



Planning and Institutional Effectiveness Committee

September 12, 2014

10:30-12:30pm, Rm. L-108

Co-chairs: Daniel Miramontez and Daphne Figueroa

MINUTES

Present: R. Bennie, B. Bell, D. Miramontez, J. Allen, D. Buser, D. Figueroa, S. Trevisan, D. Sheean,

Absent: G. Ramsey, D. Kapitzke, D. Gutowski, M. Guevarra, M. Lopez, E. Ledbetter

Guest: P. Hsieh

Call to Order: The meeting was called to order at 10:36 a.m. by D. Miramontez

1. Approval of Agenda. It was moved by B. Bell, seconded by D. Buser and carried to approve the agenda of September 12, 2014.
2. Review of draft minutes from May 23, 2014. It was moved by B. Bell, seconded by D. Buser and carried to approve the minutes of May 23, 2014. D. Figueroa commented that she will send out PIEC membership changes to constituencies and will get that through the pipeline. President Hsieh commented on page two, Old Business from the May 23, 2014 PIEC Minutes. In addition, she commented that the committee did a fantastic job last month on overseeing the update of all the operational plans, strategic plan, as well as the educational master plan. She mentioned that the CEC is now experiencing the ripple effect and have not been able carry out what was all agreed upon regarding plan deadlines. She addressed concerns about the operation plans and is concerned that as an institution, we can't go by the things we all agreed through the participatory governance process. Her concern is grounded in the fact that people don't remember what has been said and agreed upon, what the discussion entailed, and what was approved by PIEC. D. Figueroa added that the constituency leaders need to know that they need to call a special meeting to address any deadline concerns. She is hopeful that Taskstream will help this issue, to get governance items into Taskstream, to stay on track, and to see what is on the table and what needs to move forward. D. Figueroa added that CGC needs to do trainings as well on process and practices, but stated concern that people also need to attend the trainings as well. President Hsieh will make it mandatory for all her managers to attend the trainings to ensure understanding of the participatory governance process and their role in it. D. Miramontez suggested that plans may need to be prioritized so that deadlines are met in a timely manner. It was also stated that D. Figueroa created a grid to keep track of when plans are due. D. Miramontez will send to all PIEC members.


Old Business:

None

New Business:

***Strategic Goals**

3. Finalize meeting dates for PIEC. The meeting dates were approved by consensus. **1-4**
 For future PIESC meetings, if there aren't any items which need to be discussed in detail, then draft agenda will be sent out to PIESC electronically for approval and no meeting will be needed. President Hsieh recommended that the last PIEC meeting on May 22, 2015 to have the final 2015-16 meeting calendar finalized. All agreed to this recommendation. Furthermore, D. Figueroa cannot attend November 14, 2014 meeting due to State Academic Senate meeting. D. Figueroa will look for a substitute.



**PIEC & PIESC Meetings Calendar
2014-2015**

**Planning and Institutional Effectiveness
Committee (PIEC)**

| Date | Time | Place |
|----------|-------------|-------|
| Sept. 12 | 10:30-12:30 | L-108 |
| Sept. 26 | 10:30-12:30 | L-108 |
| Oct. 10 | 10:30-12:30 | L-108 |
| Oct. 24 | 10:30-12:30 | L-108 |
| Nov. 14 | 10:30-12:30 | L-108 |
| Dec. 12 | 10:30-12:30 | L-108 |
| Feb. 27 | 10:30-12:30 | L-108 |
| Mar. 13 | 10:30-12:30 | L-108 |
| Mar. 27 | 10:30-12:30 | L-108 |
| Apr. 10 | 10:30-12:30 | L-108 |
| Apr. 24 | 10:30-12:30 | L-108 |
| May 8 | 10:30-12:30 | L-108 |
| May 22 | 10:30-12:30 | L-108 |

**Planning and Institutional Effectiveness
Steering Committee (PIESC)**

| Date | Time | Place |
|----------|------------|-------|
| Sept. 19 | 8:30-10:00 | L-108 |
| Oct. 3 | 8:30-10:00 | L-108 |
| Oct. 17 | 8:30-10:00 | L-108 |
| Nov. 7 | 8:30-10:00 | L-108 |
| Nov. 21 | 8:30-10:00 | L-108 |
| Dec. 5 | 8:30-10:00 | L-108 |
| Feb. 6 | 8:30-10:00 | L-108 |
| Feb. 20 | 8:30-10:00 | L-108 |
| Mar. 6 | 8:30-10:00 | L-108 |
| Mar. 20 | 8:30-10:00 | L-108 |
| Apr. 17 | 8:30-10:00 | L-108 |
| May 1 | 8:30-10:00 | L-108 |
| May 15 | 8:30-10:00 | L-108 |

