

## Planning and Institutional Effectiveness Committee

February 24, 2017

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, P. Hopkins, B. Bell, D. Kapitzke, J. Allen, L. Murphy, S. Quis, G. Choe, J. Calanog, M. Hart, M. Lopez, and A. Dean (ASG)

**Absent:** G. Ramsey, D. Gutowski, and D. Sheehan

**Guest:** K.A. Jun

**Call to Order:** Called to order at 10:37 a.m. by D. Miramontez.

1. Approval of Agenda. Agenda was moved by L. Murphy, seconded by B. Bell, and carried to approve the agenda of February 24, 2017.
2. Review of Minutes from February 10, 2017. Forthcoming.

### \*Strategic Goals

#### New Business:

1-4

1. District Strategic Plan 2017-2021.

The District Strategic Plan had been sent out with the crosswalk, and it was noted that there were some discrepancies between the college's and the District's goals. The feedback deadline had been extended to a more feasible timeline than the one week originally provided. It was noted that the college's strategic plan goes to 2020, while the District's plan goes to 2021, but since the colleges and CE are all on different cycles, it is unlikely that the plans would ever be aligned. It was discussed that the planning processes at the respective campuses drive the District's planning, and not vice versa. L. Murphy asked for confirmation that the college would not be held to the District's strategic plan, and D. Miramontez and B. Bell agreed that this clarification was needed. The question would be brought to the District as feedback. It was recommended that PIEC takes the feedback to CEC to get clarification on how it should be presented to DGC. It was agreed that L. Murphy would present a summary at the CEC meeting.

#### Old Business:

1-4

1. 2017-18 Annual Planning Calendar.  
D. Miramontez had not yet had a chance to send the calendar to the responsible parties, but it is on his 'to do' list.
2. Review of Action Plans SER.  
Just a placeholder – will not make any evaluations or analysis until they hear back from the team.
3. Planning Summit 2017 update.  
N. Grisham reported that a rehearsal was scheduled for March 2<sup>nd</sup>, and the Summit would take place on March 3<sup>rd</sup>. It will be exciting because everything falls into place with the planning framework, from beginning to end. Hopefully it would encourage everyone to share ideas and

take initiative in a culture of action. There would be multiple presentations with handouts, and each participant would receive a folder, profile sheet of presenter bios, and fact sheet from the Academic Senate taskforce.

4. Mid-cycle Review of Educational Master Plan.

Still in outline format, and not yet able to flesh it out as of yet. Would be tackled after the Summit and accreditation site visit were over.

5. Update to Operational Plans.

All of the operation plans had been updated, with nothing outstanding.

6. Alignment of BSI, SSSP, SEP, BSI, BSOT, CTE, SWP, and SEM.

An alignment meeting is scheduled for Monday, February 27<sup>th</sup> from 12:30 p.m. – 1:30 p.m., with a focus on the direction provided by the state chancellor's office. The college president had put together an alignment taskforce, and the team had met three times so far. They had created a crosswalk of all seven initiatives and their goals and purposes, and did a content analysis of all the plans to identify common areas for integrating resources. The state chancellor's office recently asked for a plan, due by December 1<sup>st</sup>, integrating BSI-SSSP-SEP. A method/template was provided for the college to follow, and had three parts: 1) review old plans, and look at the goals and activities and figure out what worked and what did not, 2) construct a future plan integrating BSI-SSSP-SEP, with five goals and activities supporting the goals, and 3) create a professional development plan, a collaboration plan of the college and sister colleges within the same District, a budget plan, and what support the college would want from the state chancellor's office. As a result, they came up with a game plan outlining all the objectives and activities for each portion, as well as a timeline. D. Miramontez noted that once completed, these parts would need to go through the college governance approval process as well as the District approval process, in time for the December 1, 2017 deadline. D. Miramontez indicated that he would send the provided integrated budget plan and instructions to B. Bell and the workgroup today, along with the agenda and other documents for February 27<sup>th</sup>.

**Reports/Other:**

1. Budget and Resource Development Subcommittee (BRDS).

**1.2-2.3**

B. Bell indicated that there was no report.

2. Research Subcommittee (RSC).

**1.1, 2.1, & 4.1**

X. Zhang reported that they had met the previous Monday, and had covered the college-wide research agenda for 2016-17. They added the new initiatives, new programs, and new grants that were received over the last two years. The new Associate Dean of Student Equity and Academic Success had been included as well. Asked for feedback and approval. B. Bell moved to approve the 2016-17 research agenda, seconded by P. Hopkins, and approved by all. The agenda would now move to the constituencies for approval.

3. Informational Items.

**1-4**

D. Miramontez noted that the accreditation team had requested to meet with PIEC, and the meeting would be on Tuesday, March 14<sup>th</sup> at 9:00 a.m. in K-302. Asked for everyone to make an effort to attend, or to find a substitute if absolutely necessary.

It was reported that AS has a couple of events coming up, and the main one is the Spring Fest on March 8<sup>th</sup> and 9<sup>th</sup> from 10:00 a.m. – 2:00 p.m. in front of the LLRC.

**Adjournment:** Meeting adjourned at 11:33 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.*