

San Diego Community College District Strategic Planning Committee

APPROVED

Meeting of March 4, 2010
11:00 AM—District Office, Room 245

MINUTES

PRESENT:

Mary Benard	Vice President of Instruction—City College
M. Salley Deaton	Academic Representative—City College
Buran Haidar	Academic Representative—Miramar College (proxy for Daphne Figueroa)
Cathy Hasson	Director, Institutional Research and Planning—District Office
Barbara Kavalier	Vice President of Student Services—Mesa College
Otto Lee	Vice Chancellor of Instructional Services and Planning—District Office
Tim McGrath	Vice President of Instruction—Mesa College
Esther Matthew	Academic Senate President—Continuing Education
Cynthia Rico Bravo	Academic Senate President—Mesa College
Ray Ramirez	Dean—Continuing Education—ECC
Sam Shooshtary	Classified Senate Past President—Miramar College

ABSENT:

June Cressy	Classified Senate President—City College
Daphne Figueroa	Academic Senate President—Miramar College
Franchesca Gade	Student Trustee
Susan Schwarz	Dean of Library & Technology—Miramar College
Charlene Shurtleff	Classified Senate Vice President—Continuing Education—North City

STAFF:

Amanda Ficken-Davis Acting Administrative Assistant, Instructional Services—District Office

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Otto Lee called the meeting to order at 11:06a.m.

I. Welcome and Introductions

Otto Lee welcomed the committee members for coming. He announced lunch would be served shortly, and reviewed the main items on the agenda for today. First will be the standing updates from the various institutions regarding their ongoing planning. Next, the committee will look at some of the suggested indicators and metrics that we will use to evaluate our Strategic Plan. Finally, Cathy Hasson will present a self-assessment exercise that all districtwide committees are doing in anticipation of accreditation.

II. Approval of November 30, 2009 Minutes

The minutes were approved as amended. M/S/P (Ramirez/Shooshtary)

III. Standing Item-Updates on Campus Planning (Colleges & C.E.)

Lee reminded the committee that Strategic Plan was developed through a lot of effort on the part of past and present committee members and approved by all the appropriate shared governance groups. It has been agreed that this is a living document that reflects what the priorities and shared objectives of Continuing Education and the colleges. This is not what the District feels the goals should be. The plan should be changed as necessary to reflect the changing goals and priorities of the institutions; the current goals are about 18 months to 2 years old. Some of the goals are outdated, some have been achieved, and some are now a lower priority. The specific mandate of this committee is to issue an update on an annual basis that reflects the updated information. Lee's goal is to issue this update every May. This is why we have updates as a standing item, to allow the committee to continue to evaluate the ongoing individual goals and objectives and determine which ones translate across institutions.

Ray Ramirez shared with the committee the evaluation system used by Continuing Education; goals are assigned one of 3 status: met, unmet, or partially met. Unmet and partially met goals are then assigned an action plan. He recommended a similar approach in the committee's review of the Strategic Plan.

Lee agreed this was a good idea; the second part of our update today is assessing how we are doing to determine whether we have met our goals. He stressed that because some of our goals are broad, they may not be amenable to quantitative interpretation.

Lee then invited Continuing Education and the colleges to give their updates.

Ramirez updated the committee on Continuing Ed's recent revision of their four cornerstones. He explained the collaborative process used to determine these new goals, and the final revisions they are currently undergoing. He will present them to the committee once they are finalized.

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Sam Shoostary announced that Miramar would be meeting to discuss their process within the next two weeks. Currently, accreditation is a major focus for the colleges; however, part of the accreditation process is showing how the Strategic Plan is used by the college. To that end, the research committee has put together a research agenda to find college-specific metrics. The process is ongoing.

Tim McGrath reported Mesa is in a similar position, evaluating their values, goals, and research agenda. Their process is also ongoing.

Lee emphasized that he would like the committee members to be evangelists of the Strategic Plan, reminding other committees of its existence and of how it can be used throughout the planning and accreditation process, especially as it is being shown and updated.

