

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

**April 20, 2005
District Office, Room 245**

PRESENT:

Libby Andersen	Faculty – City College
Elizabeth Armstrong	Vice President, Instruction – Mesa College
Gail Conrad	Academic Senate President – Mesa College
Pam Deegan	Vice President of Instruction – Miramar College
Salley Deaton	Academic Representative – City College
Pat Fernandez	Accounting Technician – Continuing Education
Bill Grimes	Manager, Institutional Research & Planning – District Office
Rich Grosch	Board of Trustees (Ex-Officio)
Hutch Hutchinson	Associate Dean – Continuing Education
Anne Jacobs	Student Representative – City College
Otto Lee	Interim Assistant Chancellor – District Office
Carl Luna	Faculty – Mesa College
Sy Lyon	Dean – Continuing Education
Pat Mosteller	Academic Senate 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:

Julianna Barnes	Dean – Miramar College
Terry Burgess	President – City College
Constance Carroll	Chancellor
Robin Carvajal	Executive Director – ETi
Dave Evans	Dean – Mesa College
Mary Granderson	Business Services – City College
Dan Gutowski	Hourglass Park Coordinator – Miramar College
Kathy McGinnis	Academic Senate President – City College
Mary Lee Meiners	Academic Representative – Miramar College

CALL TO ORDER:

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

I. Welcome and Announcements

Otto Lee briefly reviewed the agenda with the committee.

II. APPROVAL OF MINUTES

Minutes for April 6, 2005 to be reviewed via email.

III. REVIEW OF WEBSITE – VISION AND ARTICULATION SUBCOMMITTEE

Monica Romero reviewed the website with the committee for any updates or suggestions. The committee's goal is to have the website go live by May 1, 2005.

Question(s):

1. ***Is the survey going to be an on-line survey or is it actually being sent directly from their current email location? Currently it is being sent directly from their email and that is what we do not want to happen because, in some cases, they may not want to be identified. We also would like to have the responses downloaded into a database to make it more manageable.***
2. ***Do you want to break the surveys down so that they can submit feedback by category? We do not want to limit any one in their thinking, so we are hesitant to put anything on the website that will gear them to think only one way. I am hoping by leaving the survey very broad that this will allow people to think outside of the box and comment on ideas without being limited to one category. If the general consensus amongst the committee is that we should have the surveys listed in categories that would be something we can look at.***
3. ***Do you clarify what the connection between the "Vision" and "Mission" statements are? Actually, the relationship is not there so that would be a good addition.***
4. ***Do you want to add a statement to the bottom of the page that indicates where to go to submit feedback? We do have a statement listed at the bottom of each page.***
5. ***Do you want to add the government structure and committee structure as you handed out during the last meeting? Yes, the idea is to name everyone in the District their relationships to each other, and the district's function.***

Comments:

- **Add a definitions page**
- **Add the timeline to the website**
- **Begin collecting data to be added from the other sub-committees**

Ray Ramirez added that the subcommittee is asking for feedback for the visioning (content) and the process (the building of the website) on the website. During the last meeting a list of the ideal characteristics was distributed. Please submit any additional characteristics for the actual website tool.

Otto Lee asked the subcommittee to create a timeline of what we want to accomplish before we go live, as well as any other items to be accomplished in the future, by May 1, 2005. He will work with Eric Nunes to see what the timeframe will be. He also asked the entire committee to submit any additions to the sub-committee by the end of the week.

IV. STATUS OF ENVIROMENTAL SCAN INVITATIONS (Handouts)

Otto Lee reviewed the process used to solicit the Environmental Scan proposals as follows:

- List of Companies Solicited
- Cover Letter
- Attachment 1 - Environmental Scan Data
- Attachment 2 - The San Diego Community College District

Otto also reported that last week he mailed about 30 invitations. He has had a total of 5-6 responses by email and phone conversations (three very detailed conversations). All responses have been very positive and they seem to be very excited about emailing their approaches. The deadline to submit any proposals is May 11, 2005.

Update CC Benefits:

Otto Lee reported that CC benefits (the company we had hired for the Economic Impact Assessment) had introduced a strategic planning tool software that can take many different environmental factors such as demographics, populations and employment trends and produce data showing a new industry or population emerging that will require additional programs such as Automotive and ESL. Their planning tool ties nicely into what were looking for. They offered a few licenses to access their software. However, when we began working with our local partners, it was questioned about the sources being used to obtain their data and if they were using some of the same factors as our local companies. We told CC Benefits that we would wait until our Environmental Scan was finished and the data could then be compared.

V. IDENTIFICATION AND PRESENTATION OF PILOT PROJECTS

Continuing Education (Handout)

Pat Mosteller reviewed the project that Continuing Education chose to fund which went through their Shared Governance process.

