

APPROVED

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
STRATEGIC PLANNING COMMITTEE
TECHNICAL WORKING GROUP**

**July 19, 2006
District Office, Room 272**

Minutes

PRESENT:

Elizabeth Armstrong	Vice President, Instruction – Mesa College
Yvonne Bergland	Dean – Mesa College
Salley Deaton	Academic Representative – City College
Henry Ingle	Vice Chancellor - District Office
Carl Luna	Academic Senate President Mesa College
Susan Schwarz	Dean – Miramar College

ABSENT:

June Cressy	Classified Senate President – City College
Bill Grimes	Manager Institutional Research & Planning - District
Pat Mosteller	Academic Senate President – Continuing Education
Wheeler North	Academic Senate Vice President – Miramar College
Ray Ramirez	Dean – Continuing Education

CALL TO ORDER:

Meeting called to order at 3:52 p.m.

I. WELCOME AND ANNOUNCEMENTS

Henry Ingle briefly reviewed the agenda and handouts with the committee and solicited their input on any other additional items to be included on the agenda.

II. APPROVAL OF MINUTES

The minutes for May 17, 2006 were reviewed and approved.

III. DISCUSSION ON UPDATED ENVIRONMENTAL SCAN REPORT

Committee members were requested to review the updated Environmental Scan report- June 2006 and provide feedback via email or at the next meeting for final editing and widespread distribution.

IV. PROGRESS REPORT FROM EACH CAMPUS REPRESENTATIVE:

Campus representatives reported on the progress they are making completing their priorities for the October 2006 deadline.

• **City College (handout):**

Salley Deaton provided an overview of City College's Master planning documents and process. There was discussion regarding the process used for completing the plan. Salley agreed to send via email copies of the various forms City College has used to the committee members.

Questions an Comments (City College):

1. How do you start the process?

- Review list of items needing to be addressed or acquired
- Review of mission, priorities an criteria and forward to faculty and staff at the beginning of March each year
- Conduct meetings by unit level to develop individual unit plan
- Meet with school Deans to create a school plan
- School Deans meet with Vice Presidents to create division plan
- Three Vice Presidents(Instruction, Student Services, Administration) meet to create a campus plan.

2. Do you repeat the same cycle each year?

Yes, they complete the plan each year to update and reflect of yearly changes.

3. How has the campus responded to the process?

All departments are responsible for participating in the plan. Funding is allocated to the department, but cannot be expended until they complete a plan.

4. How often do you use the Master Plan and documents?

- The forms are used on a consistent and routine basis throughout the year and history is recorded about the accomplishments/shortcomings each year.
- Anyone not in a traditional department fills out a CW form to request purchases and Salley creates a grid of all requests for forwarding to the Vice Presidents at the campus wide meetings.

• Mesa College:

Mesa is in the process of completing their master plan and priorities; they provided a brief overview of the various areas they have on their plans.

Questions and Comments:

1. Do you have a completed Master Plan?

- Mesa does not yet have an integrated summary; however, they have each of the pieces for the plan
- Early September they will begin the process of creating the overall Educational Plan
- They will meet twice a month to complete the plan
- Major components of the plan should be complete by mid-October 2006
- The completed plan will be presented to Presidents Cabinet in March 2007 and routed to District Strategic Planning Group by October 2006.
- The new Campus Base Researcher is developing Mesa's research agenda; it will be tied to the colleges master planning effort.

2. What components are you using for the program review?

The program review generally comes from each department. The reviews are the driving source for several areas such as their hiring process and purchasing of equipment.

3. How does the campus respond to the process?

The campus response has been okay; they have used the program review process for five years, and it has made their hiring process more effective.

4. *If hiring requests are denied, what is the response?*

If a hiring request is denied, they can resubmit the request and provide more expanded rationale.

• **Miramar College:**

Miramar submitted their priorities at the last meeting and indicated that they were fine-tuning the document. Currently they are working on their master plan and should have the major components available by mid-October 2006.

Henry Ingle asked the College representatives how best the Instructional Service, Planning & Technology office at the District could be of service to them. The colleges offered the following suggestions:

- Continue sharing “**state of the art**” information and articles
- Continue to provide data from the District and other community colleges
- Provide consultants as needed on best practices
- Staff assistance to review Career and Workforce Development plans
- Staff assistance with renewal and writing of grants

V. MEETING ADJOURNED AT 5:01 P.M.

Unless other priorities intervene The next Technical Strategic Planning Committee meeting is scheduled for **Wednesday, August 16, 2006, from 3:30 p.m. to 5:00 p.m. in Room 272 at the District Office.**

Recording Secretary, Chantaya Robinson - District Office
Henry T. Ingle, Vice Chancellor - (619) 388-6965