



Approved November 29, 2017

## SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

### Strategic Planning Committee

May 26, 2017

9:00 – 10:30 a.m.

Room 245, District Office

### Meeting Minutes

**Members Present:** Antoinette Griffin, Berta Harris, Leroy Johnson, Daniel Miramontez, Michele Madrid Novak, Naomi Grisham, Michelle Fischthal, Rob Fremland, Susan Murray, Susan Topham, Bonnie Ann Dowd, Stephanie Bulger

**Absent:** Angela Liewen, Cathy Hasson, Daron Woods, Gerald Ramsey, Madeleine Hinkes, Marie McMahon, Neill Kovrig, Renee Kilmer, Robbi Ewell, Yvonne Schmeltz

**The meeting began at 9:04 a.m.** The committee was welcomed by Dr. Stephanie Bulger, Vice Chancellor, Instructional Services Division.

#### 1. Introductions

1.1 Introductions were made.

#### 2. SDCCD Strategic Plan 2013-2017 Annual Update 2015-2016

2.1 Stephanie shared with the committee that the topic of the Annual Update process was discussed during a recent Chancellor's Cabinet meeting. The Presidents identified an individual at their respective colleges and Continuing Education who would be responsible for completing the Annual Update worksheet. They identified the Deans of Institutional Effectiveness or person in a similar role.

2.2 The information from the colleges will be compiled and reported on collectively. For example, instead of reporting on increased enrollments at one college, the update would report on the districtwide enrollment increase.

2.3 The committee felt it would be beneficial to know what districtwide activities the district office is including in the Annual Update so the colleges and Continuing Education can report on their activities and achievements that complement the district office activities.

2.4 The worksheet will be updated to remove the metrics and data section and will be sent to the Vice Chancellors. The information received will be compiled into one worksheet and will be shared with the Annual Update point of contact at the

colleges and Continuing Education so they may supplement and complement the information provided on the worksheets.

**3. Review of Draft SDCCD Strategic Plan 2017 – 2021**

3.1 The Draft SDCCD Strategic Plan 2017-2021 was shared with the committee.

3.2 The committee discussed the alignment crosswalk. The committee discussed the possibility of adding the Action Plan Goals that the Vice Chancellor’s set annually. The committee will review the alignment crosswalk to check for accuracy. San Diego City College will send their new Strategic Plan when it is finalized. Web links to the respective plans will be included at the bottom of the page.

3.3 The committee decided to remove the following pages from the document.

3.3.1 Strategic Plan Development Timeline; The committee agreed that the timeline should be kept as an internal document.

3.3.2 Planning Assumptions; The committee felt the information was not necessary for the purpose of the document.

3.4 Timeline:

July 2017..... Chancellor’s Cabinet Review

August 2017..... District Governance Review

September 2017..... College and Continuing Education Program  
Institutional Effectiveness Committee  
(PIE) Review

October 2017.....SDCCD Board of Trustees Meeting

**4. Review of April 10, 2017, Meeting Minutes**

4.1 The April 10, 2017, minutes were approved as written.

**5. Fall 2017 and Spring 2018 Meeting Schedule**

5.1 The Strategic Planning Committee and the Strategic Leadership Team will meet twice each semester. Doodle Polls will be sent at the beginning of the Fall 2017 semester to schedule the meetings in September and November.

5.2 The meeting topics include:

- Annual Update 2015-2016
- Four-year review of the Strategic Plan 2013-2017
- Annual Environmental Scan to determine if any changes should be made to the goals
- Review processes and make revisions as deemed necessary

## **6. Roundtable**

6.1 The committee shared their thoughts on the year and the work that was completed. The communication was very clear about the purpose of the Strategic Plan and how it is a reflection of the college and Continuing Education plans. The committee looks forward to the sustained continuous progress of the Strategic Planning Committee work.

**The meeting adjourned at 10:28 a.m.**