(V. Sacro.09/15/14)

4. PIEC 2014-15 Goals. **1-4**
 - a. College-wide Planning Retreat (Workgroup) – The Planning Retreat date will be on Friday, March 13, 2015. D. Figueroa brought up the possibility of an off-campus venue at Scripps Library. President Hsieh recommends using facilities on campus due to off-

campus venue restrictions. D. Miramontez reminded everyone who was on the workshop last time. In regards to membership of the workgroup, do we change membership? Suggestion by J. Allen, second by D. Figueroa that VPA Bell should stay in leadership role, along with D. Miramontez. VPA Bell suggests identifying a theme first and then looking at strengths to see who will be most qualified to shepherd the theme. D. Figueroa would like to see follow-up from Loss/Momentum Framework and Six Factors of Student Success, to keep the flow going. President Hsieh also recommends the continuation and on-going process of the theme, workgroup focusing on student success, and student completion. D. Miramontez suggested that the focus will be on the last phase of the LMF, namely the completion phase, defining completion as degrees (per PIEC members). D. Figueroa also added that this will be the opportunity to bring in people with degrees in different areas (CTE, Liberal Arts, etc.). Student equity, student success, and classroom focus need to be integrated into the retreat as well. It was recommended to have Dean Irvin to be part of the workgroup by President Hsieh. Volunteers for the workgroup will need to be finalized. The workgroup will be led by D. Miramontez, D. Figueroa, and VPA Bell. Additional volunteers will be solicited for the workgroup (i.e. Faculty, classified, etc.).

- b. Develop/Update 2015/16 Planning Calendar – This item will be addressed at the beginning of spring term and tentatively finalized in PIEC by March 27. Subsequently, it will be sent out to the constituency groups for feedback and approval during April and will come back to CEC for final approval on beginning of May.
- c. Strategic Plan Assessment (Workgroup) – Need to form a workgroup that will go through the 36 indicators/measures and use the methodology taught at the benchmark workshop in May 2014. The established benchmarks will then be used to compile a strategic plan assessment scorecard. Methodology will be used as a workgroup to map out the rationale for our benchmarks. This methodology allows us to work through each of the indicators and measures and allows the workgroup to pull in other sources of information to inform a realistic benchmark. Workgroup to consist of six to eight individuals; two classifieds, two faculties, two managers, and one student. We will need to solidify this workgroup along with the timeline. Benchmarks are needed to be established by the end of spring 2015 and scorecard will be established by fall 2015.
- d. PIE Committee and Accreditation – We are now in accreditation mode. Fall 2014 will focus on organizing the teams to be able to address the standards. Writing to the standards will consist of a Tri-Chair, structure consisting of one manager, one classified, and one faculty. PIEC's role in accreditation process will be to serve as a resource to Stander 1-B (Academic Quality and Institutional Effectiveness).

Important dates for Accreditation:

September 12, 2014 – Orientation Meeting

September 12, 2014 – Accreditation Faculty Co-Chair Announcement closes

September 26, 2014 – Appointment of Accreditation Faculty Co-Chair

October 3, 2014 – Appointment of writing team members and Accreditation Tri-Chairs (PIEC will serve as a resource for writing team)

October 15, 2014 – ACCJC Training – Core Accreditation team (10) will attend training at MiraCosta which will focus on how to write to the new standards.

October 17, 2014 – Organizational Meeting, 8:30am-10am, location TBD

October 31, 2014 – Accreditation New Standard Update Training for Writing Team, time and location TBD

Reports/Other:

5. Budget and Resource Development Subcommittee (BRDS) 1.2-2.3
D. Buser will co-chair BRDS with VPA Bell. First BRDS meeting will be held on Friday, September 19, 2014, agenda to be released. There are big changes to occur with IELM funds.
6. Research Subcommittee (RSC) 1.1, 2.1, & 4.1
First meeting was held on Monday, September 7, 2014, in which four goals were laid out for the year. Update 2014/15 Research Agenda, which will change based on the four new strategic goals. Build IR website to house standing reports and will be linked to District's IRP reports. Update Ad Hoc process as well as GIRPA form (deals with data sensitivity, last update was in 2010). President Hsieh commented that a Research and Planning Analyst position is in the process of being hired to support student success.

Adjournment: The meeting was adjourned at 12:06 p.m.

The next PIEC meeting is on Friday, September 26, 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.*