

**SMCCCD Strategic Planning Committee Meeting**  
**Monday, April 13, 2009**  
**12:30 – 2:00pm**  
**Board Room**  
**Meeting Notes**

<p><b>Members Present:</b>          Campillo, Carla;          Dilko, Patty          Harrison, Susan          Leiva, Adolfo          Morrow, Victoria P.          Scott, Bart;          Claire, Michael E          Jones, Charles          Partlan, Martin;          Stoup, Gregory</p> <p><b>Others Present:</b>          Kathy Blackwood</p>	<p><b>Members Absent:</b>          Ball, Jeremy;          Galatolo, Ron;          Flores-Hernandez, Mauricio;          Hernandez; Laurent          Johnstone, Robert          Kapp, Nick;          Luan, Jing;          Mohr, Tom;          Murphy, Joan;          Sewart, John J.;</p>
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- 1) Review draft [Meeting Notes from February 09, 2009](#)

The notes from the last meeting were approved.

- 2) Planning priorities presentation (Cañada, CSM, Skyline, DO/Board)

Both Kathy and Patty distributed copies of a matrix detailing the college and district top 10 planning priorities. Vicki, Greg and Mike discussed their college’s process for selecting their college’s priorities. Mike noted that the planning structure has changed at his college and that although priorities had been established via other planning committees, that the new Integrated Planning Committee would also be vetting the college priorities at its upcoming meeting. Kathy Blackwood discussed how the strategic planning goals were aligned with the Board of Trustees goals and handed out documentation showing the linkage. Vicki also suggested that the matrix be reworked so that the planning items are listed on the left, and the colleges are listed across the top and that an “x” be placed in the college column if the planning agenda item is a college priority.

The following planning agenda items were found to be common across Canada and Skyline (and assuming CSM after meeting of IPC):

2.2a *Gaps in educational achievement* – this was a clear priority at all colleges and is where a lot of work is already being done via the basic skills initiative and other programs

2.4a *Review expanding articulation agreements.* It was noted that this would be easy enough to measure because it is basically a college by college list and that it is not a district level issue.

3.1.b *Emerging workforce opportunities.* A discussion ensued about the opportunity in this area due to the stimulus funding coming forward from the WIB and Federal and state agencies. Mike indicated that it will be important to take a coordinated approach, have a clear sense of emerging occupations and that it is important to be deliberate about monies that are being sought. It was noted that Jing and the Vice Presidents are doing some work with the workforce investment board already around green jobs and stimulus finding. It was suggested that Jing and the VPs develop a reporting mechanism to inform this group about the opportunities that are being realized or that might be realized district-wide in the workforce area. Other suggestions were that the District's colleges partner with each other; that an industry survey be developed in cooperation with the WIB, and that the colleges capitalize district-wide on partnerships with industry throughout the district. Adolfo noted that the stimulus opportunities are happening now.

5.1c *Coordinated research and planning and resource allocation to support the improvement of teaching and learning.* It was noted that fairly recent employee surveys had been done at the colleges and that may have addressed a small part of this. College representatives will bring these documents to the next meeting.

It was noted that the district had many more than 10 planning agenda items. Kathy noted that the strategic goals had mapped to the Board goals and that the Board goals are done independently of the strategic planning process. Vicki noted that the board goals are the action plan. She suggested that in order to cull these down to 10 priorities it might be possible to hold a summer study session on strategic planning or else to delegate this to senior staff.

### 3) Discuss plan evaluation related matters

Before each of the colleges and the district discussed their top 10 strategic planning priorities, there was a discussion about performance measurement tools that might be used to measure progress on the strategic goals and would be of interest at all three colleges. Items to be measured would be things such as success, progress, persistence and others, all of which, it was pointed out, are already being measured and monitored via the college's student equity plans, basic skills plans and the like. Mike spoke about the concept of nested hierarchical indicators—breaking whatever you are measuring down into its component parts—and how that process makes issues visible. Vicki spoke about the balanced scorecard which is this is the tool used at Skyline to measure performance. She also noted that the District Research Council is in the process of creating a district-wide tool to assess student equity and that perhaps something similar could be created for this process.

**Action Item for 2.2a:** The Strategic Planning Committee will ask the DRC to develop a proposed approach to evaluate goal 2.2a district-wide. This approach will include key indicators that the three colleges will use to evaluate progress on student success. Their proposal will be brought back to the committee and vetted through the college planning groups before being implemented in the District strategic planning cycle.

**Action Item for 3.1b:** The Strategic Planning Committee will ask Jing & VP's create a reporting mechanism for their activities regarding workforce program development and collaborations with the WIB, which can be incorporated in the District strategic planning cycle.

**Action Item 5.1c:** The Strategic Planning Committee will ask the DRC to incorporate questions regarding the perceived effectiveness of the district coordinated research and planning and resource allocation in

support of the improvement of teaching and learning in a regularly scheduled, centrally coordinated faculty/staff satisfaction survey.

#### 4) Other

It was noted that the district had many more than 10 planning agenda items. Kathy noted that the strategic goals had mapped to the Board goals and that the Board goals are done independently of the strategic planning process. Vicki noted that the board goals are the action plan. She suggested that in order to cull these down to 10 priorities it might be possible to hold a summer study session on strategic planning or else to delegate this to senior staff.

At the next meeting, CSM and the District will have their 10 priorities identified. The group will then further define the district-wide priorities. Also, the colleges will bring their employee surveys to the meeting.

Martin expressed concern about extra levels of planning work associated with these measures as well as the perception of college constituents will have of being "measured." Vicki and others noted that the data to be used for assessment of the goals is already being gathered at the college. Martin noted that when the proposed measurement tools go back to the colleges that they be presented with appropriate explanation and guidelines.

The meeting adjourned at 2:00PM. The next meeting will be on May 11th at 12:30 in the District Board Room.