

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

**October 13, 2004
District Office, Room 245**

Minutes

PRESENT:

Libby Andersen	Faculty – City College
Julianna Barnes	Dean – Miramar College
Carolyn Buck	Articulation Officer – Mesa College
Robin Carvajal	Executive Director – ETi
Gail Conrad	Academic Senate President – Mesa College
Salley Deaton	Academic – City College
Pam Deegan	Vice President, Instruction – Miramar College
Pat Fernandez	Accounting Technician, North City – Continuing Education
Bill Grimes	Manager, Institutional Research & Planning – District Office
Dan Gutowski	Hourglass Park Coordinator – Miramar College
Hutch Hutchinson	Academic Senate President, ECC – Continuing Education
Otto Lee	Interim Assistant Chancellor – District Office
Sy Lyon	Dean, West City/Point Loma – Continuing Education
Kathy McGinnis	Academic Senate President – City College
Mary Lee Meiners	Academic – Miramar College
Pat Mosteller	Academic Senate Vice President – Continuing Education
Wheeler North	Academic Senate President – Miramar College
Ray Ramirez	Dean, Mid-City – Continuing Education
Monica Romero	Career Guidance and Transfer Supervisor – Mesa College

ABSENT:

Elizabeth Armstrong	Vice President, Instruction – Mesa College
Terry Burgess	President – City College
Constance Carroll	Chancellor
Dave Evans	Dean – Mesa College
Mary Granderson	Business Services – City College
Rich Grosch	Board of Trustees (Ex-Officio)
Julie Huang	Human Resources Technician – District Office
Desiree van Saanen	Classified Senate President – City College

I. CALL TO ORDER

Meeting was called to order at 4:35 p.m.

II. WELCOME AND INTRODUCTIONS

Otto Lee – General Welcome to New and Old Committee Members

III. BRIEF REVIEW OF SEPTEMBER 22 MEETING

Libby Andersen presented a proposal that she and Otto Lee developed based on the input from the group during the last meeting and the summary report that was put together from the Plan to Plan Committee. The goal of the proposal was to assist the group to stay on task and continue to move forward toward the Plan to Plan committee's goal of developing a district strategic planning process, with identified priorities and activities. In doing so, they came up with a timeline of proposed items for the group to discuss during the next three meetings.

Preparation for Future Meetings

November 3, 2004

- Look for common planning processes we could adopt based on the presentations from the institutions within the District. How do we integrate and coordinate the planning processes of the six institutions to determine a common process for district strategic planning?
- Determine six to eight shared priorities/goals for the District based on shared priorities/goals from the institutions.
- Set criteria for pilot activities that will test the process; pilot projects should support institutional priorities/goals.

November 10, 2004

Review framework of broad umbrella: strategic planning process, common district priorities/goals, establish criteria for district funding.

December 1, 2004

Presentation of pilot projects from institutions. Discussion of pilot activities and priorities also some additional information based on the groups input on how and when to spend the \$100,000 funding.

Discussion

1. Members of the committee expressed concern about the goal and the workings of the committee.

Responses included an explanation of the continuing discussion as a living process that will be used to learn from as we move forward. This effort will be defined as the strategic planning process for SDCCD. We will have a documented pathway that we can continue to work with and follow in the years ahead. Our committee will be engaged in short-term and long-term projects. Right now we are going to learn from already established methods for institutional planning to build the framework for the District. Each institution will be a part of the district planning process. While the process is in the test mode, we will be using committee time to address the more global issues.

2. Members were concerned that we are choosing a small starting point versus some other bigger picture starting point?

Discussion included the need to follow the report and guidelines set up by the Plan to Plan Committee. We should respect and integrate each of the college and continuing education planning processes and make use of what is already in place. Chancellor Carroll has said that this group is the representation of the District.

3. Members expressed concern over their ability to allocate the \$100,000 if the committee has not established the annual plan and objectives or planned goals for the District. The committee was asked to refer to the *Plan to Plan Committee Report to the Board* for background information. (Copies of all background material were provided at the end of the meeting for each institution.) The Strategic Planning Committee is not assessing individual college processes; it is finding common processes, common goals and common criteria from its parts. The development of the “long-term parking lot items” will come later.

