

Planning and Institutional Effectiveness Committee

October 28, 2016

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

Co-chairs: Daniel Miramontez and Naomi Grisham

MINUTES

Present: P. Hopkins (proxy B. Bell), B. Bell, G. Ramsey (proxy P. Hsieh), D. Miramontez, X. Zhang, N. Grisham, G. Choe, J. Calanog, M. Hart, M. Lopez, D. Sheean

Absent: J. Allen, D. Gutowski, S. Quis, D. Kapitzke, L. Murphy

Guest: K.A. Jun, P. Hsieh

Call to Order: Called to order at 11:01 a.m. by D. Miramontez.

1. Approval of Agenda. Agenda was moved by B. Bell, seconded by X. Zhang, and carried to approve the agenda of October 28, 2016.
2. Review of Minutes from September 23, 2016 and October 14, 2016. Both minutes for September 23, 2016 and October 14, 2016 were moved by M. Lopez, seconded by B. Bell, and carried to approve.

*Strategic Goals

1-4

New Business:

1. BRDS RFF Prioritization and Allocation. Annual RFF prioritization and allocation was completed. This year, process went smoothly with participation from more constituency groups on campus. A total of 94 RFF requests were received and prioritized (from 1 to 25). Although there were only \$300,000 to allocate, BRDS still received more than \$1,060,000 in RFFs. There are quite a few RFFs that were unfunded, but these RFF's are still prioritized. Once (or if) the campus receives additional funding this fiscal year, there is a clear direction on how to fund those unfunded requests. There were three pots of monies that BRDS has access to (to allocate resources). First pot was the BRDS Unrestricted Funds (to be used for anything, about \$27,549). There was approximately \$160K in Lottery monies to allocate. For IELM monies, \$80K to allocate. Knowing the priorities of the schools, technology, and the average score for the BRDS committee, resources were allocated based on the type of funding. For example, Lottery monies could only be spent on instructional supplies under \$200, IELM monies could only be spent on instructional equipment, and Unrestricted monies can be spent on anything. BRDS allocated monies that are more restricted first and then switched over to the unrestricted funds. There was a good representation of the allocation of resources across entire campus. All RFFs submitted through Lottery supply request were funded. Remaining \$17.6K will be divided among each school to use throughout the remainder of the fiscal year, in addition to what was already allocated. This prioritization and allocation is currently heading to Classified and Academic Senate, and will go to CEC for campuswide approval this December. Initiators will have the responsibility to process requisitions for items. To tie this back to planning, Planning Cycle was updated, now in the part where Program Reviews were completed and adopting collegewide program review "needs results" (for CEC final approval), so that this will be implemented in the spring 2017 semester – moving forward in distributing resources adopted from needs assessment. Live action mimics exactly what is being done in in our planning. It was

mentioned that this also is what is being followed in Classified and Academic hiring process. Motion to approve by B. Bell and seconded by M. Lopez, moved forward to approve.

Old Business:

1-4

1. PIEC Evaluation within College Governance Structure. College Governance Committee (CGC) evaluation tool was previewed and discussed. First deadline for submitting this evaluation tool to CGC for academic year 2015-16 is December 2, 2016. Second deadline to add recommended changes to the committee (charge, membership, etc.) is March 7, 2016. For the 2016-17 academic year, this is due to CGC no later than May 16, 2017. Office of PRIE will complete the evaluation tool for PIEC for academic year 2015-16 and return to PIEC for information/point-of-discussion (voting not needed, but will need to be accepted by PIEC).
2. Discussion on Program Review Landing Page. Program Review landing page was discussed in IPR/SLOAC. Task was to create a page for review, which will be brought back for discussion on the next IPR/SLOAC meeting. Findings will be brought back to PIEC.
3. Challenge Issues: Planning Summit 2017. First Planning Summit Workgroup (PSWg) meeting will be held on Friday, November 4, 2016 and feedback was received from respective areas. PSWg was forwarded names of participants from the School of Liberal Arts, School of Public Safety, School of BCTWI, and School of MBEPS. Student Services and Administrative Services will assist in collaboration with the summit (no best practices to be presented), but conversation will be about department's integration and their level of support. A message from faculty was passed down stating that the planning aspect of the summit was not very explicit to faculty. Impression was the if presenting best practices that addresses institutional effectiveness more than the planning aspect, then faculty will need to know the actual planning done and how to move on - next week's PSWg meeting will address this concern. Planning Summit Workgroup meeting is two-fold, 1) orientation and 2) format and integration concept. This will be planning in action, using research and planning, and showcasing best practices with showing plans that are in action by fellow colleagues. This will give others the understanding of what their fellow colleagues are doing in order to engage in our planning framework and allowing to move things forward.
4. Mid-cycle Review of Educational Master Plan and Division Plans. Proposed Educational Master Plan outline was presented and compared to current Educational Master Plan table of contents. Proposed outline was discussed, reviewed, and updated, resulting with the following:

Educational Master Plan Proposed Outline

- I. San Diego Community College District
 - a. SDCCD Mission Statement
 - b. SDCCD Strategic Goals
- II. San Diego Miramar College
 - a. SDMC Mission Statement
 - b. SDMC Vision Statement
 - c. SDMC Strategic Goals
 - d. Cross-walk between SDCCD and SDMC strategic goals
- III. College Organization and Governance
 - a. Organization

b. Governance

IV. Overview of College-wide Planning

a. Student Success Framework for Long-term Integrated Planning

- i. Environmental Scan (macro level)
- ii. SPAS and identified priorities (internal scan)

b. Connection between long-term and annual planning cycle

c. Annual Planning Cycle/Calendar

- i. Program Review Process
- ii. Actions to address priorities (continuous quality improvement)

V. Summative Evaluation of Institutional Effectiveness

This will be a seven-year cycle, comprehensive plan. Next step is to send updated outline to PIEC representatives so that outline can be presented in the meetings they attend and provide feedback. Consensus to move forward, feedback to be collected next PIEC meeting. It was mentioned that Qualitative Data portion of the current plan will be reviewed at a later time and how it will be recognized.

- 5. Update to Operational Plans. Discussion will be continued at a later time. Planning group being convened to discuss in further detail.
- 6. Institutional Effectiveness Partnership Initiative (IEPI) Taskforce Update. Feedback was received. Vice President of Instructions and Academic Senate will be looking at plan.
- 7. PIEC and Standard I.B. (Assuring Academic Quality and Institutional Effectiveness). Accreditation Self-evaluation Report 2017 is being finalized. Recommendation was made to review SER information prior to site visit in March 2017.

Reports/Other:

- 1. Budget and Resource Development Subcommittee (BRDS). 1.2-2.3
Resource allocation discussed previously in New Business agenda item above.
- 2. Research Subcommittee (RSC). 1.1, 2.1, & 4.1
RSC is working on updating the college's Environmental Scan Report and is currently collecting feedback. RSC was divided into small groups which was tasked in targeting different sections of the Environmental Scan Report and provide feedback, new ideas, comments, which will be used to create an updated outline.
- 3. Informational Items. 1-4
None.

Adjournment: Meeting adjourned at 12:07 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.