



## Planning and Institutional Effectiveness Committee

March 27, 2015

10:30 a.m. -12:30 p.m., Rm. L-108

Co-chairs: Daniel Miramontez and Daphne Figueroa

### MINUTES

**Present:** B. Bell, G. Ramsey , D. Miramontez, D. Gutowski, D. Buser, D. Figueroa, M. Lopez, D. Sheean, E. Ledbetter

**Absent:** D. Kapitzke, J. Allen, S. Quis, M. Guevarra

**Guest:** X. Zhang

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

1. Approval of Agenda. It was moved by B. Bell, seconded by D. Gutowski and carried to approve the agenda of March 27, 2015.
2. Review of minutes from February 27, 2015. Minutes was moved by G. Ramsey, seconded by B. Bell, and carried to approve minutes of February 27, 2015. Two abstain, D. Buser, R. Bennie.

### **Old Business:**

#### **\*Strategic Goals**

##### **1-4**

1. PIEC/PIESC Membership Update. PIEESC membership has been approved by CEC, handbook to be updated at the end of spring semester. T. Hubbard is currently working on who will be appointed as the PIEESC Classified member. PIEC membership approved and updated with Dean of PRIELT. B. Haidar to appoint faculty representative. Will revisit PIEC membership in Fall 2015 for any recommended changes.
2. College-wide Planning Summit Wrap-up. Last phase of Loss/Momentum Framework, degree completion. The summit evaluation results were presented. There were 43 participants that filled out the evaluation. Majority were Classified Contract, followed by Classroom Faculty with equal amount of student and managers, respectively. Limited adjunct faculty representation may be due to time of summit. On organization, summit was well planned but questioned the length of the summit. Overall, summit had a positive feedback and was well organized. Most were in agreement regarding summit logistics. Location of the summit was convenient and meeting was conducive for an effective summit. The summit was effective in advancing the college's planning activities. Overall satisfaction was high. Best parts of summit were both panels, activity during interlude,

group activities, and diverse representation of campus. Summit was more interactive. Improvement needed on length and format of report-out session. Suggestions for next summit are to possibly assign report-out, key-points presented on post-it posters. From clicker questions, next year's summit was split between two topics: student support integrated with instruction and ensure students know requirements to succeed. Next PIEC meeting, Research and Planning Analyst will do a theme analysis based upon the group discussion from the summit.

3. Develop/Update 2015-16 Planning Calendar (Spring 2015 item). PIESC met today and talked about: Annual update - Division goals and objectives, Annual update - Develop Division priorities, Submit summary of Program Review reports/Annual Division plan updates at the College Executive Committee (CEC), and Post annual updates of the Division six year plans to the Planning Website. With the restructure of PRIELT (which includes PRIE with Library and Technology), there are two functions of the school. Recommended by PIESC to add the President's Office as a fourth division. PIESC to meet for planning on how to incorporate fourth Division, to include PIO and Library/Technology section of PRIELT. Consensus was met, but D. Miramontez to bring topic to President for feedback and return to PIEC. Need distinction for PRIE (reporting college-wide), Library and Technology, PIO, research associate, and grant writing was brought up - to bring awareness. For grant writer and research associate, these elements are part of the process resource development. Grants are more specific and need to be tied to larger picture in strategic planning. Discretionary Reallocation process format, timing does not work. Recommend to shift process to have worksheets distributed in January, due end-of-month March, closer to developing tentative budget in April. January 15 to distribute discretionary budget worksheets. March 31 to approve discretionary budget worksheets and submit to Business Services. Add new task in September 11, to request allocation of new discretionary resources (VPA/BRDS Co-Chairs). October 14 to submit RFFs to BRDS for all Deans and VPs. December 8 send new discretionary allocation to CEC.
4. Strategic Plan Assessment Workgroup Update. Two items brought to PIEC with refining naming convention to reflect with Scorecard. First is metric I.3.4 to be combined with I.3.5, recommend to PIEC to combine both for benchmark purposes. I.3.4 now updated to state: Employee Satisfaction/Cultural Climate Survey results specific to professional development-Data not yet available until end of Spring 2015. Second item is regarding Enrollment and Service Management. II.1.1 to be updated with Number of course sections offered and percentage via all modalities (distance ed, day time and evening classes, and off-campus locations) Metrics benchmarked. From analysis, information was translated into an internal Scorecard (refinement of benchmark translation). Called Balanced Scorecard, presented by X. Zhang, taking multiple perspectives to evaluate our college under the premises of our four strategic goals. Scorecard will be a strategic management system to evaluate strategic goals and serve as a measurement system to evaluate our college. Scorecard will also be used as a communication tool for strategies, infrastructure, and outcomes – it will serve multiple purposes, the final piece to close the inquiry loop.

Four part Scorecard: Introduction, snap shot of single year toward goal, 5-year trend analysis, and crosswalk, mapped to overall strategic goal. Consensus of scorecard format was met by PIEC, but recommendation was made to update Goal terminology to Benchmark.

5. PIE Committee and Accreditation. No update.

**New Business:**

1. Institutional Effectiveness Partnership Initiative . New Statewide initiative (IEPI), Chancellor has new division (namely Institutional Effectiveness). Initiative has two parts: 1. Collegewide endorsement of the 18 indicators (which overlap with our Strategic Plan Assessment), 2. Set Goals for four (out of 18) indicators. PIEC to officially endorse 18 indicators along with goal-sets for the four metrics, to be forwarded to constituency and CEC as an FYI, and to CEC for final approval. The four metric with goals are: Successful Course Completion, Accreditation Status, Fund Balance, and Audit Findings. First, Accreditation Status, with goal of reaffirmation. Second is Successful Course Completion, currently being reported as 73% in our annual Accreditation report. For Fund Balance and Audit Findings, will need confirmation from District, and that if adopted, all three campus will adopt the same type of language for the goal. Suggestion for Fund Balance that District will maintain a minimum of 5% general fund unrestricted as a percentage of total expenditures, which is standard for the state of California. For Audit indicator, the college will contribute to the Districtwide goal, an un-modified audit opinion. Motion to adopt 18 indicators with four goals, pending District confirmation. Moved by R. Bennie and seconded by G. Ramsey and carried to approve. This will be forward as FYI to constituencies. There will be three visits from an IEPI team, first is an intake of information from the college, second visit is college will implement plan (grant allocated), third is a follow-up visit. Need to put together team to look at elements of strategic enrollment management. Recommend team to include PIESC (VPA, VPI, VPSS, PIEC Co-chairs, RSC Chair, BRDS Co-chairs, and Classified Senate designee), Research and Planning Analyst, Outcomes Assessment Facilitator, Academic Senate designee, Chair of Chairs, Instructional Deans, and Chair representation from each school that needs representation (or designee). Consensus to move forward to constituencies.

**Reports/Other:**

1. Budget and Resource Development Subcommittee (BRDS). 1.2-2.3  
Will meet on April 17 and will be looking at new budget for upcoming year. There were problems with Request for Funding process and Discretionary Budget. For both items, allocation process was tied to program review, will review process and find out which people fell through. This will also be discussed on April 17 meeting.

2. Research Subcommittee (RSC).

**1.1, 2.1, & 4.1**

Structure of IR website draft will be reviewed in April. Expiration of Chair term, elections for an for incoming Research Sub-Committee Chair will be visited.

3. Informational Items.

None

**Adjournment:** The meeting was adjourned at 12:26 p.m.

The next PIEC meeting is on Friday, April 10, 2015 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.*