m. by D. Miramontez

1. Approval of Agenda. It was moved by D, Gutowski, seconded by B. Bell and carried to approve the agenda of April 25, 2014

2. Review of draft minutes of April 11, 2014. It was moved by B. Bell, seconded by G. Ramsey and carried to approve the minutes of April 11, 2014

***Strategic Goals**

Old Business:

3. College-Wide Retreat – Follow-up   **2.1**
D. Miramontez reported the college-wide retreat evaluation results has been completed by Office of PRIE, Library & Technology. He's currently waiting for Chair of Chairs, M. McMahon's feedback from department chairs meeting that were due 4/25/14. Once he receives the feedback, he will compile the evaluation results with the feedback and will bring information back to PIEC on 5/9/14 meeting. D. Figueroa pointed out that this item is a 10+1, which will be discussed at Academic Senate Execs meeting on 4/29/14. She clarified that a 10+1 issue is an academic and professional matter (per Title V and District Policy) on which the administration has to mutually agree with or rely primarily on the advice of the Academic Senate. P. Hsieh recommended sending evaluation results to all the constituency groups for feedback by 5/2/14 before forwarding it to CEC.

4. Completion of Revising Operational Plans/Review of Educational Master Plan   **2.1-2.4**
D. Miramontez presented and discussed the "Review of Educational Master Plan" timeline. All operation plans are to be sent to the Office of PRIE, Library & Technology by Wednesday, 4/30/14. Additional revisions were made in blue below.

Deadline: 4/30/2014

Review of Educational Master Plan for Discussion at PIEC April 2014 (Draft)

Divisional Plan	Status/Comment	Next Update Due/Comment	Responsible Party	Status as of 4/25/14
Instructional Services	Last annual updated 2012/13-Include College-wide retreat information into plan	Update of the 3-year plan (Fall 2014-Spring 2017)	VPI	In progress-review format of plan
Student Services	Last annual updated 2012/13- Include College-wide retreat information into plan	Update of the 3-year plan (Fall 2014-Spring 2017)	VPSS	In progress- review format of plan
Administrative Services	Last annual updated 2012/13- Include College-wide retreat information into plan	Update of the 3-year plan (Fall 2014-Spring 2017)	VPA	In progress- review format of plan

Operational Plans	Status/Comment	Next Update Due/Comment	Responsible Party	Status as of 4/25/14
Human Resources	Updated 7/12/12	July 2015	VPA	N/A
Technology	2010-13	Now	Dean, PRIE, Lib & Tech	In progressFinished at comm level
Marketing & Outreach Plan	2006-12 Sandi to provide summary to VPA for inclusion in divisional plan	Now	PIO	Submitted to PIEC-
Student Success and Support Program Plan (SSSP Plan)	Committee recommended suspension of update / revision on 5/2/12; on 10/15/12 decided to extend suspension and to revisit in late spring 2013 pending State guidance New template that is due to the State October 17th 2014	Now (in progress)- Establish a timeline for interval review and acceptance	VPSS	Updated 1/13/14; out for circulation approval on 1/21/14. In progress-
Student Equity Plan	Gap analysis from college-wide retreat to be included in report	Now	VPSS/Dean of Student Affairs	In Progress. Due to CEC April 8th
Basic Skills Action Plan	Updated 2012-13	Spring 2014	Dean Lib Arts	In Progress
Career & Technical Education Plan	College draft to be completed April 2014. Final plan will be ready for posting Fall 2014 (based on State timeline)	Now	Dean, BTCWI	In Progress
Outcomes and Assessment Student Learning Outcome (SLO)Plan	Last updated March 2013	Now	SLO Facilitator	In progressPlan seems to reflect all 3 divisional outcome assessments

| Student Services SLO Plan	Updated annually PIEC co-chairs to review	Now	VPSS/ Student Services/PRSLOAC Sub-comm	? PIEC co-chairs to review
Cultural and Ethnic Diversity Plan	Reviewed annually-	Now	Diversity Committee	Currently being vetted through the participatory governance processCurrently being updated by comm
Facilities Master Plan	Identified goals for this year-will provide an update annually	Now	VPA/Facilities Comm	In Progress (to be completed Spring 2014)-April 30th deadline will be a draft for this plan-Completion is expected in May

