

San Diego Community College District Strategic Planning Committee

APPROVED

Meeting of September 19, 2011
10:00 AM – District Office, Room 220

MINUTES

PRESENT:

Daphne Figueroa	Academic Senate President – Miramar College
Buran Haidar	Planning – Miramar College (guest)
Sam Shoostary	Classified Senate Vice President – Miramar College
Susan Schwarz	Dean of Library & Technology – Miramar College
M. Salley Deaton	Academic Representative – City College
Brian Stockert	Interim Vice President of Student Services – Mesa College
Madeleine Hinkes	Academic Senate President – Mesa College
Ingrid Greenberg	Academic Senate President – Continuing Education
Awana Payne	Classified Senate President – City College
Tim McGrath	Vice President of Instruction – Mesa College
Otto Lee	Vice Chancellor of Instructional Services and Planning – District Office

ABSENT:

Mary Benard	Vice President of Instruction-City College
Cathy Hasson	Director, Instructional Research and Planning-District Office

STAFF:

Irene Williams	Administrative Assistant, Instructional Services – District Office
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Otto Lee called the meeting to order at 10:05 a.m.

I. Welcome and Introductions

Otto Lee – General welcome to new and current committee members.

II. Review of the District Strategic Planning & Update Process (Otto)

O. Lee provided an overview of the process for the new committee members. He recognized that CE and the three colleges already have several good planning processes in place. However a district-wide Strategic Plan was needed to unify the colleges and CE that would initiate discussions about campus priorities. He also reminded the committee that the Strategic Plan is not solely a District Plan. One of the principles of the Strategic Plan is that it reflects the strategic priorities and thinking of Continuing Ed and the three colleges. Every member of the committee represents their campus constituents. The Strategic Plan and its updates always need to be reflective of the priorities of each campus. This committee is to be used as a mechanism to hear and identify important strategic priorities of each campus and keep conversations up to date. It's important for the committee members to learn about new priorities and developments that occur at each campus to incorporate and update the District Strategic Plan in order to reflect new developments.

O.Lee stressed the importance of having reports on campus strategic plans and goals as a standing item. The updates from each campus should be consistent in terms of District-wide efforts. Although, it's understood that there's autonomy and efforts are not always the same, it is more important to have the main theme remain consistent among the campuses.

O.Lee further explains the process in which every year, the seven Strategic Priorities based in the plan is disseminated to the appropriate Chair on the Governance group of the various District-wide committees and asked to provide additional input and updates to each of the seven Strategic Priorities. These updates are translated based on the committee's reports and narratives which contain goals, progress and challenges for each priority. Based on research, performance indicators, and other types of metrics that's available in the district to help guide the committee in producing the narratives. The goal is to produce an update before the end of each year for presenting to the Board.

III. Report on Campus Strategic Plans and Goals (Colleges & C.E.)

O.Lee turns to each campus representative for updates as follows:

- **Miramar**

Buran Haidar highlighted the differences between Miramar and its sister colleges, and was proud of the challenges Miramar had overcome. She stated Miramar has no personnel with re-assigned time for program review or planning, thus leaving Miramar to rely more on the collective efforts of their shared Governance committee which has showed success. Haidar reported on both Miramar's historical and recent accomplishments. Among the recent are:

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1. Updating the Strategic Plan since Spring 2011;
 2. development of a way to organize all college plans into a coherent Educational Master Plan;
 3. created a model for integrating their annual and long-term planning;
 4. tested integration, refinement of Miramar's "Technology Plan";
 5. and communication of the integrated planning process and terminology.
- B. Haidar concludes by presenting Miramar's continuing long term plan which includes:
1. Continuing communication of integrated planning process and terminology;
 2. completion of components of Educational Master Plan;
 3. and the integration of shared governance committee work.

- **City**

Salley Deaton reported City modified its Board Review and Master Planning Process. City suspended their riveter process due to lack of funding and chose to concentrate more on SLOs and create action plans. Research is to be done this current semester and be finished by Spring. City's currently facing a huge debate on their hiring criteria. Deaton is hoping by using and showing the reports on student success as priority that hiring new instructors become apparent. City continues to move forward.

Awana Pane briefly added her report on the Professional Development piece entitled *The Big Picture* for Spring 2012, in which each department will present an introduction and list of services that each department provides along with information on the departments' key personnel, in order to help students obtain the information and help they need.

A.Pane also announced the Classified Senates will plan an upcoming professional development workshop to keep the staff and faculty skills up to par.

- **CE**

Ingrid Greenberg presented the Continuing Education Advantage, a new campaign launched by CE president, and its purpose is to create a single message that unifies all the campuses. The idea is for students to gain some advantage with credits and logistics so that after a certain amount of hours in the Continuing Education Program, students would have priority to enroll in the credit side. Greenberg would like to have collaboration between CE's Marketing Team and the IT department at the district level in order to help CE student navigate through the online waiting lists. She also discussed the situation of retirement for some CE staff and faculty leaving some departments with fewer instructors. She believes retraining is in order so that more staff members can have more contact with students and less contact with paperwork.

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- **Mesa**

Madeleine Hinkes presented Mesa's challenge, in which The Accreditation Committee has been telling them the plans on campus were not connected to each other and not connected to any resource allocation. Mesa's Strategic Planning Committee spent time last year to resolve the issue. Hinkes introduced the new book entitled: *A Guide to Planning for Change*. They were able to link their Institutional Planning and Planning at the Program level. An Instructional Planning manual was developed and is accessible online on the Mesa homepage. Tim McGrath added they are doing a Gap Analysis this year. Hinkes continued to announce they have a group working on an Educational Master Plan. She's trying to get as much input as possible from the campus in order to prioritize what needs to be done.

IV. **2011 Strategic Plan Update (All)**

O.Lee explains the Annual updates are paragraphs stating the present status and/or challenges of each of the seven goals. He referred to the handout and indicated the goals, objectives and indicators that were established.

Objectives

1. Increase access to continuing high education opportunities for all;
2. complete implementations of basic skills;
3. increasing STEM awareness;
4. seamless transfer from non-credit to credit as well as transfer to four year institutions, and
5. linkages to K-12 partners.

Strategic Goals

1. TBD due to new data being gathered and the current data at hand came from 2010.
2. Involves Student Services and also has no data at the moment.
3. Assumes strategic goals and addressing regional workforce development needs. The data for this goal came primarily came through the CTE deans for the district.
4. Includes enhancing professional development of all staff, in which O. Lee is working with HR regarding the issue.
5. Become sustainability citizen and advocate within the community.
6. Financial situations and reveals no data at the moment.
7. Deals with Communications practices, in which the focal point comes from District-wide called Marketing Communications Committee.

V. **2011-2012 Committee Meetings and Activities (All)**

O.Lee suggested the next meeting date for the later part of October 2011 and possibility of another meeting sometime mid November 2011.

VI. **Adjournment**

Meeting adjourned at 11:35 a.m.