

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
STRATEGIC PLANNING COMMITTEE**

**September 22, 2004
District Office, Room 300**

Minutes

PRESENT:

Libby Andersen	Faculty - City College
Julianna Barnes	Dean - Miramar College
Terry Burgess	President - City College
Constance Carroll	Chancellor - SDCCD
Robin Carvajal	Executive Director - ETi
Gail Conrad	Academic Senate President - Mesa College
Pam Deegan	Vice President, Instruction - Miramar College
Mary Granderson	Business Services - City College
Bill Grimes	Manager - Institutional Research & Planning
Rich Grosch	Board of Trustees (Ex-Officio)
Julie Huang	Human Resources Technician - District
Hutch Hutchinson	Academic Senate President - ECC
Otto Lee	Interim Assistant Chancellor -District
Sy Lyon	Dean, West City/Point Loma -Continuing Ed.
Wheeler North	Academic Senate President - Miramar College
Ray Ramirez	Dean, Mid-City - Continuing Ed.
Chantaya Robinson	Senior Assistant (Staff) - District Office

ABSENT:

Dave Evans	Dean – Mesa College
Kathy McGinnis	Academic Senate President

GUEST:

Salley Deaton	City College (Representative for Kathy McGinnis)
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CALL TO ORDER:

Meeting was called to order at 4:32 P.M.

I. Welcome and Introductions

- Otto Lee – General Welcome to New and Old Committee Members
- Trustee Grosch - Introduction to Committee

Constance Carroll – Overview Comments:

Chancellor Carroll stressed the importance of this group to continue strategizing plans to move our District forward. She indicated the committee is composed of some original members from last year and a broad spectrum of new members.

The District does not have an identified group to produce annual goals, objectives and plans like the colleges do. The Accrediting Commission felt that was a gap which needed to be addressed. The District's goals and plans would respect the individual colleges and continuing education, but would formalize what is necessary for the District as a whole.

Order of Business for the Committee:

- A planning process that draws upon the processes that are already at the colleges so that we make sure the college plans are apart of a larger whole.
- Long Range Planning (ongoing)
- Strategic Planning Component (i.e. respond to the needs of our community)
- Spontaneous Response

II. REVIEW MEETING GROUND RULES (ALL)

Libby Andersen distributed copies of the Committee Ground Rules for review.

Question(s):

Pam Deegan asked if the group's will be looking at the three different planning processes (long range, strategic and spontaneous plans) or will be breaking into small focus groups for each area.

Comment(s):

Otto Lee responded that the group would look at the three processes, but that would be discussed later.

III. REVIEW SPRING AND SUMMER PLANNING ACTIVITIES

Libby Andersen distributed copies of the Committee Planning Report for review.

Question(s):

Pam Deegan asked if the group's goal is to have program development or to look at some functions of institutions, the district and how to be more efficient and effective.

Comment(s):

Wheeler North responded that it is a symbiotic process to maximize what is done right, minimize problems and to make communication more effective.

IV. DISCUSSION OF NEW CHARGES FOR STRATEGIC PLANNING COMMITTEE

Otto Lee distributed the "Synchronized" Strategic Planning Flowchart for the Committee's review. He announced that the Chancellor has allocated \$100,000 for this academic year which could be used for faculty release time, new equipment or to assist in establishing new relationships with various companies.

Question(s) from the Group:

1. Where does the overarching aspect fall in the planning process?
2. What can the group propose to systemize and regularize environmental scans?
3. How will this Committee communicate information out to the District to ensure buy in and collaboration?
4. Where does the crisis planning fit into the range of goal?
5. Where does ETI fit into this scheme--should it be separate or within the fold?
6. From what source will the funding come and will it be ongoing?
7. Where does the money go when other sources of funding are found?

Recommended Actions for the Group:

1. As ideas come up, place them on a strategic or a long-range “parking lot” list, but as we progress in discussion they can be moved from one list to another.
2. The order of the budget allocation module should be reversed to link the colleges and the districts needs so that we are working collaboratively.
3. The District needs to be user friendly, flexible and respond quickly when working with business and industry.
4. We need to find other funding sources and partnerships to provide quality education which meets the need of the community, business, students and the educational institutions.

Prep for October 13, 2004 Meeting:

Each institution (City Mesa, Miramar and Continuing Education, ETi, Military Education and District) will prepare a 5-minute presentation of their Master Plan Process that will identify the following:

- Identify how you set up your master plan
- Timeline of when it starts and when it is done
- How do you identify your priorities
- What is your criteria for those priorities
- What do you see as some priorities that you are unable to undertake at this time

These presentations will help to establish possible criteria to use in measuring potential pilot studies and long-term projects for the District.

V. COMMITTEE EXPANSION

It was recommended that the Committee include the following additional members and that a process be created to address how to add or replace members to this Committee in the future:

- 1 more member from Mesa College.
- 4 Academic Members at-Large (one from each campus)
- 4 Classified Staff (one from each campus)
- 1 Student

VI. MEETING SCHEDULE

- Wednesday, October 13, 2004
- Wednesday, November 3, 2004
- Wednesday, November 10, 2004
- Wednesday, December 1, 2004

Note: All meetings listed above will begin at 4:30 p.m. and will be held in Room 245 at the District Office

VII. ADJOURNMENT:

Meeting adjourned at 6:35 p.m.