

San Diego Community College District Strategic Planning Committee

APPROVED

Meeting of March 12, 2012
9:00 AM – City College, Room R-212

MINUTES

PRESENT:

Daphne Figueroa	Academic Senate President - Miramar College
Joyce Allen	Classified Senate President - Miramar College (proxy for Sam Shooshtary)
Lou Ascione	Dean of Liberal Arts - Miramar College (proxy for Susan Schwarz)
M. Salley Deaton	Academic Representative - City College
Awana Payne	Classified Senate President - City College
Madeleine Hinkes	Academic Senate President - Mesa College
Tim McGrath	Vice President of Instruction - Mesa College
Ingrid Greenberg	Academic Senate President - Continuing Education
Ranessa Ashton	Public Information Office - Continuing Education
Libbier Valenzuela	Classified Senate Representative-Continuing Education
Otto Lee	Vice Chancellor of Instructional Services and Planning - District Office

ABSENT:

Mary Benard	Vice President of Instruction - City College
Cathy Hasson	Director of Instructional Research and Planning - District Office
Sam Shooshtary	Classified Senate Vice President - Miramar College
Susan Schwarz	Dean of Library & Technology - Miramar College
Brian Stockert	Interim Vice President of Student Services - Mesa College

STAFF:

Irene Williams	Administrative Assistant, Instructional Services - District Office
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Otto Lee called the meeting to order at 9:05 a.m.

I. Welcome and Introductions (All)

Otto Lee welcomed new and current committee members. Introductions were made. The September 19, 2011 meeting minutes were approved by consensus with changes incorporated.

The minutes were approved.

M/S/P(Deaton/ Payne)

II. Review Process and Materials (Otto Lee)

O. Lee provided an overview of the process for the new committee members. The district-wide strategic planning committee started with the need for a strategic plan that was a reflection of the priorities of each of the campuses. It's important to note that the committee does not create the strategic plan, nor is it a plan created by the district office. The strategic plan is created by using information gathered and integrated through reports from each of the campuses. Once the strategic plan was compiled the process was put in place that the committee would gauge how effective each objective and goal were based on research data on an annual basis.

Otto shared that he requests, on behalf of the committee, updates from each of the established district-wide councils based on the analysis they have done and to provide a narrative on where they think, from their committee's perspective, we are on these strategic goals. He then provides the pertinent information to the strategic planning committee. He directed the committee members to look in their binders for the links that will take them to the data that supports the assessments that have been received. These assessments were then taken back to the campuses. Once the committee feels they are in agreement with the update then he will bring it to DGC and ask each committee member to share it with their senates.

Daphne asked Otto for background information on why the Strategic Plan did not include accreditation. Otto responded by saying that the strategic plan in its final objectives was presented in 2009, but the work to create it was really during 2007 and 2008. At that point the top seven common themes that emerged from all of the colleges and CE did not include Accreditation and SLOs. He pointed out that the current Strategic Plan is sun setting in 2012 and the committee will then embark on creating a new Strategic Plan. Based on conversation from the past couple of years it makes sense that accreditation would be a part of the new strategic plan. It's important that the committee see that as a goal from each of the campus strategic plans. Daphne shared that Miramar's strategic plan goals do not have anything specific about accreditation in them. They could add a phrase to say one or more of their goals are tied into meeting accreditation standards.

III. Updates on planning at the campuses (Colleges & CE)

Otto asked each campus representative for updates. He explained that updates are done regularly. Campus updates reflect the priorities and shared objectives of CE and the colleges. The updates provide new goal ideas. They also allow the committee to review achieved goals, and discuss outdated goals that are no longer appropriate. Otto reminded the committee that the current

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strategic plan will sunset at the end of 2012. Next year the committee will start the process to create the next plan.

Continuing Education

Ingrid Greenberg and Libbier Valenzuela presented the Continuing Education update and were later joined by R. Ashton.

- CE will celebrate its 100 year anniversary in 2014. They are in the process of making plans to celebrate. Ingrid reminded everyone that CE started in the K-12 system and later moved over to the college system. Dr. Beebe is leading the discussion on a plan to mark their anniversary. The plan will include a larger committee and the public information office will provide support.
- There is a new online registration system being piloted at CE. The new system will provide all CE students an ID card which would give them access to online registration. There are many challenges with the off-site classes that aren't networked with the SDCCD. The goal is to eliminate the purple registration cards that are currently used to register for class. There is a lot of room for error with spelling student names correctly since the purple registration cards are handwritten. CE students are from all over the world and many have challenging names and once the name is misspelled in the system it is very challenging to change it. This plays a big role in how the students transition and bridge to the credit system. CE is doing its best to capture and correct student information. An added benefit to using the new online registration system is that the students will become more versed in using online as a tool when transitioning to the college system.

Sally Deaton asked if the new system will accommodate the sight impaired. She mentioned the importance of serving that group. Libbier responded that a DSPS class at ECC was piloted with hearing and sight impaired students. She said it took the DSPS students a little longer to use the system but they were able to use it successfully. Otto thinks it fits in with the districts work to automate as much as possible as put systems in place to do more online.

City College

Salley Deaton and Awana Payne presented the City College update.

- City's Master Plan is integrated with Student Services, Instruction, and Administrative Services. City devoted their year to doing SLOs using TaskStream with the goal of being through at least one cycle by June 2012. The SLOs are also the first part of their Program Review. The Instructional Division has eight goals which were researched by an instructor as part of their PhD program. The goals include measures, means of assessment, and criteria for success. A time-line for assessment was identified as well as key personnel responsible. The measures and findings will be entered into TaskStream and an action plan will be developed. Instruction will have a complete cycle for their eight goals. Administrative Services has completed two cycles in TaskStream. Student Services is also working on their goals in TaskStream. City currently has their program review, master plan, IT program, and academic plan in TaskStream so they can drop information into the plan as they do their assessments.

