

February 10, 2006

Members, District Strategic Planning Committee:

This is a reminder note for our next meeting which is set for this coming Wednesday, February 15, from 3:30 – 5:00 p.m. in Room 245 at the District Offices.

As agreed upon at our closing meeting of the past semester, the February 15 meeting will welcome and integrate the designated planning experts from your respective campus whom your respective campus presidents have been asked to designate. Henceforth, they will collectively serve as the smaller *Working Committee* for the ongoing efforts to better link the campus and District strategic planning processes, and as a result, will also be working directly and in tandem with the Instructional Services, Planning and Technology (ISPT) Vice Chancellor.

The agenda for the February 15 meeting includes the following action items:

1. Formulate a written response to the earlier Strategic Planning memorandum from the Chancellor which requested us to:
  - Reach agreement on the timeline for an institutional planning process that can better connect the District planning and budgetary efforts with the individual strategic planning processes at work across City College, Mesa College, Miramar College, and Continuing Education).
  - Make a concerted effort to have the linked planning processes reflect and be responsive to the evolving and diverse needs of the community and region that the SDCCD serves, as reflected in our recently completed “Environmental Scan” study.
  - Integrate the agreed upon planning directions to both the annual and mid-year budget decision-making and allocation timeline to better link the expected programmatic goals and objectives to the available resources, both at the institutional and District levels.
2. Identify the planning links that the Committee perceives as needing to be in place between the colleges/continuing education institutions and the District: That is, “What should be the major College/Continuing Education Master Planning process that will be followed, and how best to link these efforts with the timeline for the overall districtwide planning and budgetary allocation decision-making deadline (April of each calendar year) in a manner that effectively connects programmatic proposals with available resources and priorities.”
3. Develop a preliminary calendar of meeting dates and times for Spring 2006 for both the smaller *Working Committee* and the larger “sounding board” Committee.
4. Synchronize the strategic planning process of the smaller *Working Committee* with the “sounding board” role of the larger Strategic Planning Committee to coincide with the April budgetary decision-making timeframe now in place across the District. It is expected that the larger Strategic Planning Committee will continue to function as a “sounding board” for the smaller *Working Committee*, and that it will be periodically convened as the ongoing strategic planning work progresses.

Thank you for your attention to these anticipated work tasks for our February 15 meeting and please confirm ASAP attendance at this meeting with Althea Kardos ([akardos@sdccd.edu](mailto:akardos@sdccd.edu)).

Henry Ingle and Libby Andersen

Light refreshments will be provided.