Salley Deaton announced that City is reviewing its Master Plan and revising the process to be more integrated between campus departments. Mary Benard added that the whole self study process has been painful, but beneficial. It has fostered a dialogue on the campus that has identified gaps, shortfalls critical needs, and strengths. It has mobilized the campus and brought to the surface areas of improvement, including the process and content of the Master Plan.

Lee thanked the institutions for their updates, and invited everyone to help themselves to the provided lunch.

IV. Review of Metrics Data

Lee invited the committee members to look at the binders that had been prepared for each of them. The first seven tabs each reflected one of the Strategic Planning goals. Lee led the committee through a review of the metrics that he (with the help of Cathy Hasson and the various District shared governance committees) had assembled to show the progress made on each of the goals and objectives.

Esther Matthew pointed out that there are a lot of activities that go on at the campus level that the districtwide committee may not be aware of. Many of these activities are examples of how the colleges and Continuing Ed are working to meet our goals and objectives. She asked if the colleges should make the committee aware of these activities. Lee agreed this was an excellent idea; he recommended that these examples be sent to Amanda Ficken-Davis for integration into the metrics compilation and the handouts presented.

Benard asked if the committee is ultimately preparing a report on the Strategic Planning goals. Lee replied that is where we are going with the metrics; while we may not report on every goal, it is hoped that we will provide the Board of Trustees with an overview of how the committee feels we are doing following the May meeting.

Cathy Hasson suggested task groups meet to review the goals more closely; currently, the metrics lack synthesis and analysis that are needed to identify our

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progress and the gaps in our Strategic Plan. Benard agreed, stating it is key that the committee have recommended actions as part of any eventual report.

Lee granted that recommendations and an action plan are important, but doesn't find it necessary to analyze every single goals. A lack of funding had constrained a lot of progress; we should instead focus on what we have achieved despite a lack of funds. Similarly, we must remember not all goals lend themselves to quantitative analysis. We shouldn't feel that we must cover all bases at this time.

Barbara Kavalier worried about the challenge of measuring goal and outcome completion when there is a lack of standards and benchmarks by which to measure them. She feels that this year we should focus on the indicators we want to use; we won't be able to use them this year because we haven't established what it is we want to accomplish. Lee agreed this was an important point. What year do we want to use as a baseline?

Esther Matthew recommended some additional measurements for objective 1c. The data currently cited in the evaluation is transfer rates; this does not reflect the trend of people with advanced degrees (bachelor and above) returning to NonCredit to obtain job skills. Cynthia Rico Bravo also recommended looking at who is applying to Allied Health and other occupation programs.

Deaton recommended looking at specific data on the success of City's Middle College working with Garfield High School Students. The handout listing K-12 partnerships does not include many current programs. Rico Bravo pointed out that if this data is from SDUSD, we may want to review all of the programs with them and update this handout. Matthew agreed, pointing out that NonCredit is not listed, despite that fact that many SDUSD students are able to make up courses through Continuing Education.

Lee asked the colleges to try and come up with their own version of this document, with whatever data they think is appropriate for our assessment.

The committee continued to review the remaining tabs. Lee asked the committee to review the binder and reflect on other metrics that might be appropriate to include. He addressed concerns from the committee members that some goals and objectives do not match the campus process. He reiterated that the Strategic Plan is a living document, and those goals and objectives that no longer match those of the colleges can be removed or revised.

V. Self-Assessment on Shared Governance Structure (Cathy Hasson)

Hasson led the committee through a self assessment that each of the 9 districtwide shared governance committees will be participating in leading up to accreditation. She explained that while accreditation requires self evaluation, there has been no formal process in the past. This assessment looks at the contribution that the committee makes to shared governance. Ultimately, this is intended to be a holistic view of how we as a district are doing. A rubric has been developed using the District Governance Committee to establish validity.

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Deaton shared her concern that nowhere is it stated that the objective of all committees should be the support of student learning. While it is implied, she feels it should be specifically stated. Hasson agreed that she would add it to the background.

Hasson told the committee the next step will be for her to send each committee member a link to take the self-assessment online. This is an opportunity for collective reflections; results will be shared with the group at a future meeting.

VI. Announcements

A. Handouts:

1. March 4, 2010 Meeting Agenda
2. November 30, 2009 Minutes

VII. Adjournment

Meeting adjourned at 12:57p.m.