D. Miramontez thanked D. Figueroa for the revised visual planning overview diagram and pointed out the following:

- Name of the plan, cycle, date adopted, date sunsets, and status for each plan
- It was much easier to read
- Some interesting things were pointed out from PIESC meeting:
  o Educational Master Plan will be on a 6 year cycle similar to the Strategic Plan (Note: 1 year lag between the Strategic Plan and Educational Master Plan)
  o Divisional Plans will be on a 6 year cycle to be commensurate with the Educational Master Plan
  o Marketing & Outreach Plan will be aligned to the Educational Master Plan
  o SSSP will be on an annual cycle (*Cyclical timeframe TBD for internal and external use)
  o Student Equity Plan will be on an annual cycle (*Cyclical timeframe TBD for internal and external use)

San Diego Miramar College   Planning Overview

	A	B	C	D	E	F	G
1	Plan Name		Cycle	Adopted	Sunsets	Status	
2							
3	Strategic Plan		6 year	Fall '13	Spr '19	Current	
4							
5	Educational Master Plan		6 year	Fall '14	Spr '20	Current	
6							
7	Three Division Plans		6 year	Fall ' 14	Spr '20	Update in progress	
8							
9	Operational Plans						
10							
11	HR		3 year	Fall'12	Spring '15	Current	
12							
13	Technology		3 year	Fall '14	Spr '17	Update in progress	
14							
15	Marketing & Outreach		6 year	Fall '14	Spr '20	Current	
16							
17	SSSP*		Annual	Fall 14	TBD	In Development	
18							
19	Student Equity*		Annual	Fall 14	TBD	In Development	
20							
21	Basic Skills		Annual	Fall '13	Spr ' 14	Update in progress	
22							
23	CTE		2 year	Fall '12	Spr '14	Update in progress	
24							
25	Outcomes & Assessment		3 year	Fall '12	Spr '15	Update in progress	
26							
27	Cultural and Ethnic Diversity		6 year	Fall '14	Spr '20	Update in progress	
28							
29	Facilities (Update)		Annual	Fall 14	Spr' 15	Update in progress	
30							
31	*Cyclical timeframe TBD for internal and external						
32							

D. Miramontez thanked the PIO office for updating the Integrated Planning Process Fall 2013-Spring 2019 diagram below and pointed out the following updates to the diagram per PIESC 4/18/14 meeting:

