

Institutional Effectiveness Committee Minutes
February 25, 2011, 10:00 a.m.-12:00 p.m.
Room A101a

Present: B. Bell; B. Haidar; C. Smith; D. Gutowski; D. Sheean; K. Todd; L. Woods; M. Lopez; P. Hopkins; P. Fong; R. Barnes; S. Trevisan; V. Nguyen.
Guests: A. Novak; C. Murphy; D. Figueroa; G. Beitey; M. McMahon; P. Ghaffari; P. Hsieh; W. Hamidy.

Call to Order: Co-Chair Linda Woods called the meeting to order at 10:10 a.m.

I. **Agenda.** It was moved, seconded and carried to approve the Agenda of Feb. 25, 2011.

II. **Old Business.**

A. **Minutes.** It was moved, seconded and carried to approve the Minutes of February 11, 2011

B. **Review 2007-2013 Strategic Plan.** The Institutional Effectiveness Steering Committee will review and revise the 2007-2013 Strategic Plan to include measurable objectives and clean up the strategies that are currently listed in the 2007-2013 Strategic Plan. The discussion continued with the New Business item A.

III. **New Business.**

A. **Review San Diego Miramar College Planning Process.** A draft "Planning Process" flow chart created by D. Short was presented, followed by discussion and suggested revisions. B. Haidar presented a document she created, "Alignment of San Diego Miramar College Plans (DRAFT)," showing goals and strategies. R. Barnes suggested creating a website with basic plans with links to other related documents. The Institutional Effectiveness Steering Committee is charged with refining both of these documents and with creating a "Terms/Glossary" to include current and future usage of the terms.

1. **Description of Terms/Glossary.** Work has started on a glossary, and it was suggested that it should use educational community national standards for word meanings.

2. **Suggested Revision to Planning Process.** The Institutional Effectiveness Committee needs to have a joint meeting with the College Governance Committee to discuss how the planning process will help in the restructuring of the governance process.
3. **Timeline of completion of planning process revision.** The preliminary assessment of the current planning process resulted in sunsetting the use of the term "College Wide Master Plan (CWMP)." This term will not be used in our Planning language after June 30, 2011. L. Woods will work with the Vice President of Student Services and the Vice President of Instruction to have an Educational Master Plan which will include planning elements for Student Services Departments.

IV. Next Meeting. Friday, March 11, 2011. It was suggested that the I.E. Committee should meet more frequently until the end of the semester, and so will try to meet on the forth Fridays of each month, as well as the second Fridays (March 11 and 25, April 9 and 29, and May 13, 2011).

V. Other Issues/Around the Table.

VI. Adjournment. The meeting was adjourned at 11:58 a.m.