Planning and Institutional Effectiveness Committee

May 23, 2014
10:30-12:30pm, Rm. L-108
Co-chairs: Daniel Miramontez and Daphne Figueroa

MINUTES

Present: G. Ramsey, D. Kapitzke (proxy for B. Bell), D. Miramontez, J. Allen, S. Trevisan, G. Choe, S. Okumoto, D. Sheean, D. Figueroa, E. Ledbetter

Absent: D. Gutowski, M. Guevarra, M. Lopez, L. Hahn

Guest: P. Hsieh, D. Buser, A. Martinez, B. Haidar, A. Jacobson, K. Hill, P. Hopkins

Call to Order: The meeting was called to order at 10:35 a.m. by D. Miramontez

1. <u>Approval of Agenda</u>. It was moved by G. Ramsey, seconded by G. Choe and carried to approve the agenda of May 9, 2014 with amended changes to agenda item #3 Completion of Revising Operational Plans/Educational Master Plan/Strategic Plan and moving agenda item #6 above #3.

2. <u>Review of draft minutes of May 9, 2014</u>. It was moved by G. Ramsey, seconded by S. Okumoto and carried to approve the minutes of May 9, 2014.

*Strategic Goals

<u>**Reports/Other:**</u>

6. <u>Budget and Resource Development Subcommittee (BRDS)</u>   **1.2 & 2.3**
   S. Okumoto reported BRDS originally identified funding to purchase computers for the campus and recommended the conservative plan by putting 50% of the funding in reserves for emergency situations. 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. K. Hill presented the Technology Committee's Computer Refresh plan outlined below:

Description	Cost	Qty	Ext.	
New computer/kb/mouse w/Gfx	$ 1,200.00	2	$ 2,400.00	Pilot 3D VDI
			$ -	
Server OS (Datacenter)	$ 2,177.00	5	$ 10,885.00	
Server OS (Standard)	$ 314.00	4	$ 1,256.00	
			$ -	
Blade Servers	$ 14,500.00	2	$ 29,000.00	
SAS SSD Drives	$ 2,787.87	2	$ 5,575.74	
			$ -	
Thin client hardware	$ 250.00	60	$ 15,000.00	Proposed: 24 ILC, 30 I-124, 6 misc/test
vWorkspace	$ 117.00	120	$ 14,040.00	
CAL RDS	$ 36.00	120	$ 4,320.00	
CAL VDA	$ 30.00	60	$ 1,800.00	Not needed for existing PC
			$ -	
			$ -	
New computer/Kb/Mouse (Standard)	$ 735.00	10	$ 7,350.00	Replace various DQ57 to generate addt'l need rolldowns
Laptop SSD+Mem Upgrade	$ 168.00	12	$ 2,016.00	Upgrade existing laptops
Laptop (Fujitsu, E752)	$ 928.00	12	$ 11,136.00	Replace set of iBooks G4s ?
			$ -	
Subtotal			$ 104,778.74	
Tax			$ 8,382.30	
Subtotal			$ 113,161.04	
Balance			$ 3,948.96	

BRDS voted not to recommend the Technology Committee's computer refresh plan. The final vote count was 3 voted in favor of the Technology Committee's computer refresh plan and 6 voted against the plan. Some of the concerns were:

- BRDS-Installation fee and the annual license fee funds for Thin-Client. There are currently no funds set aside for the annual license fee.
- Academic Senate- failure issues, no access to flash drives, CD drives, etc., including not adequate amount of time to be comfortable approving the Technology Committee's Computer Refresh plan.

After a long discussion, even though computer refresh plan were voted down, it was recommended for BRDS and Technology Committee to continue to have discussion on Thin Client proposal.

Old Business:

3. Completion of Revising Operational Plans/Educational Master Plan/Strategic Plan   **2.1-2.4**
   D. Miramontez reviewed and discussed the following operational plans:
   - **Strategic Plan-** updated, submitted, will go to CEC on 8/26/14 meeting
   - **Educational Master Plan-** updated, submitted, need to update/remove mission visions and values on pg. 7, will go to CEC on 8/26/14 meeting for final approval

   - **Outcomes and Assessment Plan-** submitted; need to be forwarded to Academic Affairs Committee, Student Services Committee, Administrative Services Program Review, constituency leaders, and CEC on 9/16/14 meeting.

- **Career Technical Education Plan-** submitted, currently waiting for District approval to send it forward to the State Chancellors Office, will go to CEC on 8/26/14 as FYI item
- **Technology Plan-** submitted, forwarded to constituency leaders, will go to CEC on 8/26/14 meeting
- **Cultural & Ethnic Diversity Plan-** submitted, it was forwarded to the constituency leaders for DIEC to update and will go back to CEC for approval on 9/16/14 meeting
- **Basic Skills Action Plan-** submitted, will need to be forwarded to Academic Affairs Committee, constituency leaders, and CEC on 9/16/14 meeting
- **Facilities Master Plan-** updated district-wide, need to be forwarded to constituency leaders, will go to CEC on 9/16/14 meeting.
- **Marketing & Outreach Plan-** submitted, approved by CEC.