- Timeframe- Fall 2013-Spring 2019
- Changes to the naming of some operation plans- Basic Skills to Basic Skills Action Plan, CTE Plan to Career Technical Education Plan, SLO Plan to Outcome and Assessment Plan, Matriculation Plan to Student Success and Support Program (SSSP) Plan, HR Plan to Human Resources Plan, Facilities Plan to Facilities Master Plan*
- College Annual Planning Cycle- Add "Complete" Annual Update of Division Plans
- PIESC will update gear diagram from the website at its 5/2/14 meeting
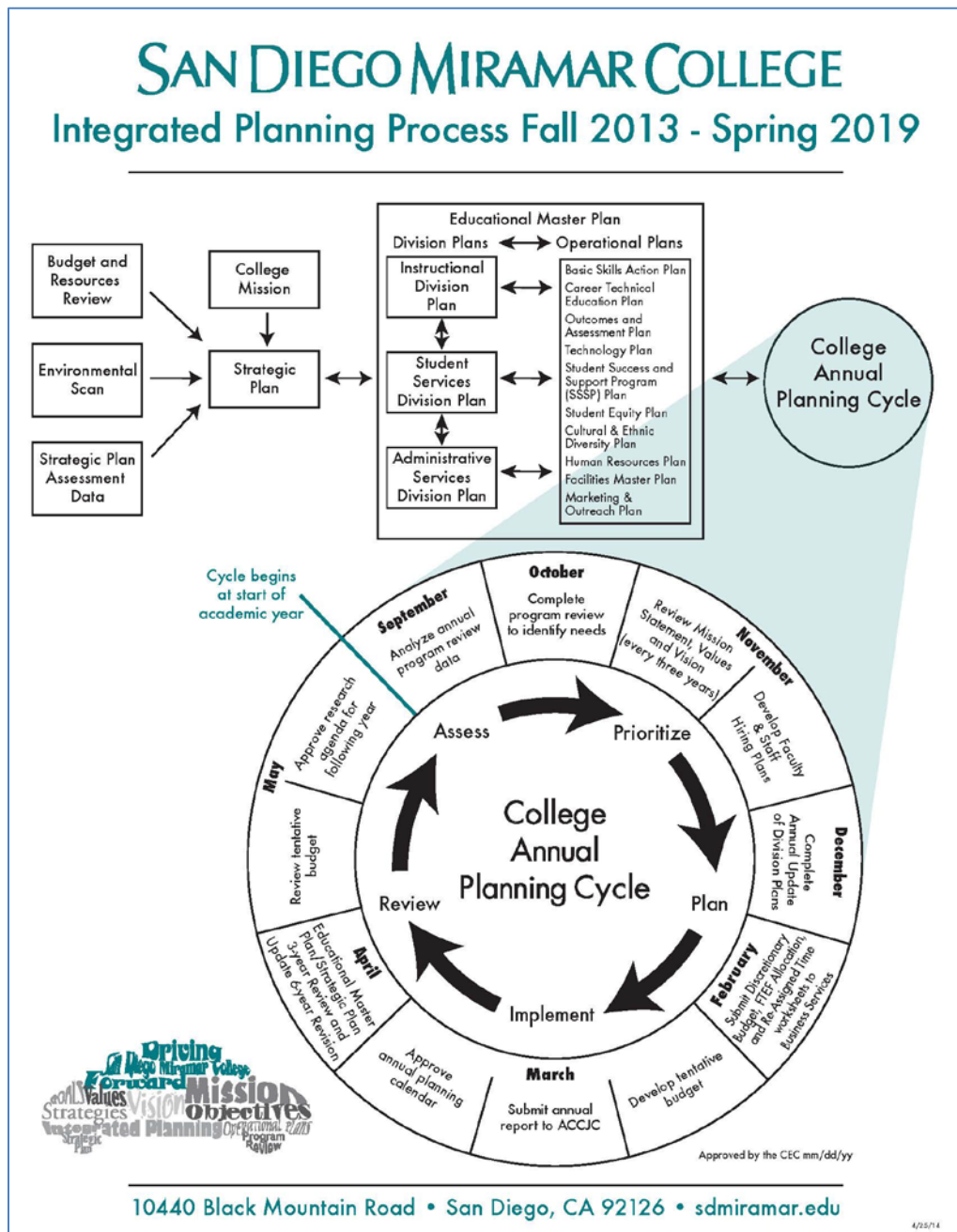
Educational Master Plan

D. Miramontez presented the second draft of the Educational Master Plan and pointed out the following changes:

- Title of report on pg.1 to San Diego Miramar College Educational Master Plan Fall 2014-Spring 2020
- History of Miramar on pg. 6- It is still under discussion. VPI Office will provide update on Appendix B to show the new projected FTES growth for the college.
- S. Trevisan pointed out planned activities for Marketing & Outreach Plan in identifying and removing barriers and to develop a plan to host community, business, industry and organizations on campus (Strategic Goal IV). Planned activity was address at District Review of Services and Campus Review of Services. It was recommended for Marketing & Outreach to bring planned activity to the operational plan lead to review and send any recommendation to PIESC.
- Overview of the Integrated Planning Process on pg. 16-17- The Educational Master Plan and Division Plan is a 6-year plan that is reviewed and updated annually. Updated the integrated planning process diagram.
- Community Characteristics Economic Impact on pg. 18- Updated provided by PIO office.
- Enrollment Projections on pg. 20-22- It is still under discussion. VPI will provide update for Non-Feeder High School Trends; verify student count and FTES projection for Appendix B.
- Part III-2014 to 2017 Planning Themes on pg. 30-33- VPA, VPI, and VPSS provided updated activities for administrative, instructional, and student services using themes from planning retreat. D. Miramontez added Loss/Momentum Framework diagram into appendix on pg. 67.
- VPI will provide information for pg. 22, 6, and appendix pg.57

It was approved by consensus to approve all updated changes highlighted in green. Third draft will go to PIEC on 5/9/14.

