

APPROVED

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
STRATEGIC PLANNING COMMITTEE
TECHNICAL WORKING GROUP**

**November 3, 2008
Room 245, District Office**

Minutes

PRESENT:

Mary Benard	Acting Vice President of Instruction–City College
Yvonne Bergland	Dean of Instructional Services–Mesa College
June Cressy	Classified Senate President–City College
Darrel Harrison	Academic Senate President–Miramar College
Otto Lee	Vice Chancellor, Instructional Services and Planning–District Office
Esther Matthew	Academic Senate President–Continuing Education
Ray Ramirez	Dean – Continuing Education–ECC
Salley Deaton	Academic Representative–City College
Susan Schwarz	Dean of Library & Technology–Miramar College
Sam Shooshtary	Classified Senate President–Miramar College

ABSENT:

Barbara Kavalier	Vice President of Student Services–Mesa College
Marina Rosales	Classified Senate Vice President–Continuing Education–North City
Terrie Teegarden	Academic Senate President–Mesa College

CALL TO ORDER:

The meeting called to order at 3:15 p.m.

I. WELCOME AND INTRODUCTIONS

Otto Lee asked the attendees to introduce themselves and reviewed the purpose of the meeting. Otto indicated he was originally a part of the Committee when he was the interim Vice Chancellor in 2004-05 and complimented the members on their continued efforts and progress.

II. APPROVAL OF MINUTES

The minutes for May 1, 2008, were approved by consensus as written.

III. REVIEW OF LAST YEAR'S EFFORTS

The two documents compiled last year, *Achieving Student Success* and the *Annual Progress Calendar with Timelines* are now on the website at <http://isp.sdccd.edu/educational.html>.

IV. THIS YEAR'S ACTIVITIES

This year Otto would like to move forward with the six identified strategic planning priorities that came forth from the three colleges and continuing education.

Chancellor's Cabinet appreciated the accomplishment made by the Committee. They asked that the integrated planning processes (which have common elements) be arranged into a concise, simple form and the specific goals with associated metrics be added to ensure measurable objectives within those priorities to allow tracking in the future. The District as a whole will establish the metrics, not our Committee or one institution. The completed

publication will be of high quality, similar to the Annual Report and ready for dissemination in early 2009.

V. **SIX STRATEGIC PRIORITIES**

The committee reviewed the Intergraded Strategic Planning handout for the six strategic priorities, which included several suggested objectives provide by various committees within the District.

- Priority #1: Increasing Access to Continuing and Higher Education Opportunities
Basic Skills Proficiency
Seamless and student-focused transfer pathways
Enhanced and expanded programs for military and military dependents
- Priority #2: Restructuring Support Services to Respond to Changing Student Demography
Provide outreach and services that embrace diversity and engage under-represented and under-served groups to foster student success.
- Priority #3: Assuming Strategic Role in Workforce Development Needs Across the Region
Increase and strengthen strategic partnerships and regional collaborations
- Priority #4: Improving Our Institutional Capacity to Serve Our Diverse Communities
Adapt to a changing fiscal environment
Professional Development for all staff
Optimize sustainable footprint and life cycle costs of campus new construction
- Priority #5: Strengthening Our Internal and External Organizational Communication Practices
Expand Outreach efforts through technology-enabled approaches
- Priority #6: Responding to New Programmatic Discipline-Specific and Interdisciplinary Instructional Opportunities
Sustainability Curriculum
Learning Communities
Online and Distributed Learning

VI. **STRATEGIC OBJECTIVES**

The draft master planning documents for each college (in various phases of fine-tuning) were distributed. The Committee reviewed the plans along with the Integrated Strategic Planning handout and provided feedback as follows:

Suggestions and Comments:

- Priority #1 Good that it is broad and not so specific
- Priority #2 Revive Website. Click on color buttons to get scaffolding effect to show viewers how it all connects—not just 2 dimensional
- Priority #4 One major objective should be the Hiring Processing. Online would be general and then more specific as to duties for In-house. Diversity of staff an issue, workshops are needed and a legitimate succession planning process established.

- Priority #5 Too narrow. Break into 2 objectives: Outreach (to whom? alumni database, track on website, District Marketing Committees/PIO's, Inreach (within campus))
Colleges should get more input from their PIO's.
- Timeline/Activities graphic looked static and are the Operational Plans those of the colleges and district committees.
- How will mid-year cuts be addressed under the Resource Allocation section
- Several questions should be asked so an external reviewer would be able to determine if there was progress.
 - Did you accomplish your goal?
 - What were the results?
 - Did it help the institution?
 - How did it tie into your budget?
- Priorities 1-5 are broad and Priority 6 is very specific.
- The curriculum should be more global; otherwise there is no catch-all for things that come along.
- In general, the objectives under the priorities are smaller than City's objectives.
- There are four common goals from Accreditation, which apply to all colleges; they were not addressed. A self-study is the most comprehensive for an institution.

Homework:

Otto asked the Committee to keep him updated with any new goals on their campuses for purposes of updating the plan. He also thanked the Committee for reviewing this latest Integrated Strategic Plan and was pleased that there is consensus, noting there are a few needed additions.

Otto will work with the committees to identify specific metrics and request for them to attend one of our meetings for feedback and suggestions. As the colleges cycle process starts to accelerate, the strategic plan will be adjusted as needed.

VII. STRATEGIC PLAN PUBLICATION

The established planning processes of the colleges with very common components are the basic framework for the District Strategic Plan. Now the District would like those concepts (major goals, the planning processes cycles, performance indicators, major components/concepts, assessments, implementation and operational plans, mission and values) along with the State Systems Plan incorporated into a simple brochure format. Otto will work with Rich Dittbenner, Director of Public Information regarding the details of the publication.

VIII. NEXT MEETING

The next Strategic Planning Committee meeting will be scheduled via e-mail during the Spring Semester 2009.

IX. MEETING ADJOURNED AT 4:10 P.M.

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