SAN DIEGO COMMUNITY COLLEGE DISTRICT
STRATEGIC PLANNING COMMITTEE

May 18, 2005
District Office, Room 245

Final Draft Minutes

PRESENT:

Libby Andersen	Faculty – City College
Elizabeth Armstrong	Vice President, Instruction – Mesa College
Julianna Barnes	Dean – Miramar College
Terry Burgess	President – City College
Gail Conrad	Academic Senate President – Mesa 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)
Otto Lee	Interim Assistant Chancellor – District Office
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

ABSENT:

Constance Carroll	Chancellor
Robin Carvajal	Executive Director – ETi
Pam Deegan	Vice President of Instruction – Miramar College
Dave Evans	Dean – Mesa College
Mary Granderson	Business Services – City College
Dan Gutowski	Hourglass Park Coordinator – Miramar College
Julie Huang	Human Resources Technician – District Office
Hutch Hutchinson	Associate Dean – Continuing Education
Carl Luna	Faculty – Mesa College
Anne Jacobs	Student Representative – City College
Kathy McGinnis	Academic Senate President – City College
Mary Lee Meiners	Academic Representative – Miramar College
Desiree van Saanen	Classified Senate President – City College

GUEST:

Kent Keyser	Director - Information Technology – District Office

CALL TO ORDER:
Meeting was called to order at 4:38 p.m.

I.   Welcome and Announcements
Otto Lee briefly reviewed the agenda with the committee.

II.   APPROVAL OF MINUTES
Minutes for April 20, 2005 were approved as written.

III. **IDENTIFICATION OF PRESENTATION OF CITY COLLEGE PILOT (Handout)**
Salley Deaton reviewed the pilot projects which went through their Shared Governance
process and were chosen by City College to fund.

1. *Project Name:*
   "Nichols Flex-SLO Model"

   Project Goal:
   - *IEA (Institutional Effectiveness Associates) will come to City for two-day educational session*
   - *Session on formulation and measurement of SLO's campus districtwid.*
   - *Education for staff and faculty*

2. *Project Name:*
   "District Wide Job Band"

   Project Goal:
   - *Free districtwide web-based electronic job board, easily accessible to all SDCCD students and potential employers*
   - *Students would have the ability to search for jobs by location or category and post resumes for review*
   - *Employers would have the ability to post jobs in different industry categories and screen and review applicant resumes*
   - *District employment services personnel would be able screen employers and job postings, manage job postings, track and measure success in student job placement, and email employers or job applicants.*

3. *Project Name:*
   "On-Line Counseling"

   Project Goal:
   - *To provide on-line advising and counseling services to meet the needs of distant education students.*
   - *To develop established guidelines for usage*
   - *To provide access to an online counseling appointment*
   - *To provide students with email access for limited advising*
   - *To provide online career assessment and additional workshops*

   Questions Comments:
   You mentioned that all the colleges agreed to provide additional funds in order to keep the job website funded; do you know what the cost will be for each site? No, however, I do know that Wayne Murphy spoke to each of the campuses and all of them agreed.

IV.   PARKING LOT ISSUES AND PRIORITIZATION (Handouts)
The committee reviewed the three handouts for the parking lot issues and the overall consensus of the six (6) consolidated issues were as follows:

1. *Establish a District Planning Committee based on common institutional assessments, priorities and processes that support collaborative communication and a common mission, vision, philosophy*.

   Comments:
   - *Add common District vision and philosophy*
   - *Rearrange the words after "common institutional" to read "priorities, processes and assessment"*
   - *Sub-committee to review (a.) to see if it will be an issue for the Strategic Planning Committee to address.*

2. *Synchronize institution planning cycles with district budget strategies.*

   Comments:
   - *This is a area the colleges handle well, so not much work is needed in this area*

3. *Establish a framework within the five institutions and the district headquarters to work in an integrated fashion to support strategic planning, short-term planning, contingencies and opportunistic responses.*

   Comments:
   - *A-G has districtwide indication*
   - *Move #2 to a new letter (i) under this category*

4. *Solicit innovative ideas based on common priorities and criteria from all institutions, fund pilot projects which allow the originators to research and try out new initiatives and enhance institutional planning.*

   Comments:
   No comments

5. *Engage in a comprehensive internal/external environmental scan.*

   Comments:
   - *Change the sentence to read: Establish regular use of internal/external environmental scan at appropriate time intervals.*

6. *Processes for District Strategic Planning should be coordinated and then integrated while respecting the uniqueness of each institution.*

   Comments:
   Integrate with #1 as (b).

The pilot committee will add the additional changes and send the sheet via email for prioritizing.

3

V. PROCESS MAPPING & IT PILOT

Otto Lee presented an overview from the Orion group's *Process Mapping*. Kent Keyser reviewed the information and the committee was asked to reflect on the information over the summer and determine the specific areas to be identified. Kent Keyser indicated that IT is certainly in agreement with embracing change and process mapping and would assist in whatever improvements they can do. He thinks that the committee needs to target exactly what IT systems, process, and applications they want to focus on and identify the key stakeholders that are going to be apart of the project. One of his missions is to do a process mapping of IT Strategic Planning.

There was a group discussion about what the committee's idea is for the IT pilot project. Some of the suggestions and comments include the following:

- How do we look at any process in process mapping and attempt to review areas that are at all the institutions for improvements.
- Validate the Academic and Administrative Technical Support infrastructure at any one campus.
- Create a process that involves all the institutions issues and successes so that we can outline what areas need improvement.
- Create a set of steps that will help us to identify and move forward consistently throughout the institutions.
- Create an IT plan that embraces all technology (not just computers) showing how we will make the best out of the limited resources we have for the instructional labs and the administrative needs.
- Create a five-year planning process and annually identify a portion of the academic or campus master planning that can fit into the IT Strategic Planning.
- Look at some of the ways the colleges and sites interface with IT and see if there are some areas that are in need of improvement.
- Find out what the needs are and educate individuals on what IT can and cannot do.
- Come to a common agreement on what the IT needs are and prioritize them into phases.

VI. ENVIRONMENTAL SCAN PROPOSAL EVALUATION (Handout)

The committee reviewed the Environmental Scan score sheet that ranked the proposals. The top three companies were ICF, Source Point and Computer Aided Planning. The consensus of the committee is that the Environmental Sub-committee will meet in the next few weeks in order to follow-up with the three companies for clarification on any other questions they may have regarding the scan before making a final decision.

Comments & Suggestions:

- *If you only consider the top three companies you should be able to get a quality firm.*
- *Interested in seeing more on sustainability and metrics. Disappointed that the detail was not there in terms of the project plan. Not knowing if the company will be able to follow through with the project.*
- *Review the cost factor to see if it is worth spending $75,000 for the project and ask how much the follow-up cost will be.*
- *Make a request to the three companies to submit an example strategic plan they have completed for other institutions for our review.*
- *Ask the companies to submit a more detailed work plan.*

VII.   SUMMARY OF FUTURE PLANS

Otto Lee reviewed the handouts received from the Strategic Planning Regional Workshop and reported that the District's committee was well represented. The committee was asked to review the strategic framework handout with the list of the five challenges that the State's committee has decide to address: Access, Student Success, Economic and Workforce Development, Organizational Effectiveness and Resource Development. Their challenges are very similar to the institutional priorities the District's committee decided on.

The committee gave a final thank you to Otto Lee for all he has done for the committee this year as the Interim Assistant Chancellor.

VIII.   MEETING ADJOURNED AT 6:25 P.M.

The next Strategic Planning Committee Meeting will be scheduled via email**.**

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