

San Diego Community College District
Strategic Planning Committee Meeting
Thursday, May 14, 2014
1:30 p.m. – 3:00 p.m. – district office, room 145

DRAFT

Minutes

Members Present:

Joyce Allen, Classified Senate President, Miramar College
Ranessa Ashton, Information Officer Services, Continuing Education
Salley Deaton, Academic Representative, City College
Madeleine Hinkes, Academic Senate Representative, Mesa College
Terri Jackson, Classified Senate President, City College
Pete Miles, Academic Representative, Continuing Education
Daniel Miramontez, Dean of PRIE, Library & Technology, Miramar College
Otto Lee, Vice Chancellor of Instructional Services and Planning, District office
Irene Williams, Assistant to Vice Chancellor Otto Lee, District office

I. Introductions

- i. Introductions are made. The committee welcomes two new members to the committee (Daniel Miramontez and Terri Jackson).
- ii. Otto gives a brief summary on the make-up of the committee for the new members.

Each college and CE needs to be represented at the meetings as well as constituents from administration, classified, and faculty. Last year the committee was tasked with coming up with the new strategic plan for the district to begin in fall 2013. The committee spent all of last year putting it into place. The district plan is a compilation of the strategic plans, priorities, and goals from all four institutions. The committee does not go off by themselves to do strategic planning. The committee members are charged with conveying to the committee what is going on at their campuses and what are the priorities of their campuses. The work of the committee is really to synthesize and integrate what the commonalities are. The strategic plan is a reflection of the same common priorities and themes of all four institutions. The litmus test is that whatever goals and objectives are put into the strategic plan need to be found or documented in the goals and priorities of the campuses. It may not be for all of the campuses but should be something that at least most of the campuses have in common. This document will now guide us for the next four years.

In the fall, the committee worked hard to support the Participatory Governance and Planning summit that was held in October. Whether it was as panelists, helping to obtain guest speakers, or facilitating break out groups, this committee was very involved with the summit. Feedback from within and outside of our district was very positive. President Francisco Rodriguez was inspired by the conference to try to do something

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similar at his school. Joanne Waddell, the AFT rep, was also pleased with the summit and wants to do something similar at her school. Vice Chancellor Brice Harris thought the summit was excellent and is interested in hearing what next steps are taken.

The strategic planning cycle is a four-year activity to produce the plan in the first year and then to produce an annual update each subsequent year. The update is an assessment based on different metrics and based on what is happening on each of the campuses in terms of reaching the strategic goals and objectives. When the committee members provide a progress report to the committee it is helpful to allow the committee to capture that information.

- II. Review of March 21, 2013 Meeting Minutes
 - i. The committee reviews the minutes. No edits are made.
Joyce submits a motion, seconded by Salley, to approve the March 21, 2014 meeting minutes. Motion carried.

- III. Reports from the Campuses
 - i. Otto introduces the reports as a standing agenda item.
Mesa
 - Madeleine reports that Mesa has completed their campus strategic plan for the next five years. It started with interviewing every department, office, student, staff, and faculty. Everyone sat down with the researchers and answered the same types of questions. Then the researchers pulled out the common themes across campus and those became the heart of what the strategic plan was going to be.
 - All of the front material is finalized. It goes to the President's Cabinet on Tuesday (May 20, 2014). The Mission Statement was revised.
 - The feedback from the last accreditation visit was that the college had lots of plans but they did not talk to each other. Now all of the plans are connected.
 - Strategic Planning is in its third cycle and is running very well. So much of the campus is involved.
 - Will bring the materials to the fall SDCCD Strategic Planning Committee meeting.Miramar
 - Joyce shares that the college has been very busy with planning since their new dean has started. Miramar has updated its Annual Planning calendar which includes the upcoming accreditation information.

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- Miramar has updated their educational master plan which includes ten other operational plans. They are tracking and updating the plans to keep them live. They are having their annual reviews as well.
- They had another Academic retreat in March that turned out very well. There was a student panel which helped to discover where students needed help and where they were having issues so that they could strategically use that to work towards the college strategic goals and plans.
- Daniel adds that they kicked off the semester with the planning retreat which was a two-part retreat. The first part started with the student experience from student services and instruction. In the first portion of the day there was a student panel with representatives of the four phases of the “lost momentum” framework. When a student is first connected that is the first phase. When a student enters the college that is the second (matriculation) phase. Then the student progresses through which is the third phase. Finally the student enters the last phase of completion or transferring. The students paired up with faculty and they spoke of their experiences. Then there was a break-out session that was modeled after the Participatory Governance and Planning Summit. They talked about barriers to success and then the groups came up with strategies to those barriers. The second part of the retreat focused on a basic skills action plan. It was used as a model on the campus. Afterwards there were breakout groups by division and each division was able to come up with their own action plans.
- The information from the retreat was compiled into “lost momentum” planning themes. Those planning themes feed into the college educational master plan as well as the divisional plans. So this has become a common theme that has been adopted by the entire campus for the lost momentum framework. This has also allowed the plans to be incorporated into the operational plans of the campus.
- It has also been incorporated into the campus strategic plan. The strategic plan was updated. The goals were revised from five goals to four goals. There are strategies, indicators and measures, and planned activities. Within the indicators and measures there are a total of 40 that need to be measured and benchmarked. They will be having a 3-hour benchmark workshop this upcoming Monday (May 19, 2014) with Daniel and two other facilitators. They will work to come up with measures using a quantitative and qualitative approach. From there a workgroup will be formed under the charge of the Institutional Planning and Effectiveness Committee to come up with their scorecard.

