

**San Diego Community College District
Strategic Planning Committee
Technical Working Group**

APPROVED

**Meeting of November 30, 2009
3:00 PM—District Office, Room 245**

MINUTES

PRESENT:

Yvonne Bergland	Dean of Instructional Services—Mesa College
M. Salley Deaton	Academic Representative—City College
Daphne Figueroa	Academic Senate President—Miramar College
Cathy Hasson	Director, Institutional Research and Planning—District Office
Otto Lee	Vice Chancellor of Instructional Services and Planning—District Office
Tim McGrath	Vice President of Instruction—Mesa College (proxy for Barbara Kavalier)
Ray Ramirez	Dean—Continuing Education—ECC

ABSENT:

Mary Benard	Vice President of Instruction—City College
June Cressy	Classified Senate President—City College
Barbara Kavalier	Vice President of Student Services—Mesa College
Esther Matthew	Academic Senate President—Continuing Education
Cynthia Rico Bravo	Academic Senate President—Mesa College
Susan Schwarz	Dean of Library & Technology—Miramar College
Sam Shoostary	Classified Senate Past President—Miramar College
Charlene Shurtleff	Classified Senate Vice President—Continuing Education—North City

STAFF:

Amanda Ficken-Davis Acting Administrative Assistant, Instructional Services—District Office

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Otto Lee called the meeting to order at 3:11p.m.

I. Welcome and Introductions

Otto Lee thanked the committee members for coming. He understands that with the holidays fast approaching it is difficult to find time to meet, but he wanted to capitalize on the momentum built at the last meeting.

II. Approval of October 26, 2009 Minutes

Lee announced that the minutes would be approved via a virtual vote, as many committee members are not present.

III. Standing Item-Updates on Campus Planning (Colleges & C.E.)

Lee reminded the committee that at the last meeting it was agreed that updates would be a standing item so that the committee is aware of any changes in campus goals, objectives, and strategic priorities. Lee invited Continuing Education to present their update.

Ray Ramirez informed the committee that Continuing Education is undergoing a revision of its goals (as some of the current goals are now outdated and irrelevant). The Academic Senate is looking at suggested new goals and objectives, as well as completing an environmental scan. Their revised plan will be a little later than they had hoped, but still within the calendar year. Once it is ready, Ramirez will bring it in to share with the committee.

Next, Lee invited Miramar to present their update. Daphne Figueroa reported to the committee that she recently attended the statewide Academic Senate meetings. While at an accreditation focus group, she picked up information that she has brought back to help with the SLO and program review and institution assessment plan. She learned that 2 colleges were visited in the spring and were sent straight from accreditation to probation for not being ready to achieve SLO proficiency in 2012.

Tim McGrath asked Figueroa if there was any discussion regarding SLOs and faculty assessment. Figueroa responded there had been some discussion; at this time no one has had accreditation issues related to faculty assessment, so long as the faculty report that they are involved in the SLO process.

Lee invited City College to present their update. Salley Deaton stated that after review, City's Mission, Vision and Values statements will remain the same in anticipation of accreditation. They are working on revising their institutional master plan; currently, each division produces a separate plan. In order to ensure everything is very clear for accreditation, City is working to clarify and summarize each division's plan into one larger master plan. Deaton also told the

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committee about how City is using Task Stream to streamline the SLO and program review processes.

Lee invited Mesa College to present. Yvonne Bergland informed the Council that since the last meeting, Mesa had undergone the pilot program for linking resource planning and budget. The Academic Affairs committee has developed a rubric that will be used to present to the RAC, which will report to several groups starting with the President's cabinet.

McGrath asked that the new process goes more towards data. This catches the link that Mesa was dinged on last time. The updated Mission, Vision and Values statement should be going to the Board next week

Lee asked where this program will go after the pilot run has been completed. Bergland responded that it will expand to the whole campus, and that there will be several runs.

Cathy Hasson asked about the work load this would place on the campus researcher. Bergland responded that the researcher had already produced the enrollment and productivity data for the programs. She knows the programs involved, and should be able to work with the same template.

Deaton asked if Mesa is including SLOs in the program review. Bergland responded that Mesa has included them for several years.

IV. Research Agenda Feedback (Cathy Hasson)

Lee referred the committee to the research agenda that had been reviewed at the last meeting. He reminded everyone that the areas that are blank are those that have no immediate data available; this committee is tasked with working to fill in those blanks.

Hasson informed the committee that the District Research Committee met after the last strategic planning committee meeting. The research agenda now represents feedback from that meeting. The agenda before everyone represents where the agenda is right now. There are some areas that still need to be filled in by other groups (not research), but it is currently pretty comprehensive. All indicators on the agenda need to be global, not college specific but rather very broad.

Lee asked the committee to begin looking at the items in the 2009-2010 column. In the spring, we will be getting data from these indicators. We will then establish if this data makes sense and if it is useful to us. We need to make sure we are not asking for additional information that may not really help.

