



Planning and Institutional Effectiveness Committee

November 13, 2015

1:00 p.m. - 2:30 p.m., Rm. L-108

Co-chairs: Daniel Miramontez and Daphne Figueroa

MINUTES

Present: B. Bell, G. Ramsey, P. Hopkins, D. Miramontez, X. Zhang, D. Buser, D. Figueroa, M. Hart, L. Murphy, C. Gilley

Absent: J. Allen, D. Kapitzke, D. Gutowski, M. Guevarra, C. Somvilay, S. Quis, M. Lopez, D. Sheean,

Guest:

Call to Order: Called to order at 1:06 p.m. by D. Miramontez.

1. Approval of Agenda. Agenda was moved by L. Murphy seconded by G. Ramsey and carried to approve the agenda of November 13, 2015.
2. Review of Minutes from October 9, 2015 and October 23, 2015. Minutes were moved by L. Murphy, seconded by D. Buser and carried to approve both minutes.

Old Business:

*Strategic Goals

1-4

1. Institutional Effectiveness Partnership Initiative (IEPI) Taskforce Update. The PRT feedback report will be sent to IEPI Taskforce once received. Phone conference has been scheduled for November 30, from 1 p.m. to 2 p.m. This is to clarify any questions from the feedback report and will help create an action plan for the second site visit. Phone conference may be rescheduled.
2. Strategic Plan Assessment Scorecard Workgroup (SPAS) Update. Will be brought forward to Manager's meeting. Went through Academic Senate Executive Committee for a brief introduction and will be presented at Academic Senate meeting on December 1, 2015. Follow-up will be made with Classified Senate on where they are in their process. As for the Student body, informal presentation was presented at an informal meeting, and approval was made to move forward. Looking to have SPAS formally approved by college, at the last CEC meeting of the semester. Discussion was continued on identifying responsible parties/plans in moving SPAS forward in action planning. PIEC previewed (for discussion) the current draft version for SPAS, and consensus was made to move forward, implementing action based on SPAS.
3. 2016 Planning Summit/Fall 2015 Convocation Wrap-up. Shared notes from Planning Summit Workgroup meeting from November 6, 2015. Focusing on action planning, implementation, and evaluation. Summit title change will now be *Moving Forward: A Mid-cycle Review for Student Success*, to convey message that this summit is more action

oriented. From last year's summit, the topics that were identified to be focused on for this year's summit is to ensure students know requirements to succeed and integrate student support with Instructions. This summit will use these topics to focus data for outcomes of specific action planning and implementation - bringing together all pieces of the puzzle. Based on these two topics, Planning Summit Workgroup took scorecard and identified areas that need improvement, discussing at At-a-Glance and 5-year Trend Analysis, and paying attention to areas with gaps from our current status and our benchmarks. Qualitative data were previewed and used to help close the benchmark gaps that address the above topics using a triangulation approach: quantitative (SPAS), qualitative (Convocation), and assessment outcomes. Assessment Gap Analysis was presented and ISLO Assessment was previewed - taking a targeted approach, looking at ISLO (Intellectual and Practical Skills) and thinking about what methods to use with artifacts of this actual learning/occurring in classes. This is to get information and see if we are actually doing what we say we are doing, and share information across the campus, and then implementing strategies to move forward. Possibly have a session or breakout to introduce this critical thinking. At summit, will introduce the topic of disaggregating data for outcomes assessment. Also mentioned is a pilot for disproportionately impacted students, which will supplement achievement data, Learning Outcomes Gap Analysis, and Lead to Improvement Strategies in Moving Forward. Focusing efforts in regards to SPAS, ISLO, and qualitative data, a comprehensive approach in moving college forward in action planning. Tentative agenda for summit was also previewed, and timeline, event logistics, and topics were discussed. This summit will cross-reference groups, integrating student support with instructions in an action-oriented way. Each group to go to three stations, to cross reference groups. Consensus was made to have workgroup move forward.

4. Review PIEC Goals, Procedures, and Membership. Went through Academic Senate and will send reminder to constituency leaders to move forward to CEC. Program Review and Outcomes and Assessment group structure was previewed, brought forward, and discussion was re-opened. Feedback from IPR/SLOAC was that these two functions to be under PIEC. Proposal was brought forward that groups be created for these two distinct functions - Outcomes and Assessment group to be connected to Program Review and be under PIEC. Will need more informed discussion regarding this topic. Presentation previewed to be sent out for review and then brought back to PIEC to continue discussion.
5. PIEC and Standard I.B. (Assuring Academic Quality and Institutional Effectiveness). Was worked on during the Public Forum meeting.

New Business:

1. 2016-17 Planning Calendar. Placeholder until Spring 2016.

Reports/Other:

1. Budget and Resource Development Subcommittee (BRDS). **1.2-2.3**
From last BRDS meeting, prioritized all 106 Request for Funding (RFF) and then allocated resources. Final document by subcommittee was sent to constituent leaders for comment. Once comments are received from Academic Senate, Classified Senate, and managers, RFF list will be sent to CEC for final approval. The Technology Committee prioritized several items. Waiting for their response for funding recommendations by BRDS with resources allocated. There was \$300K for instructional supplies available and \$120K were allocated (\$170K available). Committee approved a process to allocate remaining balance of instructional supplies funds (on pro-rated basis) to top-level instructional divisions, not department level. Based on timeline, and feedback from constituent groups, list will be brought to next PIEC meeting and then to CEC for approval. (Note. Meeting to continue with proxy - D. Buser for D. Figueroa and B. Bell for G. Ramsey). However, ranking list was previewed and discussed during this meeting (from 2015 RFF Weighted BRDS Working 6Nov15). Motion to approve by D. Miramontez, seconded by B. Bell and motion was carried.

2. Research Subcommittee (RSC). **1.1, 2.1, & 4.1**
Proposed new format of the College-wide Research Agenda was previewed, to be restructured for ease of request and accessibility and so that people could comment on any sections of the Research Agenda and provide feedback on research data or reports received. Will continue to build research agenda within framework of proposed format.

3. Informational Items. None

Adjournment: The meeting was adjourned at 2:21 p.m.

The next PIEC meeting is scheduled December 11, 2015, with from 10:30 a.m. to 12:30 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.*