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- The new North City campus has come online. It's like walking into a hotel where you have this big atrium. Very high tech and very modern. Dean Michelle Fischtal has been reaching out to the community to get them involved. They are looking towards upgrading a lot of the technology courses and programs. Right now the programs have gone from 6-9 months to a year and they are working their way on breaking those into smaller chunks of time.
- Pete worked on changing a program time schedule for a group of veterans. The big challenge was to figure out how to flex the program to keep students on track without changing the curriculum. They had to track attendance, meet with the students monthly, update goals, and create checklists. It was broken down into organized tasks that the military responds well to. They ended up with a better completion rate than what the program normally has. This methodology is now part of a special project at CE to figure out how to take the method and translate it to work for the rest of CE.
- Ranessa tells the committee that plans such as the staffing plan, the facilities plan, the educational master plan, and the different plans that all stem from the strategic plan and its goals, typically have shorter lengths than the strategic plan. While the strategic plan might be a 3-year plan, the internal plans may be working on more of a 1 or 2-year plan. They are continuously being adjusted, modified, and worked on. One of the efforts of the classified is to put together a committee to establish hiring priorities for the classified staff at CE. This is the first time this has been done at CE.

City

- Terri talks about City's process for establishing hiring priorities for the classified staff at City. They created and filled in the rubrics and just worked to get it done. The next step is to get a list of what departments need staffing and to go from there. They are going to make this an annual plan for the classified senate.
- Salley mentions that they are finishing up their Instructional Admin plan and Student Services plan. Their mission drives everything. The points on the mission then turn into priorities which in turn are part of program review. Everything that City measures is connected to the overall SDCCD Strategic Plan and goals.
- They are putting their master plan on TaskStream. Certain people will have responsibilities for getting different areas updated. One of the most important things they do is to review accreditation recommendations each year. They have now added the recommendations to TaskStream so that each year people can be assigned to work on it and it will all be in one place.

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- i. Otto shares that the ACCJC has put forth for review their updates in terms of revising the accreditation standards. What caught his attention is D-5 which states:

D. Multi-College Districts or Systems

5. District/system planning and evaluation are integrated with college planning and evaluation to improve student learning and achievement and institutional effectiveness. CW New

The Strategic Planning Committee has been doing this since it began but now it's clearly going to be delineated and the visiting team will be looking for it. We need to be very articulate in how we demonstrate meeting this standard.

- ii. Salley adds that the nice part of using TaskStream is that when you do the mapping you automatically get a scorecard so you can see how everything relates to the goals.
- iii. Otto addresses Ranessa and says he believes President Beebe mentioned that CE will work to meet their accreditation standards but will also address ACCJC requests such as the one mentioned.

V. District Strategic Plan Evaluation

- i. Otto shares the 2013-17 District Strategic Plan – Evaluation tracking sheet with the committee. The first column is a list of the goals which are then broken down in the second column by objective. The third column is for the indicators and measures and the fourth column is to list the data. The committee works together to capture what each of the campuses are working on in terms of indicators and data. Otto put a few in as examples but would like the committee to work on this in preparation for the beginning of fall. Hopefully a meeting will be scheduled for the third week of the semester. Otto would like the committee to provide from their campuses the type of data and information that would be appropriate. What type of basic skills and interventions are being used, how many students are taking advantage of it, etc. He says that as the committee fills in the sheets they can email it to Irene so hopefully by the first meeting in fall the information will be available to review. Irene will send it to the committee electronically so everyone can begin to fill in the information.
- ii. Salley mentions that each of the campus-based researchers is a good asset in tracking down data by department. She also recommends using the data provided by the district research and planning office.
- iii. Joyce is hoping they will be able to identify some of the challenges they are having with the sound physical planning as well as the solutions to these challenges. This would be beneficial to the entire committee. Otto agrees and suggests that what they do from a strategic planning subjective is to invite Executive Vice Chancellor Bonnie Dowd to a

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meeting. He says it may be wise to have a joint meeting between the budget committee and the strategic planning committee.

VI. Adjournment and Next Meeting

- i. The next meeting will be scheduled to take place during the 3rd week of the fall 2014 semester.
- ii. There being no further business the meeting was adjourned.