IV. APPROVAL OF MINUTES

Minutes for September 22, 2004 were moved for approval by Ray Ramirez, seconded by Sy Lyon and unanimously accepted.

V. **MASTER PLANING PROCESS PRESENTATIONS (Colleges, CE, ETi)**

A. **Ray Ramirez – Continuing Education Presentation (see handout)**

Question(s) and Comment(s):

1. **How did you identify your priority to set up discipline groups and move from a straight up and down organization to more of an organic organization.**

We used abstract thinking, brain storming, facts and figures; however, the majority was self-evolving and natural because different areas had different needs (i.e. North City had more response to computer classes, West City had more of a need for older adult classes and Mid City was heavy in ESL).

2. **In your planning process, have you summarized what some of your challenges and recommendations are for certain areas that would be of concern to this group in terms of greater integration with other college programs, the District or other entities?**

There really is not a direct plan on paper, other than what is on the board docket.

B. **Julianna Barnes – Miramar College Presentation (see handout)**

Questions(s) and Comment(s):

1. **If the most valuable part of the process was getting together to plan then how do you propose to institutionalize it?**

2. **I would like to hear about your rapid response team listed in your report.**

The team met a few times, but it was not very successful due to budget cuts, district policy or curriculum, etc.

C. **Gail Conrad – Mesa College Presentation (see handout)**

Question(s) and Comment(s):

1. **Your standing committees are already in place, so would you characterize them as strategic planning committees?**

Yes, the committees are already in place. I think the committees vary because there is a role that the President's Cabinet plays in strategic planning and there are times when the main committee undertakes the strategic planning.

3. **Your college strategic plan is really made up of some long-range goals, but mainly a lot of mini plans within various processes.**

Yes, it is made available so people can have a voice and talk about continuing direction.

3. **You mentioned Prop S. Are you planning for that?**

I think there has been some discussion from the District that we look at the possibility that money is there for facilities, but maybe not for operations, etc.

4. **Is there a process for people to submit projects, goals or educational plans and have them all tied together other than President's Cabinet?**

Yes, the Academic Senate has six position papers that are also reviewed, one of them is a mission statement of the college. When they look at putting forward any long-term strategic planning goals they try to follow the mission statement from the college.

5. What do you think the weaknesses of your strategic plan are?

I think you can bring new things forward fast through the system, but it can be communicated differently. We have different venues for those people who want to be involved so, on one hand, this allows you to be strategic and flexible, but on the other hand, it can be difficult to communicate the information back to everyone.

D. Salley Deaton – City College Presentation (see handout)

Question(s) and Comment(s)

1. Has your process remained the same for 15 years?

It has changed every year, but it has evolved. It has never been a revolution, just an evolution.

2. In 15 years what has changed on the mission statement? Have you seen reemerging issues recycled in and out and do you use that as an evaluation?

We started out with the minimum requirements and gradually, because we are such a diverse community, added to what we wanted our students to walk away with as a whole person.

3. What is the reflection of the campus change in relation to the mission statement change?

I think we have gone through a lot of things because nobody wanted to do it until finally, after 15 years, we received some money for hiring and then everyone began to become interested in planning.

4. Robin Carvajal – ETi Presentation (see handout)

Question(s) and Comment(s):

No questions or comments were made.

VI. DISCUSSION OF COMMON COMPONENTS IN THE PLANNING PROCESSES

See the next section for the homework assignment.

VII. “HOMEWORK” ASSIGNMENTS

The assignment is to review the materials handed out as part of the campus presentations and analyze their processes and practices to determine common processes.

All comments should be emailed or faxed (388-6895) to Otto by **October 26, 2004**.

VIII. GENERAL ANNOUNCEMENTS

Invitation to attend the Strategic Planning Tool Demonstration on Thursday, October 14, 2004 at 10:00 a.m.

IX. ADJOURNMENT

Meeting adjourned at 6:48 p.m.

The next Strategic Planning Committee Meeting is scheduled for Wednesday, November 3, 2004 from 4:30 p.m. - 6:30 p.m. at the District Office in Room 245.

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