

Planning and Institutional Effectiveness Committee

October 14, 2016

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

Co-chairs: Daniel Miramontez and Naomi Grisham

MINUTES

Present: P. Hopkins, B. Bell, G. Ramsey, D. Miramontez, J. Allen, D. Gutowski, X. Zhang, N. Grisham, G. Choe, M. Hart, D. Sheean, L. Murphy

Absent: S. Quis, D. Kapitzke, J. Calanog, M. Lopez

Guest: K.A. Jun

Call to Order: Called to order at 10:33 a.m. by D. Miramontez.

1. Approval of Agenda. Agenda was moved by D. Gutowski, seconded by B. Bell and carried to approve the agenda of October 14, 2016.
2. Review of Minutes from September 23, 2016. Minutes forthcoming.

*Strategic Goals

New Business:

1-4

1. None.

Old Business:

1-4

1. PIEC Evaluation within College Governance Structure. To be worked on by PIE Steering Committee (PIESC), which is currently discussing the mid-cycle review of the Educational Master Plan. CGC is looking at a timeline to have 2015-16 evaluations done by the end of the semester, then continue on with the 2016-17 evaluation with submittal by the end of the spring semester. CGC to send out deadline dates to committee chairs.
2. Discussion on Program Review Landing Page. Flowchart of landing page from Program Review is in currently in discussion.
3. Challenge Issues: Planning Summit 2017. Updates from PIEC Representatives. N. Grisham presented to Student Services (information was sent out), no volunteers thus far. G. Choe is setting up meeting with BTCWI. D. Sheean presented to Administration of Justice, Fire, and EMT (currently recruiting volunteers). L. Murphy presented to Biology, no volunteer. J. Calanog will be presenting to Physical Sciences and Math. L. Murphy awaiting date to present to Exercise Science. According to J. Allen, M. Lopez presented to Arts and Humanities, likes the first part, but needing volunteers. J. Allen to help with soliciting volunteers. B. Bell to present to Administrative Services Division. From those who presented, presentation was well received. Now have a general understanding on how everything is tied together, with a clearer picture and direction on what is to be accomplished. Concern was raised that clarification is needed regarding Planning Summit 2017 presentation. Currently this is open-ended, no definite information on where the presentation will go until workgroup is identified and have cross-collaboration discussion. Presentation format will come from Planning Summit Workgroup. Also

concern that the topics regarding Student Success, Student Access, and Equity have no ties with operational services. Suggestion to look at Administrative Services as an entire unit, combining budget, planning, and enrollment management. This topic will be visited once the planning summit workgroup is in place. Recruitment and volunteer portion should be easier once message is presented. Recommendations for volunteers are due by October 21, 2016 from Administrative Services, Student Services, and Instruction. Finalize workgroup membership list in PIEC by October 28, 2016. First Planning Summit Workgroup (PSWg) meeting On November 4, 2016, to include discussion on format for the Planning Summit.

4. Mid-cycle Review of Educational Master Plan and Division Plans. PIEESC has been meeting diligently. Reviewed Educational Master Plan relative to college's Strategic Plan. To lay the foundation for discussion, the difference between the Strategic Plan and Educational Master Plan is that the Strategic Plan is the overall institution's plan which breakdown the college's mission and vision statement into goals, strategies, indicators, and measures. This information feeds into our Educational Master Plan, which integrates with our various Operational Plans and three Division Plans. Discussion was opened on Educational Master Plan. First recommendation for the Educational Master Plan is to adjust plan timeline from Fall 2014 to Spring 2021 (this reflects to Strategic Plan timeline/cycle update to Fall 2013 to Spring 2020). From PIEESC, recommendation was made to add the college's Mission, Vision, and Strategic Goals and to show connection, link, or crosswalk with District strategic goals. Move forward with adding crosswalk, but to update when District updates their plan in spring 2017. Second, with three-page history of college, recommend to replace it with a portion from the college's SER introduction. To begin with multi-college district narrative, then insert introduction from SER, and then ending with integration of college and District strategic goals. Consensus to make introduction update and adding the College's Mission and Vision to the front. For the strategic goals portion, PIEESC recommends to update with a paragraph that links to the Strategic Plan. For college organization and governance, recommendation to update for accuracy. This will be sent to respective Vice Presidents for review and update (and reflect SER), and add in Instructional Support and to include PRIELT and Communication Office. College Governance portion is quite accurate, but PIEESC recommends to send narrative to CGC for review - to look at narrative for accuracy and look at a general overview on how plan goes through the governance process. Concern was raised that this portion is heavily written with Academic Senate. Recommend to reduce down and add the roles of both Classified Senate and Student Governance. PIEC to tie in planning portion (timeline requested). PIEESC also made recommendation to add hyperlinks to be provided for handbook and CEC webpage. For Overview of Integrated Planning, this is to be updated with narrative from SER with new planning framework (consensus reached). The Community Characteristics was pulled from Environmental Scan which is due for an update (Research Subcommittee has begun updates). As a reminder, the primary purpose of the Environmental Scan is to inform our Educational Master Plan. RSC is currently examining the Environmental Scan as a document that will be more specific, less generic, useful, and informative. This document will be made into a useful report so that it may be used for to program review, grant proposal, new interventions, and activities for new initiatives. Placeholder for now until there are more specifics on content in Environmental Scan. For Local Planning, this portion primarily talks about instructions: achievement indicators for enrollment management, alignment to annual strategic planning process, and program review process. This portion is jumbled, and confusing on what this is trying to accomplish. Will need action and actual plan. Recommendation is to take Education Master Plan to PIEESC to draft a side-by-side comparison of current and proposed table outlines.

