Planning and Institutional Effectiveness Committee

November 18, 2016
10:30 a.m. - 12:30 p.m., Rm. L-108
Co-chairs: Daniel Miramontez and Naomi Grisham

MINUTES

Present: B. Bell (proxy D. Gutowski), G. Ramsey, D. Miramontez, D. Kapitzke, D. Gutowski, S. Quis, X. Zhang, N. Grisham, G. Choe, J. Calanog, M. Hart (proxy R. Olson), L. Murphy
Absent: P. Hopkins, J. Allen, M. Lopez, D. Sheean
Guest: K.A. Jun, A. Jacobson
Call to Order: Called to order at 10:34 a.m. by D. Miramontez.

1. Approval of Agenda. Agenda was moved by L. Murphy, seconded by X. Zhang, and carried to approve the agenda of November 18, 2016.

2. Review of Minutes from October 28, 2016. Forthcoming.

*Strategic Goals

New Business: **1-4**
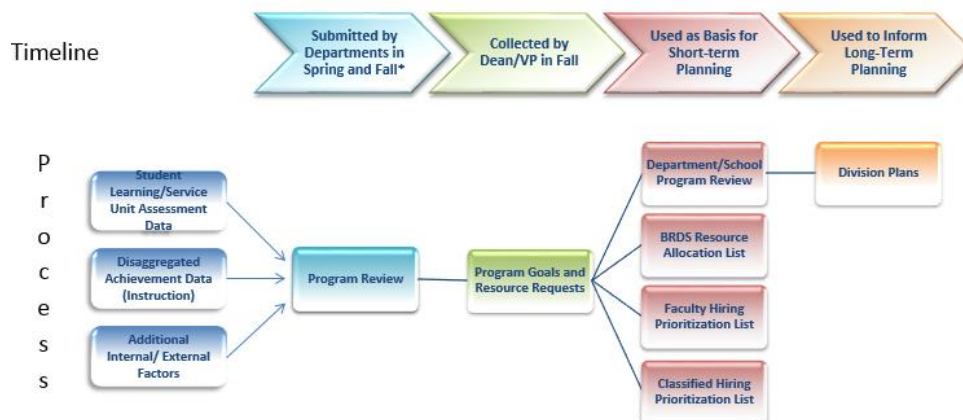
1. Draft Districtwide Strategic Plan Annual Update 2014-15. Draft version from District was presented. However, upon preview, the College's feedback doesn't reflect discussion pertaining to this draft update version. Confusion is also on current plan and how it is, or isn't, mapped to the current District Strategic Plan. Is this a progress report, update to progress, meeting goals, supplemental report, public relations document? Along with clarification on reporting dates.

Old Business: **1-4**

1. PIEC Evaluation within College Governance Structure. The College's Office of PRIE is compiling all data for academic year 2015-16. Once evaluation form is completed, electronic copy will be sent to PIE Committee members for feedback, and then Office of PRIE will incorporate the feedback into the evaluation form to meet the CGC December 2, 2017 deadline.

2. Discussion on Program Review Landing Page. Timeline on how instructional data and information flows through the program review process along with narrative, with information from the College's Self-Evaluation Report (SER) was previewed and discussed. This will be a generic timeline that will be updated accordingly (during this meeting, see below), and made

San Diego Miramar College Program Review

applicable to all three divisions, starting with process and details on what is involved. Question was asked regarding the structure of the School of PRIELT, Office of PIO, PLACe, English Center, and Math Center. How are the goals of these departments captured and identified in program review to feed higher level planning? A centralized Student Support system will be needed, currently a hybrid. There are four different program reviews, but only have pathway for three. Suggestion was made to add footnote that states the process. This would be a potential gap to be addressed during the next iteration of the planning framework. As for the landing page, this will contain generic narrative, the program review diagram, and links to respective divisions that will provide further narrative on how those program review processes are (along with links to the school's program review). Subpages will be more specific. Consensus was reached for (1) landing page to have generic text, (2) diagram, and (3) individual links to respective divisions with further information on their program review process. Non-interactive diagram will be cleaned-up and updated by the Office of PRIE, along with adding another box stating Ongoing Data Collection, and brought back to PIEC for further feedback.

3. <u>Planning Summit 2017.</u> Presentation portion of the summit will be regarding collaboration among divisions and building student pathways (best practices presented by faculty). There will be six presentations which will include (1) FYE mentoring, (2) student program surveys for course planning, (3) honors research related to the scientific method, (4) Blackboard best practices, (5) critical thinking (ISLO #2) model, and (6) tracking students after they graduate. Previous Planning Summits and Convocations focused on individual phases of the Loss Momentum Framework. This summit will bring the student experience (from inside and outside the classroom) to life and its connection to the Planning Framework. Logistics will be discussed in the next Planning Summit Workgroup (PSWg) meeting.