Bergland announced she had taken the agenda to the Mesa research committee. A lot of the committee members did not recommend the abbreviations. She requested a guide or legend explaining what some of the less common abbreviations mean.

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McGrath asked if there was a district-wide basic skills plan. Hasson responded that one was put together by the District BSI committee at the beginning of the initiative, but there was not much to measure at this time.

Bergland expressed her concern that as we go through these, some of the goals and objectives are awkward or worded strangely. Will we have an opportunity to clarify or change that at some point? If we can not measure them, they don't help us at this point. Lee responded that this is what we are planning to do in the spring. If something is not clear, or has been removed as a priority, then we will update the strategic plan with that new information. That will be the culmination of our annual activity, to collectively review the goals and objectives and update them as appropriate.

McGrath informed the committee that one of the things made clear at a recent CCLC meetings is that accreditation will not be giving leeway due to the budget. Because a number of our goals and objectives are impacted by those budget changes, we should focus on not what we've had to cut, but what we are doing in light of the cuts.

Deaton gave an example of this; at City, the Business department has seen growth in the working with the high school students, and will be able to continue that program even without some of the financing they've received in the past. While things may be done differently, they will be able to come through the experience stronger.

Lee pointed out that the way some of the objectives are worded, not all indicators may be quantitative. This is a good example of how, even without money we are able to strengthen our programs.

Lee asked Hasson to tell the committee how much of the information found in the research agenda was currently available, and how much will be available soon. Hasson responded that all of the information is currently available. She asked how would the committee anticipate looking at the information? There is a lot available.

Lee responded that we would look at the list, starting with the 2009-2010 column. We would then determine what person or committee would be appropriate to help us determine what information we need. For example, for goal #5 (Become a Sustainability Citizen and Advocate within the Community) we would contact Dave Umstot.

Figuroa commented that this would be more difficult for some goals. For example, goal #4 (Enhance Professional Development for All Staff) has an extremely narrow focus. Bergland recommended looking at information regarding sabbaticals, tuition reimbursement, and FLEX course enrollment.

Lee is hoping we can contact the various Vice Chancellors and other managers to determine how to best fill in blanks relating to their areas.

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Hasson recommended thinking of the format that the committee would like to see results listed in. Do we want to compile it and look at one figure for each objective, or have all reports available, or have someone compile the numbers and provide an analysis. The results should be across the campuses.

Lee replied that right now, the idea is to look at information available for all three colleges. By examining that information, we can work on zeroing in on the particular metrics we want. We may want to see the format of the reports to see how the information is presented. Lee asked the committee to think about the blank spaces on the agenda and before we come back in the spring to try and anticipate what kind of indicators we can use.

Hasson added that ultimately she sees the primary goal as identifying targets. The data and information will help inform those targets. If we are looking at pieces of info, ultimately we will want to set target goals and then later decide if we are meeting those goals and if we want to shift funding to those goals. There are ways in which to have conversations about data so that it is integrated; are we meeting the goals we should be, are we taking the steps we should be.

V. Assessment of District Functions

Deaton gave the committee copies of a document generated by the District Research Committee that analyzed ways that the District Office Research and Planning department could support the campuses. She is requesting on behalf of herself and her Academic Senate that other District Offices should undergo the same process. Since all areas have committees where the colleges are represented, Deaton feels there should be more discussion about how this can happen. She feels there should be more high-level evaluation and establishment of District Office goals and assessment.

Hasson clarified that this document does not reflect the goals of the Research Office, but rather the goals of the districtwide research committee, which is distinct. Deaton responded that it shows the link between the office and the committee, an example of communication steps that other offices have not followed. She feels that it is difficult for the District Office to relate to the campuses because they don't work there and have to deal with the same issues and concerns.

Lee disagrees. He gave the example of the Curriculum Instructional Council, a districtwide committee whose supporting office has very clear and well defined links to the campuses and can show how it supports them. While he has not created a document such as the District Research Committee has, he feels that he would be able to create them for all of the committees his area oversees.

Deaton feels that this kind of thinking and documentation should be more widespread. Bergland suggested that the Strategic Plan might do just that. Deaton disagrees, arguing there is a major disconnect between how the strategic plan was initially presented versus the resulting document. She feels the various

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departments of the District Office should undergo this process to help define their roles, which will assist in the accreditation process.

Figueora recommended bringing this idea up in a different setting. For example, having the Academic Senate presidents meet to discuss the issue and then present a proposal to the District Governance Council or another such shared governance body where all the major offices are represented. Lee agrees that this would be the most appropriate course of action.

VI. Announcements

A. Handouts:

1. November 30, 2009 Meeting Agenda
2. October 26, 2009 Minutes

VII. Adjournment

Meeting adjourned at 4:25p.m.