



**Approved 04/13/12**

**Planning and Institutional Effectiveness Committee**

March 23, 2012

Co-chairs: Jerry Buckley and Buran Haidar

**MINUTES**

Present: Jerry Buckley, Buran Haidar, Lou Ascione, Denise Kapitzke, Joyce Allen, Gene Choe, Mary Ann Guevarra, Dan Gutowski, Michael Lopez, Daniel Miramontez, Dennis Sheean, Duane Short, Carol Smith. Guest: Annie Novak.

Recorder: Katinea Todd.

Not Present: Brett Bell, Gail Conrad, Lawrence Hahn, Mary Hart. Sandi Trevisan.

1. **Call to order:** The meeting was called to order at 10:00 a.m. by Jerry Buckley.
2. **Approval of agenda:** It was moved, seconded and carried to approve the agenda of March 23, 2012.
3. **Approval of minutes:** It was moved, seconded and carried to approve the minutes of February 10, 2012.
4. **Old Business:**
  - a. Review of 2011-12 Educational Master Plan. Jerry Buckley reviewed additions and editorial changes to the 2011 draft Educational Master Plan. Additions included enrollment projections and planning themes. Editorial changes included removal of three-year unit plans and movement of charts and graphs to appendices. Development of a college planning webpage for communication was discussed and Buran Haidar volunteered for that. Other volunteers are welcome.
  - b. Strategic Plan objectives draft. Buran Haidar reviewed an updated draft of the Strategic Plan objectives synthesized from compiled input of committee members and others. Members were asked to continue to forward input for final compilation before the next committee meeting. Finalized objectives will be prioritized to focus the college activities and to guide allocation of the college's limited resources. Jerry Buckley suggested an annual review of the Strategic Plan and that a college-wide retreat be developed for that purpose. The results could be incorporated into an annual institutional effectiveness report.

- c. Research Subcommittee – College Governance Handbook page.
- i. Goals and Procedures. Daniel Miramontez presented the revised Research Subcommittee handbook page which incorporated suggestions from the last committee meeting. It was moved, seconded and carried to approve and send forward the revised Research Subcommittee College Governance Handbook page.
- ii. Membership. The Committee discussed the requested changes to the Research Subcommittee membership.
- It was moved, seconded and carried to approve a minimum of three faculty members from Student Services, Career Technical Education and the Academic Program, as designated by the Academic Senate President.
  - It was moved, seconded and carried to approve a minimum of three classified members, as designated by the Classified Senate President.
  - It was moved, seconded and carried to approve a number of administrators proportional to the number of faculty and classified representatives, a minimum of three administrators from Instructional Services, Administrative Services and Student Services,
  - The student representation remains unchanged with one student representative, designated by the President of the Associated Student Council.

**5. New Business:**

- a. Integrated planning.
- i. Gap analysis results. Jerry Buckley presented survey results given to Committee members. Results indicate that the biggest problem areas are 1) communicating information, 2) reporting information, and 3) establishing dialogue. He again suggested a college-wide retreat and requested volunteers to organize it, and repeated the need for an annual institutional effectiveness report to analyze our achievements and plan future goals.
- ii. Planning model diagram. Jerry Buckley suggested that our integrated planning process diagram could be simplified without replacing the current diagram. The diagram will serve as an additional visual to clarify the functional link between the long-range and annual planning processes. It was moved, seconded and carried to form a work group to develop a simplified diagram

representing the integrated planning process at San Diego Miramar College. Lou Ascione, Duane Short and Joyce Allen volunteered to develop the simplified diagram by the next meeting.

iii. Mapping Committee functions to the Strategic Plan. Buran Haidar presented the ongoing efforts to follow-through on Strategy 5.4 of the Strategic Plan to align committee functions and activities to the Strategic Plan Goals and individual Strategies. She presented a mapping template that was shared with the College Governance Committee and sent to committee chairs to map their functions to individual Strategic Goals modeled on the group activities at the President's and Classified Senate Convocations in Fall 2011. Committee chairs were also asked for a summary outlining their individual committee's significant decisions and activities over the past three years. Input from subcommittee chairs will follow. The deadline for receipt of input was set for April 18th.

Jerry Buckley and Buran Haidar have set minimum goals/objectives for the PIE Committee through the end of this semester.

b. Commission a work group to draft a Human Resources Plan.

It was moved, seconded and carried to form a work group to draft a college Human Resources Plan, to be integrated with the Educational Master Plan and Strategic Plan. Composition of the work group will be two employees from each college division (Instruction, Student Services and Administrative Services), one District employee, plus a chair, for a total of eight. Brett Bell was elected to chair this work group. Dan Gutowski volunteered to participate.

c. Annual institutional effectiveness report. It was moved, seconded and carried to develop and implement an annual institutional effectiveness report based upon Strategic Plan outcomes, achievement data, and other student outcome measures. Discussion regarding composition of the work group, structure of the report, time table, etc., was tabled till the next meeting.

d. Research Subcommittee - 2012-13 research agenda. Postponed.

6. **Other:** None.

7. **Adjournment:** 12:13 p.m.

**Next Meeting:** April 13, 2012

*Reporter: K. Todd*