

**SAN DIEGO COMMUNITY COLLEGE DISTRICT  
STRATEGIC PLANNING COMMITTEE**

**November 3, 2004  
District Office, Room 245**

**Minutes**

**PRESENT:**

Libby Andersen	Faculty - City College
Elizabeth Armstrong	Vice President, Instruction – Miramar College
Carolyn Buck	Academic Representative – Mesa College
Terry Burgess	President – City College
Constance Carroll	Chancellor
Robin Carvajal	Executive Director - ETi
Gail Conrad	Academic Senate President - Mesa College
Salley Deaton	Academic Representative – City College
Pam Deegan	Vice President, Instruction - Miramar College
Dave Evans	Dean – Mesa College
Bill Grimes	Manager, Institutional Research & Planning - District Office
Dan Gutowski	Hourglass Park Coordinator – Miramar College
Julie Huang	Human Resources Technician – District Office
Hutch Hutchinson	Academic Senate President - Continuing Education
Otto Lee	Interim Assistant Chancellor – District Office
Sy Lyon	Dean - Continuing Education
Kathy McGinnis	Academic Senate President – City College
Mary Lee Meiners	Academic Representative – Miramar College
Pat Mosteller	Academic Senate Vice President – Continuing Education
Wheeler North	Academic Senate President - Miramar College
Ray Ramirez	Dean - Continuing Education
Monica Romero	Career Guidance and Transfer Supervisor - Mesa College

**ABSENT:**

Julianna Barnes	Dean - Miramar College
Pat Fernandez	Accounting Technician – Continuing Education
Mary Granderson	Business Services – City College
Rich Grosch	Board of Trustees (Ex-Officio)
Desiree van Saanen	Classified Senate President –City College

**GUEST:**

Marty Block	President, Board of Trustees
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**CALL TO ORDER:**

Meeting was called to order at 4:35 P.M.

**I. Welcome and Review of Timeline**

**Comment(s) Question(s):**

Members of the committee expressed that they want to see the master plan for the District Office.

**Chancellor Carroll's Comments:**

Chancellor Carroll described two perspectives on the District planning activities. The first view is the one that pertains to the content of planning itself which is everyone in this group, we are the District; the District is a composite of four institutions (City, Mesa, Miramar and Continuing Education). We, as the District, do not have a process that unites and coordinates the planning of all the entities, including some priorities that we can then share with the community and ourselves (e.g. next year our District will do the following items with health occupations). The first level of planning is to make sure our on-going plans are interrelated, timed synchronously, while being somewhat autonomous at the college and continuing education level, and not go off in independent directions. The District provides a framework to hold us together.

The second issue is the district office and that it is an administration entity and a support unit. For example, the budget office needs to be following along so that it can be sure the budget development committee and the budget itself addresses and mirrors the planning issues. If a lot of hiring is part of the plan, human resources needs to know early so they can plan for the recruitment activities and the brochures and everything that goes along with the hiring process. From that standpoint the District Office is really a supporter and follower, not a leader. We are a multi-college district with campuses. Our challenge is to come up with a planning direction and to make recommendations that other groups will also be involved, such as the budget committee, in which the District Offices will support with their own follow-up activities.

**Question(s) and Comment(s):**

**Is there any thought on how to increase function between the colleges and the District?**

*Chancellor Carroll responded that improving our interaction could be part of it as long as it does not take the committee away from outcomes and accomplishments that we would like to see. What the committee might do is to identify some of our weaknesses."*

*Trustee Block explained the Board's role. Trustee Grosch will serve as a liaison to keep the Board of Trustees informed as to what is happening in the group and to keep the group informed on ideas coming from the Board.*

*A committee member explained that is where the long-term and short-term parking lots come into place. Chancellor Carroll added that it may be that some of the items in your parking lots are moved to some of the other meetings such as Chancellor's Cabinet so the group can stay focused on some of the plans you want to see developed.*

**A suggestion was made that the group come up with a way to disseminate the progress of the committee so others in the District are aware of the progress being made (i.e. create a website).**

**Individual concern was expressed with the Strategic Planning Committee group affecting all the planning cycles and timelines of the three colleges and Continuing Education.**

*Chancellor Carroll said that City has one planning cycle, Mesa has about four different planning cycles, Miramar has another planning process and Continuing Education has a shared governance process. We do not want to change the processes; however, we do want to have some common actions so that we will stay in sync (e.g. by this date we want to identify all the faculty needs).*

## **II. APPROVAL OF MINUTES**

Minutes for October 13, 2004 were moved for approval by Hutch Hutchinson (with the exception of technical changes in titles listed on the roster and two grammatical changes) and seconded by Gail Conrad, unanimously accepted.

