

Districtwide Strategic Planning Committee
November 30, 2023
10 a.m. – 11:30 a.m.
Zoom

Meeting Minutes

Members Present	Michelle Fischthal (Chair), Hai Hoang, Neill Kovrig, Jessica Luedtke, Pablo (Paul) Martin, Daniel Miramontez, Susan Murray, Richard Weinroth, María-José Zeledón-Peréz
Not Present	Kurt Hill, Andrew Hoffman, Sahar King, Sean Ryan,
Guests	Natalia Córdoba-Velásquez Alarcón, Symone McDaniels, Jaime Sykes Seiverd, Stacy Teeters, Susan Topham, Nancy Lane, Ginger Davis

Agenda Item 1: Welcome, Introductions, Agenda and Minutes

Discussion	<p>Call to Order: 10:03am</p> <p>Welcome of attendees. Icebreaker Activity: Participants were asked to share their name, Campus/Area, and a favorite artist in the genre of their choice.</p> <ul style="list-style-type: none"> a. Approval of agenda. <ul style="list-style-type: none"> - M/S/C by Pablo (Paul) Martin and Neil Kovrig as is. - Discussion: None - Opposed: None - Abstentions: None - Action: Approved b. Approval of Meeting minutes- May 1, 2023 <ul style="list-style-type: none"> - M/S/C by Richard Weinroth and Pablo (Paul) Martin as is. - Discussion: None - Opposed: None - Abstentions: Susan Topham, Natalia Córdoba-Velásquez Alarcón, Stacy Teeters - Action: Approved c. Approval of Meeting Minutes- October 26, 2023 <ul style="list-style-type: none"> - M/S/C by Richard Weinroth and Pablo (Paul) Martin as is. - Discussion: None - Opposed: None - Abstentions: Susan Murray, Natalia Córdoba-Velásquez Alarcón, Stacy Teeters - Action: Approved
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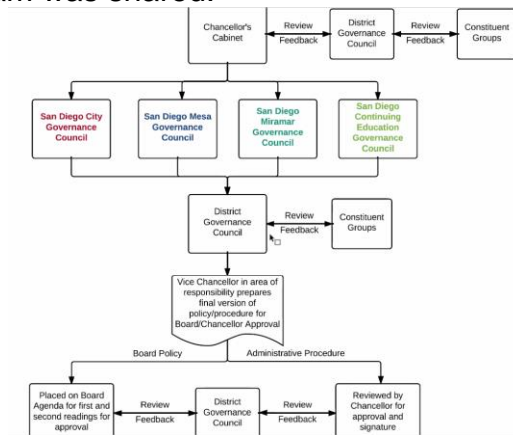
Action Items	Person Responsible	Deadline
Post online	Ginger Davis	After meeting

Agenda Item 2: Review and discussion of Committee Draft Changes to District Committee Description

Discussion	<p>a. Committee Description</p> <ul style="list-style-type: none"> - Reviewed proposed changes. Current Committee Description with Proposed changes: <i>The District Strategic Planning Committee will serve as the districtwide vehicle for initiation and coordinating districtwide strategic planning in order to ensure good communication and effective oversight of planning processes, as well as an effective, complementary balance in planning activities between the District as a whole and the colleges.</i> (Administrative & Governance Handbook, pg. 42) - Changes recorded from October: <ul style="list-style-type: none"> The District Strategic Planning Committee will serve as the districtwide vehicle-medium for initiation and coordinating districtwide strategic planning in order to ensure good communication of district and college strategic planning while ensuring collaborative processes for and effective oversight of planning processes, as well as an effective. This committee will strive to create a complementary balance in planning activities between the District as a whole and the colleges. -Committee would like to maintain the word vehicle and remove the word medium. Vehicle is used districtwide. <p>b. Function Description</p> <ul style="list-style-type: none"> - Current committee function: <i>The District Strategic Planning Committee is a standing committee composed of individuals who will function as a knowledgeable, collegial planning group that will support and review the outcomes of the institutional planning processes of the colleges; will review the needs of the San Diego community and region in relationship to districtwide planning; and will recommend planning outcomes that should be related to annual budgets, both at the institutional and districtwide levels. The District Strategic Planning Committee will report to the District Governance Council and the Chancellor’s Cabinet.</i> (Administrative & Governance Handbook, pg. 42) - Changes recorded from October:
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The District Strategic Planning Committee is a standing committee composed of individuals-constituency representatives who will function as a knowledgeable, collegial planning group that will supports, collaborates on, and reviews in a collegial manner the outcomes of the institutional planning processes of the colleges. The committee will reviews the needs of the San Diego community and region in relationship to districtwide planning priorities, and will recommend planning related to the communities we serve and recommends the planning outcomes that should be related to to inform annual budgets, both at the institutional college and districtwide levels. The District Strategic Planning Committee will reports to the District Governance Council and the Chancellor's Cabinet.

