



## Planning and Institutional Effectiveness Committee

September 28, 2012, 10:30 a.m.-12:30 p.m., Rm. W-248

Co-chairs: Jerry Buckley and Buran Haidar

**APPROVED 12/14/12**

### **MINUTES**

**Present:** Jerry Buckley (co-chair), Buran Haidar (co-chair), Joyce Allen, Lou Ascione, Kanchan Farkiya, Mary Ann Guevarra, Dan Gutowski for Brett Bell, Denise Kapitzke, Sadayashi Okumoto, Dennis Sheean, Duane Short, Carol Smith and Sandi Trevisan.  
Guest: Adela Jacobson.

**Not Present:** Brett Bell, Gene Choe, Daphne Figueroa for Mary Hart, and Katinea Todd.

1. **Call to order:** The meeting was called to order at 10:35 a.m. by Jerry Buckley.
2. **Approval of agenda:** Buran Haidar asked to add a review of the revised committee accomplishments under Old Business, and Duane Short asked to report on the simplified planning diagram under Old Business. Jerry Buckley noted that Katinea Todd has the flu, so he would be recording the meeting for the official record. It was moved, seconded and carried to approve the agenda with the requested modifications.
3. **Approval of minutes.** It was moved, seconded and carried to postpone the minutes of September 14, 2012, and revised minutes of May 11, 2012.

### **\*Strategic Goals**

#### 4. **Old Business:**

a. Review the 2012-2013 PIEC work group assignments.

**5.1 & 5.4**

Jerry Buckley distributed updated lists of the work groups that were established, with leads assigned. There's a good distribution and cross-section of people, with some assigned to more than one work group.

b. Review the 2012-2013 PIEC Strategic Plan Objectives.

**5.1 & 5.4**

Buran Haidar presented and discussed the Strategic Plan Objectives shared at the summer college retreat and said that the items that were deemed to be high priority were enrollment management, resource allocation and professional development. She will distribute a draft document to the committee for review and it will be brought back at the next meeting.

c. Committee accomplishments.

Buran presented and discussed another iteration of the PIE Committee accomplishments list. She will send it to Katinea Todd to distribute and it will be

discussed again at the next meeting. Buran and Jerry will consolidate and review all the committee accomplishment reports received to date.

d. Simplified planning diagram.

Duane Short presented a draft version of the simplified planning diagram that the subcommittee prepared to incorporate the ideas presented at the last meeting. He will work on it to incorporate ideas from today's discussion and will bring it back to the committee again. Jerry Buckley thanked Duane and the committee for their efforts. He reminded the committee that the intention was to have the simplified diagram available to show the Accreditation visiting team on Nov. 1<sup>st</sup> to demonstrate our progress in trying to simplify the message. It will be in the team room and highly visible.

e. Accreditation.

i. 2012 Follow-Up Report. Jerry Buckley reported that the [5.1](#) Academic Senate sponsored a forum on May 8 to discuss the draft report and that another Accreditation team meeting will be held on May 18. He requested feedback from the committee, and it was noted that the just-published Board calendar will affect the timeline for the Follow-Up Report.

ii. Fall 2012 SLO Report. A draft Student Learning Outcomes [5.1 & 1.1](#) report will be prepared this summer and will be posted to the college website.

5. **New Business:**

a. Enrollment Management System (EMS) demonstration. [5.1 & 5.3](#)

Jerry Buckley discussed the development of EMS which merges data from ISIS and Curricunet into one common data base. It allows the planning of class schedules one semester in advance, provides a look backwards to three previous semesters, and provides the ability to trend past enrollment information. It's a very good enrollment management system, which is what it's designed to be. Great effort has been made to make EMS as accurate as possible and District is seeking input for the next version. The value of the presented EMS as one of the tools to inform future planning was affirmed by the committee.

Jerry briefly described how to use EMS and offered assistance to anyone interested. Those who do schedule-planning have been given access to the system. He requested feedback to take back to the District for modifications for Phase Two.

b. 2012-2014 Planning Priorities – work group report and discussion. [5.1 & 5.4](#)

Lou Ascione, MaryAnn Guevara and Michael Lopez reviewed many lists of priorities and tried to distill a reasonable set of planning priorities for the next two years. Lou presented and discussed five priorities, not in any particular order.

Three of them concern enrollment management and two concern integrated planning. He requested feedback and further discussion at the next meeting. Buran commented that we need to prioritize our planning because of limited resources. Daphne Figueroa suggested that we could list activities under our two top priorities for this time period, enrollment management and integrated planning, and set them into a timeline which would automatically prioritize them. Buran proposed that current strategic plan objectives and action items be considered. She will send a matching of these objectives to the proposed 2012-14 planning priorities to the committee for consideration.

Jerry said colleges generally establish their planning priorities and then turn to their program review process to actually obtain those activities and general areas that are going to be emphasized, based on those priorities. The priorities should help drive the authoring of the program review this year so that what comes out of program review can reflect these priorities over the next two years.

6. **Reports/Other:**

a. Research Subcommittee (RSC). None. **5.1/5.3**

b. Budget and Research Development Subcommittee (BRDS). **5.1/5.2**  
None.

c. Other: PIE Steering Committee membership.

The membership of the committee was discussed and clarified. Gerald Ramsey requested that the Steering Committee membership be changed to include the VPSS, and also requested that the item be added to the Steering Committee agenda.

d. Associated Students Representative.

Jerry Buckley introduced Kanchan Farkiya as the Vice President and representative for the Associated Students.

7. **Adjournment:** It was moved, seconded and carried to adjourn the meeting at 11:43 a.m.

**Next Meeting:** October 12, 2012.  
*Reporter: K. Todd*

**\*San Diego Miramar College 2007–2013 Strategic Goal 5: Refine the college's integrated planning process.**

**5.1** Improve and strengthen the integrated college planning process driven by the college's Strategic Plan. This efficient and accountable process facilitates transparent college wide planning, budgeting and resource allocation.

**5.2** Develop a process for evaluating and responding to alternate sources of funding.

**5.3** Strengthen coordination with the District to maintain equitable, courteous and quality service delivery to students, especially during state and local budget crises, and preparedness for unexpected catastrophic events.

**5.4** Continue to refine the college participatory governance structure processes and activities to align with the formalized integrated college planning process.