## **III. DISCUSSION OF COMMON CHARACTERISTIC OF MULTIPLE MASTER PLANNING PROCESSES**

Otto Lee reviewed the Campus/ETi *Master Planning Process Assessments Compilation of Commonalities* with the group. (Handout)

### **Question(s) and Comment(s):**

1. Add the word some to the beginning of the statement “Processes were more reactive than proactive” and change the statement to read “Processes were reactive and proactive.”
2. Add the statement, “The process is more/as important as the product”

## **IV. CAMPUS/ETI INSTITUTIONAL GOALS AND PRIORITIES**

### **1. Salley Deaton – City College Goals and Priorities (handout)**

- Collaborative & Outreach Ventures
- Student Success
- Fiscal Adequacy & Efficiency
- Accountability
- Valuing Our Distinctions
- Innovative Approaches
- Long-Range Strategic Planning

### **2. Ray Ramirez – Continuing Education Goals and Priorities (handout)**

- Reestablish an appropriate administrative structure for Continuing Education
- Marketing the Continuing Education name and program offerings
- Curriculum alignment and development
- Development of instructional modules
- Faculty and Staff Development
- Enhance and strengthen Continuing Education’s role in articulation and matriculation agreements
- Establishment of workforce partnerships and business/civic partnerships

### **3. Elizabeth Armstrong – Mesa College Goals and Priorities (handout)**

- Successful accreditation
- Selection of new president
- Implement facilities master plan
- Implement strategic technology plan
- Institutional Research
- Strategic hiring plan (faculty and staff)
- Instructional development to meet the needs of the community, industry and employee needs
- Programs to strengthen student success

### **4. Pamela Deegan – Miramar College Goals and Priorities**

- Focus effort of student learning
- Deliver instruction & services information at sites that best meet student needs
- Provide campus programs and co-curricular activities at Miramar College that truly meet the comprehensive needs of college students
- Initiate & strengthen beneficial partnerships with business/industry, schools and community
- Enhance visibility attractiveness and reputation for quality

### **5. Robin Carvajal – ETi Goals and Priorities**

- Plan with campus (i.e. internal/external scanning)
- Identify collaborative delivery mechanisms
- Integrate more fully with campus programs and district priorities
- Conduct research on high growth jobs
- Identify gaps and priority areas
- Identify key areas of collaboration
- Develop operating principles and guidelines
- Identify pilot projects

## **V. DETERMINATION OF COMMON PRIORITIES**

- Industry/Community/Internal Collaboration and Outreach
- Campus-Based Research
- Faculty and Staff Development
- Student Success
- Innovative Approach
- Facility Planning Commonalities

**VI. "HOMEWORK" ASSIGNMENTS: (Provided after the Meeting)**

**Your Homework assignment for our next meeting (November 10):**

Each of you has been assigned to a small team. Each team is asked to select at least two (2) priority areas and propose a set of criteria that could be used to rate proposed projects for funding support. It may be worthwhile to use some sample projects from each of your own campuses to test your criteria to see if it's applicable. Each team will be asked to report back their ideas during the November 10 meeting. (Several excellent suggestions were made by Bill, Ray, and Libby.) Due to tight timeline, it is anticipated this group assignment can be accomplished via e-mail and telephone conference calls.

**Assigned Teams:**

**TEAM 1**

Elizabeth Armstrong, Dan Gutowski, Hutch Hutchinson, Bill Grimes, Desiree van Saanen

**TEAM 2**

Gail Conrad, Robin Carvajal, Pam Deegan, Pat Fernandez

**TEAM 3**

Julianna Barnes, Kathy McGinnis, Dave Evans, Monica Romero

**TEAM 4**

Terry Burgess, Ray Ramirez, Mary Granderson, Carolyn Buck, Wheeler North

**TEAM 5**

Salley Deaton, Sy Lyon, Mary Lee Meiners, Julie Huang, Pat Mosteller

**VII. GENERAL ANNOUNCEMENTS (Postponed)**

- Community College Strategic Planner
- Dean, Economic and Workforce Development

**VIII. ADJOURNMENT**

Meeting adjourned at 6:35 p.m.

**The next Strategic Planning Committee Meeting is scheduled for Wednesday, November 10, 2004 from 4:30 p.m. - 6:30 p.m. at the District Office in Room 245.**

Recording Secretary, Chantaya Robinson - District Office  
Otto Lee, Interim Assistant Chancellor 388-6965