

## Planning and Institutional Effectiveness Committee

April 28, 2017

10:30 a.m. - 12:30 p.m., Rm. N-206

Co-chairs: Daniel Miramontez and Naomi Grisham

### MINUTES

**Present:** D. Miramontez, X. Zhang, N. Grisham, B. Bell, D. Kapitzke, J. Allen, L. Murphy, S. Quis, G. Choe, J. Calanog, R. Olson (proxy for M. Hart), D. Sheean, and D. Mehlhoff

**Absent:** P. Hopkins, G. Ramsey, M. Lopez, and D. Gutowski

**Guest:** K.A. Jun

**Call to Order:** Called to order at 10:32 a.m. by D. Miramontez.

1. Approval of Agenda. Agenda was moved by L. Murphy and seconded by B. Bell, and carried to approve the agenda of April 28, 2017.
2. Review of Minutes from March 24, 2017 and April 10, 2017. Forthcoming.

### \*Strategic Goals

1-4

### New Business:

1. District 2017-2021 Goals and Objectives and Strategic Plan.  
From the District, the Strategic Plan is currently unavailable. Updates from revised District Strategic Goals and Objectives was presented which contained information from all of the colleges and Continuing Education. This is still a work in progress and has not been sent to the Chancellor's Office (graphics and narratives will reflect updates). It is noted that from the last meeting attended that the colleges inform the District's Goals and Objectives, unidirectional from the colleges to the District.
2. Convocation 2017 - Culture of Action: Progress on Institutional Effectiveness  
Last convocation theme was Improving Institutional Effectiveness, launching the college's planning framework. Next was the planning summit, which focused on the culture of action. Continuing with this theme, this fall's convocation will be centered and titled "Culture of Action: Progress on Institutional Effectiveness". Using the Roadmap to Student Success which contains the Eight Principles of Redesign, will form workgroup to work on priorities for convocation, which addresses the improvement recommendations from Accreditation. Presentations will consist of progress on accreditation recommendations and institutional effectiveness (with website rollout), along with status on the college's budget. Proposal was made for workgroup to consist of VPs, PIEC Co-chairs, Outcomes Assessment Facilitator, and Classified Staff representative, to meet either on a Monday or Thursday. Convocation will be held on August 17, 2017. Suggestion was made to include involvement with Classified Staff and have convocation be more fun.
3. Update from RP Group Conference.  
Most of the workshops, looked at the qualitative experience of the student and how it impacts student success, which is the language our college is speaking. Other workshops also focused on how research and data are being used - research focused on planning and student success. Previous RP Group conferences focused primarily on research and have now shifted to include planning and institutional effectiveness. Colleges are adopting more advanced research

methods (cluster analysis, multi-variant, and decision tree) to reach research needs, investing in multiple campus research analysts to increase research capacity, and purchasing new tools to visualize data and better inform decisions. Workshops also showed how heavily the Classified Staff is involved with collaborative decision-making - working closely with administrators and faculty in creating informative data. There was also a presentation on guided pathways, looking at the student experience, connecting the student to a clear pathway leading to an end goal. Observation was made that our college to look into sending integrated teams to conferences, allowing for broader perspective of what is being presented.

**Old Business:**

1-4

1. Review of Action Plans/QFE in SER.

Phases and timeline for phases are either on time or ahead of schedule. Program viability plan is going to Academic Affairs. Currently looking at SLO disaggregation, results by next month. From Senate Plenary, theme was to determine what questions are to be asked and then design SLO disaggregation around these questions. Will need to figure out what questions do we want to ask and can SLO disaggregation be used. College is now at 100% for courses and program assessment for 2013-15 cycle. In Flex week, looking at creating a more consistent venue (new chairs, faculty, staff) to pass along the latest outcomes and assessment practices. ISLO received latest survey results, to be discussed at IPR/SLOAC. Governance evaluation tool is coming in May 16, 2017, which will be evaluated to see if there are gaps or areas of improvements and then revising assessment tool. Looking at governance structure as a whole to see if there will be any modifications, consolidations, streamlining, to better utilize resources (in particular Human Resources). This overlap will happen in the coming fall with assessment tool and current governance structure. BRDS updates for QFE items: Automated RFF process method will be adopted and L. Murphy will help Administrative and Student Services, respectively, with following the same format with full implementation in fall 2017. The resource allocation form had strategic goal area added to it, implemented this year, for the 2017-18 budget year. Workgroup will be working on landing page for resource development with an implementation goal of Spring 2018. For items on QFE with "To Be Determined", mechanism is pending development for annual collection of actions plans and planning documents. Office of PRIE will be in contacting Continuing Education Office of Institutional Effectiveness for qualitative software currently being used for extracting themes and information.

2. Mid-cycle Review of Educational Master Plan.

Outline was created with information from the college's SER. Update to Educational Master Plan included content structure such as the addition of an Executive Summary, Introduction, College wide Integrated Planning, Internal Data, and Trend Analysis, Environmental Scan and Trend Analysis. Priorities the colleges identified through SPAS will be tracked. It was recommended to align Educational Master Plan with Facilities Master Plan - to develop linkage and align with priorities. Also recommended is to include Administrative Services Division, and operationalize short-term planning (Program Review and Annual Planning). Suggestion was made to exclude cross walk. Updates will be sent back out to PIEC members to be reviewed in last PIEC meeting.

3. Update to Operational Plans.

Standing item, no updates.

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

Making progress, with some delays. Did a full analysis on SEP, and doing a full analysis BSI and SSSP. State Chancellor deadline was moved from Dec. 1 to Dec. 15, 2017. Alignment will be going into detailed level, which will (along with the QFE) affect how the Operational Plan will look like in the future.

**Reports/Other:**

1. Budget and Resource Development Subcommittee (BRDS).

1.2-2.3

Discussed strategies to leverage Strong Workforce program funds for classroom AV resources on campus. Agreement was reached for this fiscal year to allocate \$72k of Strong Workforce funds to technology refresh project (which will have savings in the IELM fund). Savings will be used to purchase new classroom AV equipment this fiscal year. Committee is looking at a revision of the 5-year IELM plan to carve out additional resources by reducing the allocation to technology and library resources, to create additional funding source for classroom AV. Proposal and plan will be discussed with D. Miramontez along with ICS and Library to make sure there won't be significant impact on these programs. Last component of this project is for college Deans to prioritize a list of classrooms that need AV upgrade or replacement. Looking forward, will be looking to permanently identify Strong Workforce funds for CTE classroom improvements that will reduce liability on Instructional Computing Services, giving additional ongoing money for AV replacement on campus.

2. Research Subcommittee (RSC).

1.1, 2.1, & 4.1

Will be looking at Environmental Scan data and will provide options to report data. Updates will be presented during last PIEC meeting.

3. Informational Items.

1-4

None.

**Adjournment:** Meeting adjourned at 11:52 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.*