- **Human Resources Plan-** update on a 3 year cycle, not ready to sunset until 2015
- **Student Success and Support Program (SSSP) Plan-** update on an annual cycle, state mandated plan, currently still being updated, will come to PIEC as a FYI item on 9/12/14 meeting, completion date: Fall 2014, due to State Chancellor's Office on 11/21/14
- **Student Equity Plan-** update on an annual cycle, state mandated plan, currently still being updated, completion date: Fall 2014

4. Strategic Plan Assessment   **1.4**

D. Miramontez reported the first benchmarking workshop for strategic plan assessment was held on Monday, May 19th from 1:30-4:30pm in K-107 was a success. The purpose of workshop was to give faculty, staff and administrators a better understanding on how to benchmark using a qualitative perspective. There were 3 groups at the workshop and they looked at 3 different sets of data that included:

   1) Transfer volume, rate, prepared rate
   2) Completion rate
   3) Awards conferred degrees & certificates

The following strategic plan assessment guiding questions and table below were used to analyze the 3 different sets of data to identify benchmarks. Beginning fall 2014, PIEC will need to establish a benchmark workgroup to go over the 36 indicators & measures that have been identified to develop scorecard to assess the strategic plan by fall 2015.

Benchmark Workshop - Strategic Plan Assessment

Indicator/Measure: _____

Guiding Questions for Interactive Group Discussion

1. Review the indicator: operational definition, trends, and general implications.

2. One to Three Major Trends
   - Which trends are surprising, expected, most critical to watch, compelling action?

3. Internal and External Impact Factors
   - What are some key factors, internal and external, that may be influencing the trends?

4. Comparison Points
   - What are some key comparison points which can be determined (e.g., College-wide, State-wide, District wide 5-year averages)?

5. Assumptions and Considerations
   - Considering what we know about the trends, and the impact factors, as well as current strategies and interventions, what can we expect to see in the immediate and long-range future for this trend? What needs to be considered when planning actions to improve these trends?

6. Standards Methods & Rationale
   - Based on the previous areas discussed up to this point, what standard methodology and rationale would you use to establish the benchmark?

7. Expected Outcome or Benchmark
   - What is a reasonable standard or benchmark for this indicator?

8. Planned Actions for Achieving Benchmark
   - Identify the high impact actions, interventions, or strategies that will have the greatest influence on the benchmark?

---

1) Indicator/Measure:_____

2) One to Three Major Trends	3) Internal and External Impact Factors	4) Comparison Points	5) Assumptions and Considerations	6) Standards Methods & Rationale	7) Expected Outcome or Benchmark	8) Planned Actions for Achieving Benchmark

5. <u>Membership Roster</u>   **1.2 & 2.3**

D. Figueroa reported unfortunately due to the fire in San Diego, CGC had to cancel May 13, 2014 meeting and will be meeting on May 23, 2014 to discuss PIEC proposals in changes to the membership. Also, all constituency leaders have been working on filling the vacancies roster. Even though, new membership is being considered, PIEC should continue to use current membership.

Planning and Institutional Effectiveness Committee

Chair Eligibility – Co-Chairs: Any Faculty Member & any Administrator as designated by the College President
Chair Election – Recommendation, Faculty co-Chair elected by Committee
Chair Term – Three Years
Committee Membership*

Administrators (4)	Classified Staff (6)	Faculty (8)	Students (1)
VPI	Instructional Svcs. Rep. (1)	Student Services Rep. (1)	Representative
VPSS	Admin. Svcs. Rep (1)	School of MBEPS (1)	
VPA	PIO	School of Liberal Arts (1)	
~~Representative~~ Dean of PRIELT	Student Svcs. Rep. (1)	School of Public Safety (1)	
	Representatives (2)	School of BTCWI (1)	
		School of Library (1)	
		~~Senate~~ Rep's At Large (2)	

Steering committee: ~~Administrative Services Program Review Chair, Instructional and Student Services Program Review/SLOAC subcommittee co-chairs~~; VPI, VPSS, VPA, Research subcommittee chair; Budget & Resource Development subcommittee faculty co-chair; faculty and administrative co-chairs of Planning & Institutional Effectiveness Committee; Classified Senate representative

*Committee membership for administration is designated by position held and shall include the Vice Presidents of Administrative Services, Instruction, and Student Services, plus ~~one administrative designee (to include Program Review/SLOAC subcommittee co-chairs if they are not already represented by the three VP's)~~ the Dean of Planning, Research, Institutional Effectiveness, Library & Technology. Faculty representation shall include at least one person from the Student Services division, one from each of the five Schools, plus two ~~Academic Senate designees~~ representatives at large. ~~(to include the faculty Instructional and Student Services Program Review/SLOAC subcommittee co-chairs and faculty chair of Budget & Resource Development subcommittee.~~ (Faculty representation will also include the faculty co-chair of the Budget & Resource Development subcommittee) ~~and the Chair of the Research subcommittee, if that person is a faculty member)~~. Classified Senate representation shall include one person from Instructional Services, one from Administrative Services, one from Student Services & the PIO, plus two Classified ~~Senate designees~~ representatives at large. Student membership will be an Associated Student Council designee.

The membership will include the Research Subcommittee Chair

Committee Goals:
   To develop, coordinate, direct and evaluate the college integrated planning process and to ensure alignment with the ACCJC accreditation standards and compliance with Title 5 regulations and Education Codes.

Committee Procedures and Calendar:
   The Planning and Institutional Effectiveness Committee will:
   1. Establish and update the planning calendar and work flow diagram of the College Annual Planning Cycle.
   2. Coordinate and evaluate the College integrated planning process including alignment of the decision-making functions of the College governance committees within that process.

New Business: None.

10. Research Subcommittee (RSC)   **1.1, 2.1 & 4.1**
    D. Miramontez reported Research Subcommittee did not meet; no report.

Adjournment: The meeting was adjourned at 12:03 p.m.

The next PIEC meeting is on Friday, September 12, 2014 from 10:30am-12:30pm in Room L-108.

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.*