



Planning and Institutional Effectiveness Committee

September 11, 2015

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

Co-chairs: Daniel Miramontez and Daphne Figueroa

MINUTES

Present: P. Hopkins, B. Bell, D. Miramontez, D. Kapitzke, J. Allen, D. Gutowski, X. Zhang, D. Buser, D. Figueroa, D. Sheean, L. Murphy,

Absent: G. Ramsey, S. Quis, M. Guevarra, M. Lopez, C. Gilley

Guest: G. Choe

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

1. Approval of Agenda. Minor change under New Business, to add Fall 2015 follow-up to flow into Planning Summit. It was moved by B. Bell with changes, seconded by D. Kapitzke and carried to approve the agenda of September 11, 2015.
2. Review of minutes from May 22, 2015. Tabled until next meeting.

Old Business:

*Strategic Goals

1-4

1. Institutional Effectiveness Partnership Initiative (IEPI) Update. First Partnership Resource Team (PRT) visit is scheduled for October 2, 2015, which will be an all day visit. There will be six individuals identified throughout the State to serve on the PRT Team. Focus will be on Strategic Enrollment Management. IEPI Taskforce will consist CEO, PIE Steering Committee, VPI, VPSS, VPA, RSC Chair, BRDS Co-chairs, PIEC Co-chairs, Classified Senate Representative, RPA (also RSC Chair), Outcomes and Assessment Facilitator, Chair of Chairs, Deans (Instructional and Student Services), Chair representation from each instructional school and counseling, Academic Senate President, PIO, and Associated Student Council President. If there are scheduling conflict, individuals to find proxy for representation. Draft schedule has been sent to the state for review and provide feedback. There will be an IEPI Taskforce scheduled meeting next Friday (to include proxies) to go over schedule, big picture, and layout of all PRT visits. Initial meeting is for PRT to gather information on SEM and to ask questions that needs to be addressed. Afterwards, PRT will help the college develop a plan. Guiding questions were created and are based on the Principles of Redesign (broad overview), which were reviewed and discussed. PRT works with college on areas of focus, for Miramar College, this will be the SEM. This is advisory in nature from State Chancellor's Office, to help meet accreditation standards more effectively. Questions were brought up on how to prepare for visit and specifics on the SEM processes were discussed. PRT visit is to help our college, collecting data, and guide in creating an action plan, and show case effective practices used.

2. Strategic Plan Assessment Scorecard Update. First draft of Scorecard was presented and discussed. Aesthetic changes were recommended to help convey message. Recommendation was to change Five-year Trend Analysis aesthetics, moving legend to top of the table, and to change the red dot (which conveys negativity) to an orange dot (to pay attention) - to look at table holistically. However, red, yellow and green color is commonly used as a standard format, universally understood. Define the red dot as an alert mechanism, an area identified for improvement. Accentuate and deepen green dot more. With labels, lists under red, areas identified for progress improvement (for positive awareness). Yellow dot to evaluate. Legend to more clearly defining the purpose of the colors to show progression. Recommended also on page is it needs definition of benchmark (percentage and number). Number in parenthesis after legend definition. Fade/soften the numbers. Instructions to be included, looking at both documents. Three footnotes: 1) Asterisk on percentage, 2) Represent volume, and 3) To refer to benchmark. After a discussion and recommendations, concluded that Five-year Trend Analysis page was already too busy. The final recommendation was to move legend (with update to labels), deepen dot colors, fade/soften numbers and figures, and Operational Definition (to include benchmark information), adding additional column on right hand side benchmark methodology by each metric. For Grey areas, received information from Accreditation Surveys (student and employee), and have discussed methodology to benchmark the information. Over the summer, survey items were linked to the measures and indicators. Surveys used were the Employee Satisfaction Survey, Student Satisfaction Survey, and Employee Cultural Climate Survey. The SPAS used the 3-year average as the benchmark with current 2015 Survey Results as the current measure. For continuous quality improvement, next time around, specific SPAS designed questions could be made to create surveys (changes to survey questions). Consensus was reached to update SPAS with recommended changes.

New Business:

1. 2016 Planning Summit/Fall 2015 Convocation Follow-up. For Fall 2015 Convocation as a follow-up, email will be sent to include qualitative data packet, Roadmap, and YouTube link to Sara's Story. To wrap up what was done for Convocation, two pieces of information was brought to PIEC, which is the evaluation portion of Convocation and the qualitative data on the student journey. PIEC was presented with Convocation Evaluation results and discussed satisfaction results, concerns, compliments, and improvements needed (in particular, length of time and Convocation format). Recommendation was made that if analysis is done (and expect good information back from individuals) we need to find a way to address comments - need to spend time for a planning process and review longitudinal data. Discussion with Convocation concerns to be talked about in CEC, to change agenda. For 2016 Planning Summit, tentative workgroup to be formed, represented by D. Sheean, D. Miramontez, D. Figueroa, X. Zhang, D. Buser, B. Bell, N. Grisham, H. Irvin, T. Hubbard, and L. Murphy.

2. 2016-17 Planning Calendar. Placeholder
3. College Mission, Vision, and Values. Needs to be reviewed and brought to PIESC and will bring feedback to PIE for discussion, and then move forward. Planning Summit usually takes in place of PIESC. Suggestion to have a PIESC meeting and then move to Planning Summit Workgroup. Meeting updates to Mission, Vision, and Values to be discussed in PIESC meeting.
4. Review on membership. Went to CGC last year. Need to look at committee goals and procedures to move forward. Major emphases are changes to move forward, particularly on Student Success, which is not reflected in our committee goals. College Mission, Vision, and Values and committee goals and procedures will be agenda items for next PIESC.

Reports/Other:

1. Budget and Resource Development Subcommittee (BRDS). 1.2-2.3
Shifting processes from spring to fall semester. Allocating new resources in the fall semester, to complete Request for Funding Process to include an additional revenue stream (was previously from BRDS unrestricted fund). This year, there is a one-time lottery fund for instructional supplies. Large funding from RFF process will be spent this fall semester. IELM has no allocation currently (reminder, 80% to go to technology refresh and 20% to library book purchase). For the one-time supply money, with no ongoing cost, software purchase will be considered (non-recurring). Over \$300K in object code 4000 to be spent this year.
2. Research Subcommittee (RSC). 1.1, 2.1, & 4.1
First meeting is next Monday. Plan to discuss and review Research Website, research requests, and GIRPA form. Will also conduct a comprehensive review of the Miramar College-wide Research Agenda, to either update content or restructure.
3. Informational Items.
Request was made for a list to cross reference membership of BRDS and RSC.

Adjournment: The meeting was adjourned at 11:41 p.m.

The next PIEC meeting is scheduled September 25, 2015, with time change of 9:30 a.m. to 11 a.m.

****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.*