Project Name:

“Lifewide Learning of Older Adults”

Project Goals:

- *Research development and in servicing will take place between June 6 – July 29, 2005.*
- *Pilot classes, based on current curriculum, will being in June (Summer semester) for pre-project baseline evaluations and documentations.*
- *Project results and newly developed curriculum will be implemented in the Fall '05 semester and closely monitored for progress in learning outcomes, response, persistence, attendance, retention, community/facility feedback and user satisfaction (both student and instructor).*

Miramar College:

Pam Deegan reviewed the project that Miramar chose to fund which went through their Shared Governance process.

Project Name:

“Process Mapping”

Project Goals:

Link all of our processes together via program review.

Question(s) and Comment(s):

Does process mapping address the organizational part? Yes, it can do both. One of the challenges at our own institution is we already have a well-defined structure, so we are just trying to connect the dots. The Orion Group’s process mapping includes developing the structure, so we are going to have to mix and match a little. The key element is not only to find structure, but to also have cross expectations, outcomes, and an appropriate process for each level or each linkage within the system which has been a big problem in our District.

Mesa College (Handouts):

Liz Armstrong reviewed the three (3) projects that Mesa decided to fund which went through their Shared Governance process. Liz reported that they have formed a group that will be trying to identify additional funding resources for the proposals not chosen for the pilot.

1. **Project Name:**

“Educational Building Design Process”

Project Goals:

- *Conduct a literature search of educational and green building technology trends and identify appropriate conferences and site visits for members to attend.*
- *Develop an “Educational Building Design Process” that can be used by other similar committees in SDCCD.*
- *Eventually publish our plan in an appropriate journal of higher education and put on the Mesa College website.*

2. **Project Name:**

“Increase Student Achievement through WebCT; WebCT Based Probationary Student Workshop”

Project Goals:

- *Creation of a WebCT workshop and database for tracking student success*
- *Increase retention rates of students who are on probation.*
- *Decrease rate of students on probation who are consequently disqualified.*
- *Address the discomfort of having to come face to face with other students who are in similar situation while incorporating teaching tools utilizing technology.*

3. Project Name:

“Campus Career Services Committee Strategic Plan”

Project Goals:

- *Establish a permanent Campus Career Services Committee*
- *Through a series of events (see timeline), the Campus Career Services Committee will develop a Strategic Plan for Campus Career Services*
- *Develop an ongoing planning and review cycle for Campus Career Services Strategic Plan*

ETi (Handout):

Otto Lee and Libby Andersen reviewed the project that ETi chose to fund.

Project Name:

Newsletter to highlight ETi’s projects and activities that demonstrate campus, business and public sector collaboration.

Project Goals:

- *Increase communication and partnership opportunities between the institutions*
- *Inform District of ETi’s vision, mission, and goals*
- *Provide a forum in which faculty, staff and college programs can be highlighted to internal and external audiences*
- *Provide enhanced branding opportunities for ETi*

City College:

City College will report on their project at the May 18, 2005 meeting.

VI. STATUS OF PARKING LOT ISSUES – SYSTEM PROCESS SUBCOMMITTEE

Pam Deegan reported that per the college prospective, the majority of the parking lot issues dealt with the dissatisfaction of the processes that were occurring at the district level. To improve this view, we propose to engage in a “Process Mapping” pilot at the district level that will involve one entity at the District (we chose Kent Keyser with IT) and the colleges. The intent is to identify some processes that might influence IT and refine them for a better process. If the pilot is successful, it would be applied to other processes such as room bookings, purchase orders and hiring to streamline the processes between the District and the institutions. Edwina McKinney from the Orion Group was invited to our **May 4, 2005 meeting at 4:00 p.m.** to explain process mapping.

Other parking lot issues, not related to process mapping, will be addressed by the subcommittee.

Question(s) and Comment(s):

- How do you want the parking lots to work with respect to this subcommittee?
- What kinds of decisions does this subcommittee make about the parking lot issues?
- How do we interact with the parking lot issues?
- Does the subcommittee decide which parking lot issues are appropriate for the website?
- Who determines which of the parking lot issues have been completed?

Otto Lee added that members should provide additional parking lot issues to Dan Gutowski by **Friday, April 29, 2005.**

VII. DISTRICTWIDE ACCREDITATION RECOMMENDATIONS (Handout)

Salley Deaton reported that she is the co-chair of the Master Planning and Resource Oversight Council at City College and the accreditation process is a part of their process. All the colleges have completed their accreditations, and a number of recommendations were received such as:

- Institutional Research
- Overall Strategic Plan
- Diversity
- District/Colleges Relationships

The four items listed above have been included in districtwide recommendations. College campuses are expected to respond in their mid-term report due in October 2007. In six years, we will have to respond to all of our recommendations.

VIII. MEETING ADJOURNED AT 6:00 P.M.

The next Strategic Planning Committee Meeting is scheduled for Wednesday, May 4, 2005 from 4:00 p.m. - 6:00 p.m. at the District Office in Room 245.

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