

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

**March 12, 2008  
Muir, Room Z-405**

**Minutes**

**PRESENT:**

Elizabeth Armstrong	Vice President, Instruction – Mesa College
Yvonne Bergland	Dean – Mesa College
Pat Fernandez	Past Classified Senate President – Continuing Education
Bill Grimes	Manager, Institutional Research & Planning –District
Henry Ingle	Vice Chancellor - District Office
Ray Ramirez	Dean – Continuing Education
Susan Schwarz	Dean – Miramar College
Sam Shooshtary	Classified Senate President – Miramar College

**ABSENT:**

Mary Benard	Dean – City College
June Cressy	Classified Senate President – Miramar College
Salley Deaton	Academic Representative – City College
Darrel Harrison	Academic Senate President – Miramar College
Esther Matthew	Academic Senate President – Continuing Education
Wheeler North	Academic Senate Vice President – Miramar College
Terri Teegarden	Academic Senate President – Mesa College

**CALL TO ORDER:**

Meeting was called to order at 3:10 p.m.

**I. WELCOME AND ANNOUNCEMENTS**

Henry Ingle briefly reviewed the handouts and purpose of the meeting with the committee.

**II. NOTEBOOK AND MATERIALS FOR COMMITTEE**

The committee reviewed the strategic planning notebook provided for each of the committee members.

**III. REVIEW AND UPDATE COMMITTEE MEMBERSHIP ROSTER**

Dr. Ingle requested the committee members to consult with their respective campus president for review and replacement of individuals listed on the roster who will no longer be a part of the committee due to retirement or reassignment. He would like all updates to be sent via email by no later than April 15, 2008.

**IV. APPROVAL OF MINUTES**

The minutes for September 26, 2007 were approved by consensus.

**V. REVIEW OF STRATEGIC PLANNING DOCUMENT(S)**

The committee reviewed the two handouts from the Community Colleges–System Office, which included the Strategic Planning and Communications Implementation Status Update and Strategic Plan Update.

Dr. Ingle is requesting that each of the campus representatives provide him via email by April 15, 2008 a brief update/summary narrative statement reporting on the progress and status of how they have progressed with the six identified priorities in the current District Strategic Plan.

**Priorities:**

- *Increasing Access to Continuing and Higher Education Opportunities*
- *Restructuring Support Services to Respond to Changing Student Demography*
- *Assuming Strategic Role in Workforce Development Needs Across the Region*
- *Improving Our Institutional Capacity to Serve Our Diverse Communities*
- *Strengthening Our Internal and External Organizational Communication Practices*
- *Responding to New Programmatic, Discipline Specific and Interdisciplinary Instructional Opportunities*

**VI. TIMELINE FOR UPDATING/REVISING DISTRICTWIDE PLANNING DOCUMENT(S)**

In an effort to develop a timeline for updating/reviewing the districtwide plan, Dr. Ingle requested that each of the campuses develop a visual timeline to identify the important milestones and steps during the calendar year that reflect each of their campus master planning processes. Each planning calendar will be linked/connected on a recurrent annual basis to the timeline shaping the strategic overarching priorities identified and profiled in the District Strategic Plan.

**VII. DISTRICT STRATEGIC PLANNING PROCESS**

The committee discussed and provided feedback regarding the 2007-08 District's strategic planning process as follows:

- This committee has done a wonderful job with district strategic planning process; it is perceived to be very clear and easy to follow.
- The struggle is that all campuses are continuing to plan for different initiatives (i.e. basic skills), self-assessments and 5-year goals. There is a struggle to integrate the different types of planning they are asked to do from external agencies and within the district so that it becomes more cohesive or integrated.
- How can we streamline the process so we can see the linkages?
  - Add more of the various processes to their campus websites.
  - Campus researcher(s) can begin to help with compiling the required information on an on-going basis.
- Create a score card to report progress the strategic planning priorities each year.
- Update external data reports as various trends change and emerge.
- Connect with System Office Researcher housed in the region with our on-going system.
- Add the campus accreditation planning requirements to the strategic planning requirements.

**VIII. MEETING ADJOURNED AT 4:20 P.M.**

The next Technical Strategic Planning Committee meeting will be scheduled via email early for late April or early May 2008.

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