

Institutional Effectiveness Committee Minutes
March 25, 2011, 10:00 a.m.-12:00 p.m.
Room M-110

Present: A. Jacobson; B. Bell; B. Haidar; C. Booth; C. Smith; D. Figueroa; D. Gutowski; D. Sheean; K. Todd; L. Ascione; L. Woods; M. Hart; P. Hsieh; R. Barnes; W. Hamidy.

Call to Order: Co-Chair Randy Barnes called the meeting to order at 10:15 a.m.

I. Old Business.

- A. Agenda.** It was moved, seconded and carried to approve the Agenda of March 25, 2011.
- B. Minutes.** It was moved, seconded and carried to approve the Minutes of February 25, 2011.

II. Old Business.

- A. REVISED San Diego Miramar College Strategic Plan 2007-2013.** The timeline for reviewing the Strategic Plan is at the mid-point (2010-11), and the Institutional Effectiveness Steering Committee (I.E.S.C.) has begun the review. B. Haidar has presented proposed revisions to the I.E.S.C. The proposed changes were mainly organizational:
 - 1. Remove the strategy to improve the physical appearance of the Miramar College campus. We can use the facilities master plan to compare where we were in 2006 and where we are now.
 - 2. Remove the strategy to develop the schematic to outreach to increase Miramar College visibility within the service area. We've had an outreach coordinator since 2006. (This strategy has been consolidated in new strategy 2.6.)
 - 3. Remove the strategy to expand interdisciplinary learning opportunity. We have created learning communities since 2006.
 - 4. Remove the strategy to develop strong relationship between credit and noncredit programs to establish a transition from one to the other. This is a district function which is meeting the needs of people who want to make the transition from ESOL classes to Continuing Education over to Miramar.
 - 5. Remove the strategy to provide challenging intellectual and expanded social environments to Miramar College students. We have adequate evidence that this is being done and we've received commendations from the community for that.
 - 6. Remove the strategy to continue to publish and improve a master calendar of campus events to draw internal and external constituencies of Miramar College onto the campus. We now have the master calendar on the website which is accessible by the students, faculty, staff and the service area and is regularly updated.
 - 7. Add: Foster both internal and external marketing and outreach activities that promote Miramar's services new proposed strategy.
 - 8. Add the strategy of Goal #5: Continue to define the campus shared-governance structure and activities to align with emerging campus adoptive process and procedures.

The I.E. Committee discussed the proposed revisions, and they will be disseminated to the entire campus with a request for input and that will be addressed at the next I.E. Committee meeting. College Governance Committee is joining I.E. at the April meeting to discuss the CGC proposed changes and see if we concur with them now that we've seen the planning process and to help them in understanding what we think should happen. Then we can start to address other things such as the timeline, what's going to happen next year when we get the Program Review products, what are we getting, what are we using, how are we using it, more down to the details and also how are we going to start writing and reorganizing our Educational Master Plan, our Instructional Plan, Student Services Plan and Administrative Services Plan. L. Woods and R. Barnes will be available to discuss these proposed revisions at college governance meetings. The rationale for the proposed changes is attached.

B. Review San Diego Miramar College Planning Process.

- 1. Planning process used pre-2010-2011 academic year.** The Committee reviewed the "Old Annual Planning Cycle" schematic which illustrates the planning process used prior to 2010-11. This will be disseminated campus-wide.
- 2. Suggested Revision to Planning Process to be used starting 2011-12 academic year.** The Committee also reviewed a proposed revised Planning Cycle schematic prepared by D. Short. This will also be disseminated campus-wide.

The main differences in the two schematics were (a) the deletion of references to the Campus-Wide Planning Process which will expire in October 2011, and (b) the addition in November to update the Strategic Plan strategies. The proposed revised Planning Cycle will allow us to make a connection between our annual planning process and the bigger integrated plan. A "DRAFT Integrated Campus Planning Process" was also presented and discussed and will be disseminated campus-wide.

- 3. Glossary.** Work is continuing on a draft glossary. After the proposed new annual planning cycle and integrated campus planning cycle are disseminated, the glossary will be expanded to clarify any ambiguities or confusing language.

III. New Business.

- A. Campus Researcher.** R. Barnes announced that the schedule of researcher Daniel Miramontez will be revised so that he will be able to attend IE and other important meetings.

IV. Next Meeting. Friday, April 8, 2011, 10:00-12:00 p.m.

V. Other Issues/Around the Table. None.

VI. Adjournment. The meeting was adjourned at 11:40 a.m.

Rationale for Miramar College Strategic Plan Proposed Revisions submitted to IESC March 2011

Old Strategies	Comment
Dropped for completion or the specified reason	Strategies were removed either because they were incorporated with others or because the strategy was dropped for completion or the specified reason.
1.3 Expand interdisciplinary learning opportunities	The campus effort to develop learning communities was supported by Title III funding, which expired in Aug. 2008. The campus FTEF budget allocation model could not accommodate the additional funding demands.
2.4 Develop stronger linkage across credit and non credit programs to establish a seamless transition from one to the other.	It is now the District focus to develop stronger linkage for seamless transition between the non-credit courses of the Continuing Ed and credit programs at the three sister Colleges.
3.1 Provide a pleasing physical, challenging intellectual and expanded social environment for Miramar College students.	Miramar made major advances on this front and received commendation from the evaluation team in this area. "The team commends the college for its attention to improving the quality of student life through clubs, sports, special events, and student activities, which all provide a welcoming atmosphere for students." (page 4 of Evaluation Report).
3.2 Continue to publish and improve a master calendar of campus events to draw the internal and external constituents of Miramar College onto campuses.	The Master Calendar of campus events has been a reality that is regularly updated and posted on the Prospective Students, Current Students, Faculty and Staff, and Community webpages.
5.3 Improve the physical appearance of the Miramar College campus.	The campus has gone through a major transformation with implementation of its very long-term Facilities Plan that was funded by Props S & N. (Miramar College Update for COC Jan 2011 & Facilities Newsletter Jan. 2011).
4.3 Develop systemic outreach to increase Miramar College's visibility within its service area	Incorporated into new proposed Strategy 2.6
New Strategies	
Added from the VPs' list of campus goals derived from the 2010/2011 Annual Program Review reports	
1.3 Implement curricula and program improvement strategies necessary to ensure students receive the highest quality education.	From VPs list of 2010/2011 campus goals
1.5 Improve the effectiveness of institutional operational structures, and student support/services to support student success in retention, transfer, workforce placement and graduation.	replace some with verbiage from VPs list of 201/2011 campus goals merged with same old 1.5
2.2 Embrace and utilize emerging information technology in delivery of instruction and student services	From VPs list of 2010/2011 campus goals
2.4 Maintain adequate instructional course offerings and delivery of services while addressing applicable training standards and adhering to the enrollment management allocation model.	From VPs list of 2010/2011 campus goals
2.5 Maintain quality of campus services to meet student needs by providing professional development opportunities and training for College staff.	From VPs list of 2010/2011 campus goals
2.6 Foster both internal and external marketing and outreach activities that promote Miramar College's instructional programs and student services.	From VPs list of 2010/2011 campus goals
3.6 Facilitate new campus wide construction while maintaining ongoing needs for safety, improvement and quality; Continue to work with project architect and campus facilities committee to provide a seamless and smooth transition into the new buildings and other facilities.	From VPs list of 2010/2011 campus goals
5.4 Continue to refine the campus shared governance structure processes and activities to align with the emerging integrated campus planning model.	New Strategy