- Discussion and feedback highlights:
 - Concerns around the final sentence with “reports to” language.
 - Need to look at decision making and communication flow from a governance perspective. Pathway is not clear.
 - Diagram was shared:



- As per the governance structure, this committee reports to DGC. The final decision/approval rests with the Chancellor’s Cabinet
- End the sentence after “...”District Governance Council” and remove “and the Chancellor’s Cabinet”.

c. Function Examples

- Specific function changes based on notes:

1. Develop a coordinated timeline for institutional planning processes throughout the District;
2. Review [and collaborate](#) on the planning outcomes of the colleges planning processes so that common elements, themes, and needs can be identified, reviewed, and addressed;
3. Conduct [and determine a schedule for](#) periodic environmental scans and community needs assessments so that evidence of community/regional needs can be identified, reviewed, and addressed as ongoing components of planning;
4. Review and make available information from [internal and](#) external groups and agencies that relates to planning opportunities within the District and colleges;
5. [Identify and](#) conduct research and [analyze the analysis need](#) for new or revised programs, delivery methods, and services within the District;
6. Sponsor forums or workshops to discuss planning options, in conjunction with other organizations, e.g., the District Governance Council ([Tier 1 governance committee](#)), the Chancellor’s Cabinet, and the Board of Trustees;
7. Develop and disseminate short-term and long-term planning strategies; and
8. Provide recommendations and reports to the District Governance Council and Chancellor’s Cabinet, [and](#) for further consideration by the Budget Planning and Development Council and the Board of Trustees.

- Discussion highlights:
 - Important we ensure that faculty lead curriculum.
 - Remove #5 entirely.
 - #6: Recommend removing (Tier 1 governance committee), the example and add “...in conjunction with other participatory governance groups and external entities.”
 - #8: Adjust language to “participatory governance groups and Board of Trustees, when applicable and/or requested.”

d. Membership

- Reviewed membership with committee feedback from the October 26th meeting with positions listed only.

Committee Members - Positions Only

1. VC, Institutional Innovation and Effectiveness, Chair, District
2. VC, Finance and Business Services, District
3. VC, Educational Services, District
4. Dean Institutional Effectiveness, City College
5. Dean, Institutional Effectiveness, Mesa College
6. Dean, Institutional Effectiveness, Miramar College
7. Dean Institutional Effectiveness, Continuing Education
8. Classified Senate President, City College
9. Classified Senate President, Mesa College
10. Classified Senate President, Miramar College
11. Classified Senate President, Continuing Education
12. Academic Senate President, City College
13. Academic Senate President, Mesa College
14. Academic Senate President, Miramar College
15. Academic Senate President, Continuing Education
16. United Student Council Representative
17. Director, Institutional Effectiveness and Research, District
18. Vice Chancellor People, Culture, Technology or designee
19. Vice Chancellor Operations, Enterprise Services, and Facilities or designee
20. Vice Chancellor of Development and Entrepreneurship or designee
21. Research and Planning Analyst, District (proposed after meeting)

- Discussion Highlights:
 - May be redundant to have the VCs on this committee since they are also on the District Governance Councils (DGC).
 - May want to bring people in as needed.
 - DGC is not a place of discussion. Would be helpful if VCs could attend.
 - May want to look at opportunities to remove redundancy. E.g. Have another Academic Senate President represent their voice in their absence.
 - The Strategic Planning Committee supports the work that is going on at the colleges.

Action Items	Person Responsible	Deadline
None	N/A	N/A

Agenda Item 3: Vote for Approval on Changes

Discussion	<p>The approval of the Committee Description, Functions and Membership, with the expanded membership, were M/S/C by Richard Weinroth and Pablo (Paul) Martin as noted in the following documents: Tracked Changes and Accepted Changes.</p> <ul style="list-style-type: none"> - Discussion: None - Opposed: None - Abstentions: None - Action: Approved
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Action Items	Persons Responsible	Deadline
None	N/A	N/A

Agenda Item 4: Next Steps

Discussion	Schedule spring 2024 meetings.
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Action Items	Person Responsible	Deadline
Send Doodle Poll.	Ginger	ASAP

Agenda Item 5: Closing Remarks and Adjournment

Discussion	Through the course of the next year, we can reconsider prospective changes with membership and what we want this committee to be. Meeting adjourned at 11:30am.
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Action Items	Person Responsible	Deadline
None	N/A	N/A

Next Meeting: TBD

Submitted by: Ginger Davis, Executive Assistant

Approved on: 3/4/24