



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

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## Districtwide Strategic Planning Committee

September 20, 2018

2:30p.m. - 4:00p.m.

District Office, Room 245

### Meeting Minutes

**Present:** Antonio Alarcón, Stephanie Bulger, Aaron Detty (Jan Jarrell), Bonnie Ann Dowd, Rob Fremland, Naomi Grisham, Carol Hilliard (scribe), Madeleine Hinkes, Terrie Hubbard, Neill Kovrig, Susan Murray, Jay Purnell

**Absent:** John Bromma, Trina Larson, Jessica Luedtke, Daniel Miramontez, Lynn Neault

**The meeting began at 2:30 p.m.** The 2018-2019 committee was welcomed by Dr. Stephanie Bulger, Vice Chancellor, Instructional Services.

#### 1. Introductions

- a. Introductions of committee members present were made.
- b. Bulger introduced the new Instructional Services Dean, Antonio Alarcón. Alarcón offered his assistance to the committee, and looks forward to working with the committee in its efforts.
- c. Bulger inquired if there were any additional agenda items to be added:
  - On behalf of Miramar's Planning and Institutional Effectiveness Committee, Grisham requested an HR Plan update from the committee.
    - Bulger requested this be noted as an action item to follow-up.
- d. Bulger referred to the handout of the 2018-2019 Committee Composition and asked the committee to confirm the names listed. The committee reviewed the list, and confirmed its composition.

#### 2. Review of May 3, 2018 Minutes

- a. Upon review of the minutes by the committee, a motion to approve the minutes as written was made by Kovrig; seconded by Fremland; and carried.

#### 3. Annual Update Process

- a. The committee reviewed the Annual Update Process handout:
  - Bulger walked the committee through timeline edits and history to date.

- With a due date of September 21<sup>st</sup>, Bulger has sent a gentle reminder to the vice chancellors with regard to the review of goals and strategies, and draft accomplishment statements.
- More opportunity to collect input for the Draft Annual Update text from each of the colleges was suggested.
  - The committee suggested extending this portion of the timeline through November-December to allow enough time to collect input.
  - The remainder of the timeline would remain as shown on Annual Update Process chart dated September, 2018.

#### 4. Website Enhancements

- a. Alarcón walked through the previous Website Enhancements approved and implemented by the committee to date.
  - i. The committee recommended moving the *Archive* webpage underneath the Strategic Plan webpage (sub-link)
- b. The committee reviewed the revised draft of External Resources and made further recommendations.
  - The Committee approved the publishing of the External Resources webpage to include the suggested revisions:
    - Recorder the links to display State, National, and then Local listings
    - Add acronyms and fully spelled out organizations/publications throughout webpage for consistency
    - State:
      - Add Student Centered Funding Formula
      - Add Guided Pathways
      - Add Vision Resource Center (formerly Professional Learning Network)
      - Add California Council for Adult Education (CCAEE)
    - National:
      - Remove Campaign for College Opportunity (CCO) beneath the National list as it is a duplicate (listed in State)
      - Move Through the Gate: Mapping the Transfer Landscape for CA Community Colleges to State
    - Local:
      - Capitalize Labor Market Research under Centers of Excellence
      - Add San Diego & Imperial Counties Community Colleges Association (SDICCCA)
- c. Bulger revisited the Website Maintenance and Review handout with the committee which included a timeline.

## 5. 2018-2019 Committee Meetings

- a. Bulger discussed an opportunity to hear a guest speaker during the next committee meeting relevant to strategic planning, and more specifically the Strong Workforce Program, and Districtwide job development efforts. Tina Ngo Bartel represents Centers of Excellence, and was former Director of Business Programs and Research at San Diego Workforce Partnership.
  - The committee agreed to host guest speaker Tina Ngo Bartel.
- b. Fremland inquired whether the committee meetings could begin at 3:00 p.m. instead of 2:30 p.m. The committee agreed upon the later start time.
  - Next Meeting: Wednesday, November 28, 3:00 p.m. – 4:00 p.m.
    - Kovrig reported Continuing Education would not be in attendance due to a conflict.

## 6. Roundtable

- a. The committee members gave updates on priorities, progress, and ongoing planning efforts with Planning and Institutional Effectiveness Committees, Guided Pathways, Comprehensive Program, and Education Master Plans.
  - Kovrig shared the advisory committee for IEPI is being disbanded; however, IEPI is still going to be around.

Action Item(s)	By	Who	Status	Due By
HR Plan Update for Miramar's Planning and Institutional Effectiveness	Grisham	Bulger		Next meeting
Update External Resources and post Webpage	Committee	Alarcón		
Revise Annual Update Process chart	Committee	Alarcón		

**With no other business before the committee, the meeting adjourned at 3:35 p.m.**