

## Planning and Institutional Effectiveness Committee

December 09, 2016

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

Co-chairs: Daniel Miramontez and Naomi Grisham

### MINUTES

**Present:** D. Miramontez, X. Zhang, N. Grisham, L. Murphy, G. Choe, J. Calanog, M. Hart (Proxy R. Olson), D. Sheean

**Absent:** J. Allen, D. Gutowski, S. Quis, D. Kapitzke P. Hopkins, B. Bell, G. Ramsey, M. Lopez

**Guest:** K.A. Jun

**Call to Order:** Called to order at 10:35 a.m. by D. Miramontez.

1. Approval of Agenda. Agenda was moved by L. Murphy, seconded by R. Olson, and carried to approve the agenda of December 09, 2016.
2. Review of Minutes from October 28, 2016 and November 18, 2016. Will be available in Spring 2017.

### \*Strategic Goals

#### New Business:

1-4

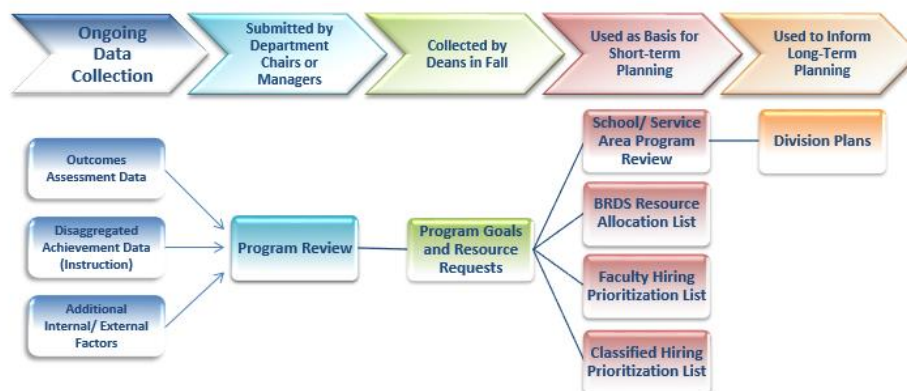
1. None.

#### Old Business:

1-4

1. PIEC Evaluation within College Governance Structure. PIEC Governance Committee Evaluation Form for 2015-2016 was reviewed and presented. Which included committee's goals, and its alignment with the college's strategic goals and accreditation standards, as well as the PIEC's accomplishments and the evidence (compiled from PIEC minutes) to support these. This evaluation form will now be forwarded to College Governance Committee (CGC).
2. Discussion on Program Review Landing Page. From previous meeting, format of the Program Review landing page was reviewed, and updates were presented. Additional revisions were made accordingly, resulting in the following:

### San Diego Miramar College Program Review



Webpage will be built based on updates and brought back to PIEC for further feedback and implementation.

3. Planning Summit 2017. To be held on March 3, 2017, with the theme of moving college forward into culture of action. There will be six to presentations of best practices at the College, lasting around three (3) hours with a break in between. There will be a presentation on how to work with new initiatives (i.e., finding fund for administrative help, programs that may have funding source, and how to go about getting these funds). Agenda was finalized during the Planning Summit, with presentations touching on every phase of the Loss/Momentum - connection, entry, progress, and completion. Planning Summit will show the collaboration among divisions – Instructional Services, Student Services, and Administrative Services. Theme was discussed and updated to Supporting Successful Student Pathways. Take home message from the summit is twofold; build tool kit for best practices and that it ties back to Accreditation. To take Colleges’ planning framework and show it in action and highlighting the good work being done. Tool kit or webpage that will catalog available resources and links to the contacts is a planning summit outcome.
4. Mid-cycle Review of Educational Master Plan and Division Plans. Outline for Educational Master Plan was approved in previous meeting. First draft will be presented in spring 2017. Division Plan will be discussed in next PIEC meeting.
5. Update to Operational Plans. Marketing and Outreach Plan revision was presented.

**Marketing & Outreach Operational Plan 2013-2020**  
**Marketing & Outreach Plan (mapped to Strategic Plan Goals)**  
**Fall 2013-Spring 2020**

Mission: Our mission is to prepare students to succeed in a complex and dynamic world by providing quality instruction and services in an environment that supports and promotes diversity, equity, and success, while emphasizing innovative programs and partnerships to facilitate student completion for transfer, workforce training, and/or career advancement.

