

APPROVED

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

**January 17, 2007
District Office, Room 300**

Minutes

PRESENT:

Elizabeth Armstrong	Vice President, Instruction – Mesa College
Mary Benard	Dean – City College
Salley Deaton	Academic Representative – City College
Bill Grimes	Manager, Institutional Research & Planning –District
Henry Ingle	Vice Chancellor - District Office
Pat Mosteller	Academic Senate President – Continuing Education
Wheeler North	Academic Senate Vice President – Miramar College
Ray Ramirez	Dean – Continuing Education
Susan Schwarz	Dean – Miramar College
Sam Shooshtary	Classified Senate President – Miramar College

ABSENT:

Yvonne Bergland	Dean – Mesa College
June Cressy	Classified Senate President – City College
Carl Luna	Academic Senate President – Mesa College
Jose Hueso	Classified Senate President – Continuing Education

GUEST:

Pat Fernandez	Representative for Jose Hueso - Continuing Education
Anthony Beebe	President – Continuing Education

CALL TO ORDER:

Meeting was called to order at 4:08 p.m.

I. WELCOME AND ANNOUNCEMENTS

Henry Ingle briefly reviewed the agenda and handouts with the committee. Thereafter, he invited committee members to provide any additional items for the agenda.

II. APPROVAL OF MINUTES

The minutes for November 29, 2006 were approved by consensus with the noted spelling change.

III. CC BENEFITS

Henry Ingle's office was able to get a response back from CC benefits and is in the process of reviewing the packet that details what the requirements are for the District and colleges to pay. The estimate is \$6,000 for access to their database program.

IV. PROGRESS REPORT FROM CAMPUS REPRESENTATIVES

The campus planning documents for all three colleges have been presented and Anthony Beebe, President of Continuing Education, presented their plan to the committee as follows:

Process:

- President sent initial request to all faculty, staff and administrators of Continuing Ed asking what the strengths, weakness, opportunities and threats are.
- They then created 4 themes called the Four Cornerstones to include:
 1. Increase Professional Development
 2. Expand Course Diversity
 3. Enhance Image
 4. Grow Enrollment
- All six campuses were asked to create a strategic plan in order to amalgamate the plans into the four cornerstones (see handout).

CE Institutional Effectiveness Cycle (handout):

Continuing Ed is using the same format as James Nickels “Institutional Effectiveness Process.” This process starts with the reviewing of the Vision Statement, Philosophy Statement, Core values and Mission. The complete cycle consists of the following:

- Review/Update – Vision, Philosophy, Values and Mission
- Mission
- Strategic Cornerstones “Institutional Goals”
- Establish Specific Strategies - Priorities Based on Cornerstones
- Build Operational Plans Based on Strategic Priorities
- Implement Plans
- Assessment of Operations, Program, Review, Student Learning Outcomes and Strategies
- Analyze Results - Feedback
- Use Results for Institutional Improvement – Feedback

Mission Statement – “Academe Model”:

The mission statement includes the key elements they want to focus on, the four cornerstones and their purpose - such as their history, if they are a private or public institution, demographics of students, who are the faculty, classified and administrators, if you discriminate against age, gender, disability, ethnicity, religion or national origin.

Comments and Suggestions:

- It could be a model for the District’s final Strategic Planning document.
- The document is very clear, succinct and to the point.
- The inspiration software visually looks great - vibrant colors.
- The faculty reviewing the document have taken ownership because their voices are reflected in the text.
- Very strong starting point for a master plan.

V. COMMITTEE FEEDBACK ON STRATEGIC PLANNING DOCUMENTS

Henry Ingle reviewed the San Francisco Strategic Planning Documents with the committee. He promised to bring other model formats to the next meeting for review and consideration.

VI. FORMAT FOR DEVELOPMENT OF DISTRICT DOCUMENTATION (Cabinet/DGC)

The committee discussed the January 31, 2007 timeline for creating a preliminary Strategic Planning document that can be presented to the Chancellor’s Cabinet and District Governance Council.

Accreditation Requirement:

Henry Ingle provided feedback from Chancellor's Cabinet regarding the Accreditation requirements: There is a separate progress report due October 2007 and each site is working on the documentation in order to respond to many of those requirements. This committee's roll is not to be directly involved in the process, but can use it as a reference.

Comments and Suggestions:

- Identify 1 to 10 agreeable areas that will give guidance in areas that should be defined
- Group the defined areas into very rough draft writing assignments – bulleted form
- The document should capture the reader's attention right away
- The document should have engaging information
- The document needs to create a unified course.
- Initially show the environment our District serves
- Find the cornerstones within the District
- Use the grid that Salley Deaton created as a starting point
- Focus on what the overarching goals are
- Align the strategic plan with the budgeting process

VII. MEETING ADJOURNED AT 5:20 P.M.

The next Technical Strategic Planning Committee meeting will be scheduled for **January 26, 2007** at Mesa College in room A-102.

Recording Secretary, Chantaya Robinson - District Office
Henry T. Ingle, Vice Chancellor 388-6965