Consensus to move forward with recommendations made. PIESC recommendation on proposed schedule:

Plan Name	Cycle	Adopted	Sunsets	Status
Strategic Plan	7 year	Fall '13	Spr '20	Current
Educational Master Plan	7 year	Fall '14	Spr '21	Mid-cycle Review/Update in progress
Three Division Plans	7 year*	Fall '14	Spring '20	Mid-cycle Review in progress

This schedule has been staggered for plans to feed into each other and be integrated.

5. Update to Operational Plans. Tabled. What will be discussed is the Integration and Alignment of SSSP, SEP, and BSI mandated by the State Chancellor’s Office. CTE to be included.
6. Institutional Effectiveness Partnership Initiative (IEPI) Taskforce Update. Recommendation was received from PRT members, will be reviewed (with more positive recommendations). There are two parts to the proposal, planning and Strategic Enrollment Management (SEM). Planning portion is good, most recommendations are regarding SEM. PRT will need to approve final plan. Once finalized, will go the Board of Trustees along with an Accept Budget and Spend Request - a Board agenda that recognizes there is a contract between the college and another institution. This gives authority to college to budget and spend funds.
7. PIEC and Standard I.B. (Assuring Academic Quality and Institutional Effectiveness). Getting close to finalizing SER. Final CEC approval of SER was last week, pending updates from District responses.

Reports/Other:

1. Budget and Resource Development Subcommittee (BRDS). 1.2-2.3
 From last BRDS meeting, went over preliminary review of RFFs that displayed school rankings. Additional information was taken; RFFs were sorted, and was sent out to the committee for final prioritization. Same document was sent to Technology Committee for technology prioritization of items. Prioritizations are due Wednesday, October 19, 2016. On Friday, October 21, 2016 BRDS will meet to finalize prioritization and allocate resources to the RFFs. There were 94 RFFs totaling \$1 million with \$200 thousand to allocate.
2. Research Subcommittee (RSC). 1.1, 2.1, & 4.1
 Currently updating the Environmental Scan Report. Will adopt the current report structure but expand on content - to serve multiple purposes, not just the Educational Master Plan. Research Request Form was finalized which is now online in Google docs. Function now includes summary of all requests as well as individual requests submitted and an excel summary which shows clear direction and pattern. Motion to approve Research Request Form was made, moved by D. Gutowski, seconded by B. Bell, and carried to approve. Also finalized Guidelines for Protecting Data Sensitivity (GPDS), which was previously Guidelines for Implementing the Research Planning Agenda (GIRPA). Form itself has FAQs on GPDS. Motion to approve GPDS along with FAQs, moved by D. Gutowski and seconded by B. Bell and carried to approve.

3. Informational Items.

1-4

The College's Student Success Framework for Long-Term Integrated Planning was presented at the RP Group 2016 Strengthening Student Success Conference, highlighting connection towards student success with planning. Presentation was well received with feedback from other colleges on how framework works.

Adjournment: Meeting adjourned at 12:20 p.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.*