Strategy	Orchestrators	Team	Planned Activities	Timeline
<b>Goal 3: Enhance the College experience for students and the community by providing student-centered programs, services and activities that celebrate diversity and sustainable practices.</b>				
3.1 Identify curricular and co-curricular activities and college experiences that celebrate diversity and sustainable practices.	Chair, Diversity & International Ed Committee VP Instruction Chair of Chairs Public Information Officer Dean, Student Affairs, Athletics Director	Marketing & Outreach Committee	Evening with the Experts lecture and performance series. Electronic calendar of events on website; printed semester calendar of events; inclusion of events section in monthly JetsNews; Outreach calendar of events, press releases. Diverse photos in print and digital publications. Feature international music at college and Foundation events.	Ongoing
<b>Goal 4: Develop, strengthen and sustain beneficial partnerships with educational institutions, business and industry, and our community.</b>				
4.1 Identify current and prospective partnerships with educational institutions, business and industry and our community.	Dean, Mathematics, Biological, Exercise & Physical Sciences Dean, Business, Technical Careers & Workforce Initiatives Dean, Public Safety Public Information Officer	Vocational Education Divisions Marketing & Outreach Committee College Foundation	Continue annual street fair participation, increase high school presence; increase activities in community through Chamber of Commerce memberships/participation, town councils, community organizations; increase advertising and branding activities (with available resources); expand brochure display racks on campus; develop CTE branding/marketing activities, including a Career Fair. Promote athletics; Promote Distinguished Alumni and Alumni Connections. Develop outreach/marketing for Veterans and active-duty military.	Ongoing

Suggestion was made that under Planned Activities (for future iteration of this plan) to be able to show progress, and to confirm length of plan (2013-2020). Also, to remove or clarify 2013-2020 versus Fall 2013 - Spring 2020. As for the for the Culture and Ethnic Diversity Operational Plan, request was made that the updated and approved version will be received from CEC - to update website link of the College’s Student Success Framework for Long-term Integrated Planning.

6. Alignment of SSSP, SEP, BSI, CTE, SEM, and BSOT. Taskforce of PIEC was formed. First meeting will be held on December 12, 2016. Meeting agenda was reviewed.

This Taskforce will also look into working on the tool kit or webpage for available resources (see Planning Summit).

**SSSP-SEP-BSI-BSSOT-CTE-SEM  
Alignment Agenda 12/12/16**

- 1) Discussion on roles/responsibilities of the taskforce
  - 2) Discussion on overlap/similarities of initiatives:
    - a. Results of theme analysis
    - b. Results of literature review on effective integration strategies
  - 3) Discussion on aligning initiatives based on the student experience:
    - a. Student lifecycle
    - b. Identify gaps and overlaps between services, projects, and funding sources
  - 4) Discussion on how taskforce will communicate to committees regarding alignment efforts
  - 5) Set meeting dates for Spring 2017
7. Institutional Effectiveness Partnership Initiative (IEPI) Taskforce Update. Workgroup is working on managing funds for professional development. Proposal for funding expenditures has gone to the Board of Trustees for approval.
8. PIEC and Standard I.B. (Assuring Academic Quality and Institutional Effectiveness) – Final Draft – Self-Evaluation Report (SER). The March 2017 Accreditation visit will look at group in charge of institutional effectiveness, in particular, Standard I.B. Recommendation was made for PIEC members to be familiar with this standard, along with their areas of expertise. SER will be submitted to ACCJC in January 2017. Preparation sessions for the Accreditation visit will be presented with a mandatory meeting on January 26, 2017. Support documents with SER overview will be available for faculty and staff.

**Reports/Other:**

1. Budget and Resource Development Subcommittee (BRDS). **1.2-2.3**  
Request for Funding (RFF) went through last approval with CEC, no changes. BRDS to review funding process for receiving equipment requested sooner.
2. Research Subcommittee (RSC). **1.1, 2.1, & 4.1**  
RSC will continue working on the Environmental Scan Report, as well as looking into the College's ISLO Survey, which includes the administration of data analysis plan. RSC is piloting the SLO Data Disaggregation, which will need more discussion and coordination on design and development.
3. Informational Items. **1-4**  
None.

**Adjournment:** Meeting adjourned at 11:29 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.*