

San Diego Community College District

Procedure

DISTRICT STRATEGIC PLANNING COMMITTEE DESCRIPTION, FUNCTION AND OPERATING GUIDELINES

DESCRIPTION

The District Strategic Planning Committee will serve as the districtwide vehicle for initiating 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/Continuing Education,

FUNCTION

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/Continuing Education; 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.

Specifically, the Committee will:

1. Develop a coordinated timeline for institutional planning processes throughout the District;
2. Review the planning outcomes of the Colleges/Continuing Education planning processes so that common elements, themes, and needs can be identified, reviewed and addressed;
3. Conduct 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 external groups and agencies that relates to planning opportunities within the District and Colleges/Continuing Education;
5. Conduct research and analyze the 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, 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, for further consideration by the Districtwide Budget Development Committee and the Board of Trustees.

MEMBERSHIP

The Strategic Planning Committee will consist of the following members:

Vice Chancellor, Instructional Services, Planning & Technology (Chair), District Office

3 representatives - City College

3 representatives-Mesa College

3 representatives - Miramar College

3 representatives - Continuing Education

Director of Research and Planning, District Office

MEETINGS

The District Strategic Planning Committee will meet no less than on a quarterly basis, with monthly meetings or other meetings scheduled as needed.

Approved, Chancellor's Cabinet: April 18,2006

Approved, District Governance Council: May 3, 2006

Replaces Strategic Planning Task Force & Planning to Plan Committee (2004)