

**Institutional Effectiveness Committee Minutes**  
**April 8, 2011, 10:00 a.m.-12:00 p.m.**  
**Room M-110**

Co-Chairs Randy Barnes and Linda Woods.

**Present:** A. Novak; B. Bell; B. Haidar; C. Smith; D. Figueroa; D. Gutowski; D. Harrison; D. Miramontez; D. Sheean; J. Allen; K. Todd; L. Woods; M. Hart; M. Lopez; P. Hopkins; R. Barnes; R. Bowers-Gentry; S. Trevisan.

**Call to Order:** Co-Chair R. Barnes called the meeting to order at 10:07 a.m.

**I. Old Business.**

- A. Agenda.** It was moved, seconded and carried to approve the Agenda of April 8, 2011.
- B. Minutes.** It was moved, seconded and carried to approve the Minutes of March 25, 2011, pending revisions to paragraph number II.A.5. of Old/New Business to more accurately represent the changes to the strategy related to the physical appearance of the campus, and the word "accessible" should be changed to "assessable" in the last line of paragraph number II.A.6. of Old/New Business.
- C. Campus Researcher.** R. Barnes introduced Daniel Miramontez, District researcher, who is assigned to Miramar College two days per week. We've proposed changing his schedule so that he can attend Institutional Effectiveness Committee meetings, and certain other committee meetings, in order to understand and meet the committees' research needs.
- D. Committee Name Change.** R. Barnes announced that the official name of the committee is now the Planning and Institutional Effectiveness (PIE) Committee.
- E. Election for Faculty Co-Chair.** An election was held, and Buran Haidar was elected faculty Co-Chair for the next three-year term (2011-12, 2012-13 and 2013-14).
- F. Approval of the Following Items.**
  - 1. 2007-13 San Diego Miramar College Strategic Plan Revision.** L. Woods sent the proposed revised strategic plan to the college distribution list in Excel spreadsheet format in March. The format has since been changed from Excel to Word to make it more easily understandable and to allow it to fit onto the president's website, and it will be re-disseminated to the college distribution list today. After discussion, it was moved, seconded and carried to approve the proposed revised "2007-2013 San Diego Miramar College Strategic Plan Goals & Strategies – Reviewed 2011." It will be submitted for approval at the next College Executive Committee (CEC) meeting and that committee will forward it to the constituencies.
  - 2. Revised San Diego Miramar College Annual Planning Cycle.** The document was reviewed again and it was suggested to add "Annual" to the title of the draft of the proposed new "San Diego Miramar College Planning Cycle" diagram. After discussion, it was moved, seconded and carried to approve the Revised San Diego Miramar College Annual Planning Cycle.

3. **Integrated Campus Planning Process Diagram.** After discussion, it was moved, seconded and carried to approve the Integrated Campus Planning Process Diagram.

### III. New Business.

1. **CGC/IE Joint Meeting.** D. Figueroa presented a draft recommendation/ routing form developed by the College Governance Committee (CGC). It was presented by CGC at a flex meeting on opening day. It will facilitate routing of recommendations to the appropriate committees, document progress through the college governance approval process, and ultimately be kept in the office of the college president. The Institutional Effectiveness Steering Committee (IESC) will review it further.
2. **Planning Timeline/Matrix.** L.Woods presented a draft Planning Timeline Matrix and discussion ensued.
3. **Glossary.** B. Haidar presented a document called "Integration of the Annual Program Review-based planning process with the long-term Institutional Planning," which included sections on Planning and Implementation, Glossary, Assessment of the various Plans, Strategic Plan Detailed Grid, and illustrative schematics. She referred it to the IESC for further development.

### IV. Other Issues/Around the Table. None.

V. **Next Meeting.** Friday, May 13, 2011, 10:00-12:00 p.m., Rm. M-110.

VI. **Adjournment.** The meeting was adjourned at 12:06 p.m.