4. <u>Mid-cycle Review of Educational Master Plan and Division Plans.</u> Proposed outline was presented. A few suggestions and comments were discussed. Plan was updated accordingly:

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
    e. SDMC ISLOs

III. College Organization and Governance Structure
    a. Organization
    b. Governance

IV. Overview of College-wide Integrated Planning
    a. Student Success Framework for Long-term Integrated Planning (continuous quality improvement)
        i. Environmental Scan (macro level)
        ii. Outcomes Assessment Info (internal scan)
        iii. SPAS and identified priorities (internal scan)
    b. Connection between annual planning cycle and long-term planning
    c. Annual Planning Cycle/Calendar
        i. Program Review Process
        ii. Actions to address priorities

V. Summative Evaluation of Institutional Effectiveness

Consensus was made with constituency feedback to move outline forward as an FYI. Details to outline has been updated, and will be populated with information (placeholder).

5. <u>Update to Operational Plans</u>. Cycle of the Operational Plan schedule was discussed accordingly:

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 teview/update in progress**
Three Division Plans	7 year*	Fall ' 14	Spring '20	**Mid-cyle Rrview in progress**
				*This seven year cycle we are
Operational Plans				
HR	6 year	Fall'12	Spr '18	**Update in progress**
				Note: Waiting on updated planning information from each division
Technology	3 year	Fall '14	Spr '17	**Current**
Marketing & Outreach	6 year	Fall '14	Spr '20	**Update in progress**
SSSP	Annual	Fall '15	Spr '16	**Current**
Student Equity	Annual	Fall '15	Spr '16	**Current**
Basic Skills	Annual	Fall '15	Spr '16	**Current**
CTE	2 year	Fall '15	Spr '16	**Current**
Outcomes & Assessment	3 year	Fall '15	Spr '18	**Current**
Cultural and Ehnic Diversity	6 year	Fall '14	Spr '20	**Update in progress**
Facilities (Update)	Annual	Fall '15	Spr '16	**Update in progress**
				Note: Consult VPA on this plan

Cultural and Ethnic Diversity Plan has been completed, is being updated, and will be sent so that link in Planning Website can be updated. Marketing and Outreach, for continuous quality improvement, will do a mid-cycle review/update, to be reviewed in PIEC on December 9, 2016.

6. <u>Alignment of SSSP, SEP, BSI, CTE, and SEM</u>. Received memo from State Chancellor's office regarding integration of SSSP, SEP, and BSI. The College has taken this a step further to include Career Technical Education (CTE) and Strategic Enrollment Management (SEM). There has been one meeting on how to align these initiatives. A draft CTE plan has been created that is comprehensive and only includes Perkins information. The draft plan needs to incorporate the Strong Workforce Initiative. Next meeting (who?) to look at requirements on alignment process, activities for student served (no duplication of efforts), and recording. Possible evaluation process, similar to student equity for evaluating pieces of programs. Crosswalk has been built to kick-off the alignment and overlaps are being highlighted among these initiatives and review of actual plans for common activities. This will serve as the ground work for alignment and collaboration. Student's educational journey will be examined to see critical phases that can help to align efforts for student success. Reporting for these initiatives has been suspended for this year to allow for local discussion, to build a crosswalk and to meet among initiatives. Suggestion was made to have a parallel alignment among the operational plan (see QFE in SER) to avoid duplication of efforts. This will be a PIEC purview.

7. <u>Institutional Effectiveness Partnership Initiative (IEPI) Taskforce Update</u>. Has been moved, forwarded to PRT members to send grant forms, and submitted to Board as an agenda item for permission to spend funds.

8. <u>PIEC and Standard I.B. (Assuring Academic Quality and Institutional Effectiveness) Final Draft</u>. Disaggregation recommendation has been understood, and is reflected in the College SER's Quality Focus Essay and Standard I.B., and has been moved forward.

Reports/Other:

1. <u>Budget and Resource Development Subcommittee (BRDS)</u>.   **1.2-2.3**
   BRDS presented allocation list to Academic Senate, twice, and was approved in second meeting. Will move forward to College Executive Committee (CEC) for final approval. Once approved, email will be sent by Business Office to approved requestors with instructions on how to process requisitions.

2. <u>Research Subcommittee (RSC)</u>.   **1.1, 2.1, & 4.1**
   Environmental Scan Report feedback was received and will be proceeding with structure and content of the report.

3. <u>Informational Items</u>.   **1-4**
   None.

Adjournment: Meeting adjourned at 12:19 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.*