5. Strategic Plan Assessment   **1.4**

D. Miramontez reported benchmarking workshop for strategic plan assessment is on May 19th from 1:30-4:30pm in L-303. Purpose of workshop is to have a better understanding on how to benchmark using a qualitative perspective. Invitation email was sent to Academic Senate & Classified Senate executive members, PIEC, and Research Subcommittee. RSVPs are due on 5/5/14. Refreshments will be provided by the President's Office.

6. Membership Roster   **1.2 & 2.3**

D. Figueroa reported PIESC reviewed the membership roster but did not come up with any final recommendation. PIESC will continue to review structure at 5/2/14 meeting.

	Capacity	Name
Administration (4):	*VP, Instruction (Acting)	Gerald Ramsey
	*VP, Administrative Services	Brett Bell
	*VP, Student Services	Gerald Ramsey
	*Representative	Daniel Miramontez
Classified (6):	Administrative Services Rep	Denise Kapitzke
	Instructional Services Rep	Joyce Allen
	Student Services Rep	TBD
	Classified Senate Rep #1	Dan Gutowski
	Classified Senate Rep #2	TBD
	Public Information Officer	Sandi Trevisan
	*Research Subcommittee Chair (non-voting member)	Daniel Miramontez
Faculty (8):	Student Services Rep (also Student Services PR/SLOAC Co-Chair)	MaryAnn Guevarra
	School of BTCWI	Gene Choe
	School of MBEPS (also BRDS chair)	Sadayoshi Okumoto
	School of PRIE, Library & Tech	TBD
	School of Liberal Arts	Michael Lopez
	School of Public Safety	Dennis Sheean
	*Academic Senate Rep #1	Daphne Figueroa
	*Academic Senate Rep #2	Lawrence Hahn
	~~Faculty (Non-voting member)~~	~~TBD~~
Associated Students Council (1):	Representative	Emalina Ledbetter

New Business: None.

Reports/Other:

7. Budget and Resource Development Subcommittee (BRDS)   **1.2 & 2.3**

    S. Okumoto reported BRDS originally identified funding to purchase computers for the campus and recommended the conservative plan (50% reserves for emergency situations) for the proposed IELM 5 year plan. But due to the new state regulation, all allocate IELM funds need to be encumbered by June 30th with no reserves being rolled over to the next fiscal year. BRDS met this morning to come up with a new plan, which B. Bell called it the accelerated IELM plan that would fund 80% ($117K) for the computer refresh and 20% ($29K) for library materials. K. Hill presented "Thin Client" as part of the computer refresh plan for the campus. Thin client (also known as a small client/box device), Virtual desktop infrastructure (VDI), is a computer that is housed on server to fulfill its computational roles. Many thin clients can share their computations with the same server. Downfall is when the server is down, the thin clients is down as well. Using thin clients will help centralizing the standard of imaging computers and maintaining computer services at a reduced total cost for the campus. With limited staffing in ICS department, this would be the best way forward for the computer refresh plan. BRDS gave K. Hill until May 15th to come up with the details for the computer refresh plan.

    After a long discussion, it was approved by consensus to send forward new accelerated IELM Plan to all the constituency groups for any feedback by 5/13/14 CEC meeting.

10. Research Subcommittee (RSC)   **1.1, 2.1 & 4.1**

    D. Miramontez reported Research Subcommittee met and discussed the benchmarking workshop and centralizing the research website.

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

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*San Diego Miramar College Fall 2013–Spring 2019 Strategic Goals:
1. *Provide educational programs and services that are responsive to change and support student learning and success.*
2. *Deliver educational programs and services in formats and at locations that meet student needs.*
3. *Enhance the college experience for students and the community by providing student-centered programs, services, and activities that celebrate diversity and sustainable practices.*
4. *Develop, strengthen, and sustain beneficial partnerships with educational institutions, business and industry, and our community.*