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- The campus-based researcher has provided a diversity report by discipline as well as a success and productivity report by discipline. These are very beneficial to use for Program Review and Accreditation.
- City College will celebrate its 100 year anniversary in 2014. The draft of a plan was presented by their public information officer. They are working on a committee, funding as well as list of events with clubs. One question is regarding celebrating during the academic year or the calendar year has to be decided.
- The Title V Professional Development committee is working on events for campus wide training for staff. They are seeking training for classified staff to become facilities to instruct other staff. They are also working on a brochure in which each department will present an introduction and list of services that each they provide, along with information on the departments key personnel, in order to help students obtain the information and help they need.
- The Vice President of Student Services is holding mandatory two-day staff training during the summer. Staff from instruction as well as student services will attend.
- The City College First Year Experience (FYE) is having their first summer program. They plan to offer Personal Growth, English, and Math classes.

Otto commented on how well the City College and CE reports blended. He said it shows how more online systems and better tools can eliminate old manual processes and paper. He commended the staff training and shared that this type of training fits in well with the Strategic Planning goals for professional development. He was pleased to see training continue though grant funding or other funding even during these tough economic times.

Mesa College

Madeleine Hinkes presented the Mesa College update and was later joined by Tim McGrath.

- Mesa will celebrate its 50th anniversary in 2014.
They had two retreats: Planning and Instructional Effectiveness (PIE) and President's Cabinet retreat where they worked on the goals and annual objectives within each goal. The new researcher developed a crosswalk plan which will help in measuring goals. Program review is the heart of their planning. The committee is realizing that resources aren't just money. Resources include whether students can find parking, child care, construction noise, temperature control, book accessibility, etc. The focus is on students instead of the budget.
- Mesa is having a difficult time working with TaskStream. They are investigating the use of CurricuNet instead of TaskStream.
- The plan for allocation of resources will be based on Program Review.

Otto commented that the new Strategic Plan seems to synchronize well with Mesa's PIE committee goals.

Miramar College

Daphne Figueroa, Joyce Allen, and Lou Ascione presented the Miramar College update.

- Accreditation continued on their warning due to administrative turn over and due to issues related to integrated planning. Miramar does not have a campus based researcher at Miramar. They currently have a researcher "on loan" for two days per week. There was a teleconference

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with the Accreditation commission during which Miramar's President asked the committee if they would meet the standard if they do not have a full time campus based researcher. The commission did not give a straight forward answer, and at the end of their response the basic understanding was that as long as they are meeting all of their research needs then they will meet the standard. The Chancellor, who was listening in on the teleconference, said she was very pleased to hear that there wasn't a criterion to have a full-time person. This left a few people feeling dismayed because they feel they should have what the other campuses have, which is a full-time campus researcher.

- VPI Jerry Buckley and the deans are working closely to reconstruct the master plan. There needs to be a connection between the strategic plan and the master plan.
- The Classified senate held a collaborative FLEX week with in January. Several departments were represented and information was available from departments like the district office HR and PERS. There was excellent response from the classified senate meeting that was held in the middle of the work day. Managers and faculty volunteered and presented on team building. This year the senate will produce its own Program Review, establish a budget, and address funding. They hope to provide team building as well as let the classified staff know they are a vital part of the Strategic Plan. The Academic Senate President is very supportive to the Classified Senate and includes them for input. The President is trying to set up funding for more off campus training/travel.
- It was suggested that Jerry needs to be on the committee. Lee said that the appointments to serve on this committee are up to each college.

Salley commented that she fully supports Miramar having a full-time campus researcher. City has "borrowed" a researcher in the past and knows first-hand that borrowing does not work. The research provided from the district office is at a campus-wide level instead of separated by discipline. This makes it difficult to complete Program Review, SLO's, and Accreditation.

Daphne thanked Salley for her support. She points out that Miramar has needed a full-time researcher for 9 years now and that during that time Mesa has hired a researcher and then hired another researcher to replace the first one. She thinks that the difference may be because Miramar is a smaller college.

Ingrid shared that a current issue that CE has been dealing with in regards to using the district researcher. CE is looking into making their academic calendar match the college calendar. CE currently begins their fall semester after Labor Day and ends in January. This causes a big scramble to wrap up fall and begin the spring semester within the four day break between semesters. The discussion began in January at the Academic Senate level. It has gone through CE's EGC and budget committee. Now they are taking it to the campuses. There EGC needs a survey of some sort created. Initial discussions with Lynne Neault and Cathy Hasson to create the survey have received a little push back because they are already busy with many other projects.

Otto commented that the minutes will clearly show how the committee feels about this topic. He will take any opportunity at the leadership level, when it comes to strategic planning, to share the committees viewpoint and the reasons behind it.

IV. Review Annual Update "Mock Up" (All)

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Otto explains the Annual updates are paragraphs stating the present status and/or challenges of each of the seven goals. He referred to the handout and indicated the goals, objectives, and indicators that were established. The committee decided to take a week to work on revisions to the annual update mock-up. They will email their revisions to Otto Lee.

V. Next Strategic Plan (Otto Lee)

There was discussion at a past meeting on whether the committee should create a new strategic plan or should continue to update the current one. The committee agreed that they want to create a new strategic plan.

VI. Next Meeting (Otto Lee)

Otto suggested scheduling the next meeting for the later part of October 2012 and possibly another meeting sometime mid November 2012. Otto asked the committee members to please bring their schedule of when the priorities and strategic goals are ready to the next meeting so that the strategic planning committee can plan their schedule accordingly.

VII. Adjournment

There being no further business, the meeting was adjourned at 10:35 a.m.