

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

**March 2, 2005
District Office, Room 245**

Minutes

PRESENT:

Libby Andersen	Faculty – City College
Elizabeth Armstrong	Vice President, Instruction – Mesa College
Julianna Barnes	Dean – Miramar College
Gail Conrad	Academic Senate President – Mesa College
Pam Deegan	Vice President of Instruction – Miramar College
Salley Deaton	Academic Representative – City College
Dave Evans	Dean – Mesa College
Pat Fernandez	Accounting Technician – Continuing Education
Bill Grimes	Manager, Institutional Research & Planning – District Office
Rich Grosch	Board of Trustees (Ex-Officio)
Dan Gutowski	Hourglass Park Coordinator – Miramar College
Anne Jacobs	Student Representative – City College
Otto Lee	Interim Assistant Chancellor – District Office
Mary Lee Meiners	Academic Representative – Miramar College
Pat Mosteller	Academic Senate Vice President – Continuing Education
Wheeler North	Academic Senate President – Miramar College
Ray Ramirez	Dean - Continuing Education
Monica Romero	Career Guidance and Transfer Supervisor – Mesa College
Desiree van Saanen	Classified Senate President – City College

ABSENT:

Terry Burgess	President – City College
Constance Carroll	Chancellor
Robin Carvajal	Executive Director – ETi
Mary Granderson	Business Services – City College
Julie Huang	Human Resources Technician – District Office
Hutch Hutchinson	Academic Senate President – Continuing Education
Sy Lyon	Dean – Continuing Education
Kathy McGinnis	Academic Senate President – City College

CALL TO ORDER:

Meeting was called to order at 4:35 p.m.

I. Welcome and Announcements

Libby Andersen briefly reviewed the agenda with the committee

II. APPROVAL OF MINUTES

Approval of minutes was postponed. Committee members were asked to email Otto Lee with any changes to the minutes by Friday March 4, 2005.

III. OVERVIEW OF SUB-COMMITTEES

Libby Andersen reviewed the Strategic Planning Committee Activities – Spring 2005 (handout) for the following sub-committees:

- Environmental Scan
 - i. Vision and Articulation
- System Processes (“Parking Lot”)

Dan Gutowski was added to the System Processes sub-committee.

The committee had a group discussion about not having representation on the committee for the SDCCD Online. Through the group discussion it was stated that SDCCD Online is a function of the District, but not a separate institution. However, through the processes that will take place at the individual institutions for the funding of the pilot projects, the representation of the SDCCD online should immerge naturally.

Otto Lee concluded that the committee had presented some good points concerning SDCCD Online and that there would be further discussion in the future.

IV. REVIEW OF PROCESS FOR PILOT PROJECTS

Otto Lee reviewed the process for the pilot projects as follows:

- Each of the institutions will be given about \$10,000
- The institutions are to begin identifying pilot projects (using the 6 institutional priorities as a guide) through their site processes
- Identified projects with a brief description should be brought to the meeting on **April 20, 2005**
- Presidents of the institutions will bring the identified projects with a brief summary to Chancellor’s Cabinet on **Tuesday, April 26, 2005**
- Project performance will occur between **June 1-December 1, 2005**

Comment(s) and Question(s)

1. When the pilots are completed, what kind of reporting requirements are we going to request from the institutions?

The committee agreed that the abstract/report should include the following:

- Description of the planning process at each institution
- The goals of the project
- The process the project followed
- The results of the project
- The weaknesses of the project
- The benefits the project has for the District

2. **Is it possible to give us a timeline for the completion of the projects and when the reports are due, so we can share that with our constituents?**

We did not want to constrain them in terms of time, so it's acceptable to give them until the end of fall semester and at the start of the new semester they would begin the reporting of the projects.

Otto Lee and Libby Andersen requested that the remaining committee members who are not assigned to one of the sub-committees be the overseers for the pilot projects at each of the institutions.

Otto Lee will email the list of the six institutional priorities and the criteria form. It will also be posted on the website. Otto reminded the group that the external experts that were at the last meeting have blocked off time for the next scheduled meeting on Wednesday, March 16, 2005 for any of the sub-committees that would like to meet with them.

V. ADJOURNMENT OF MAIN COMMITTEE MEMBERS

Meeting adjourned at 5:03 p.m.

The next Strategic Planning Committee Meeting is scheduled for Wednesday, April 6, 2005 from 4:30 p.m. - 6:30 p.m. at the District Office in Room 245.

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