

**SMCCCD Strategic Planning Committee Meeting**  
**Monday, May 11, 2009**  
**12:30 – 2:00pm**  
**Board Room**

**MEETING NOTES**

<p><b>Members Present:</b> Campillo, Carla; Claire, Michael E Dilko, Patty Harrison, Susan Johnstone, Robert Leiva, Adolfo Morrow, Victoria P. Partlan, Martin; Scott, Bart; Stoup, Gregory Mohr, Tom;</p> <p><b>Others Present:</b> Kathy Blackwood</p>	<p><b>Members Absent:</b> Ball, Jeremy; Galatolo, Ron; Flores-Hernandez, Mauricio; Hernandez; Laurent Kapp, Nick; Luan, Jing; Murphy, Joan; Sewart, John J.; Jones, Charles</p>
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**Review Meeting Notes from [April 13, 2009](#)**

The meeting came to order at 12:35PM. After a review of the minutes, it was noted that there was there was a typo (“that” to “than”) and that “Alfonso” should to be changed to “Adolfo”.

**District Planning priorities (CSM)**

Since the last meeting, CSM had submitted their strategic planning priorities. Mike noted that the College had pared their College priorities down to five and that the District planning priorities the college had identified dovetailed with these College priorities.

Patty distributed a “pared down” matrix of the planning priorities. The list included only those priorities that had been identified by one or more of the Colleges or the District.

### **Evaluation clarification for Goal 3.1b**

VPs had been asked to develop a reporting mechanism related to what they were doing in terms of identifying emerging workforce development opportunities as a starting point for a way to evaluate how effective we were in this area. The VPs need more guidance as to what we need.

The group will send a proposal to the Vice Presidents suggesting they provide:

1. A written summary of Workforce Development grant proposals including regional (WIB, etc.), State and Federal Opportunities. The report should list, for each grant, the following:

- Dollar Amount
- Size/Scope of the project
- Was the grant awarded?
- How the project was developed (the purpose of this narrative has to do with understanding the process by which the project came about ... i.e. did a faculty member discover an opportunity and initiate the project?)

2. A narrative explaining how the colleges have been keeping each other informed about emerging workforce needs and how they have been addressing opportunities for coordination between the colleges in responding to these needs.

The frequency of this report would be determined once the evaluation plan has been determined.

### **Discuss plan evaluation related matters**

Evaluation criteria and methodology for several indicators were discussed and were formulated as follows:

#### *Item 4.5a Professional Development*

1. Assess professional development opportunities for faculty and staff at the colleges and at the district by examining:
  - a. how much money is available for professional development from all sources (grants, categorical funding, professional development funds, division budgets) and assessing the improvement of that amount over time.
  - b. the degree of alignment of activities funded with institutional goals and priorities (possibly develop a matrix).
2. Measure how professional development has made a difference in the classroom (via the faculty staff satisfaction survey)

The data related to items 1 and 2 will be collected by professional staff using 08-09 data as a baseline. Item 3 will initially be established via additional questions added to a faculty staff survey developed by the DRC.

*2.4a Review of articulation agreements with 4-year institutions/identify any opportunities for increasing the numbers*

1. Ask the VPSS's for a recommendation as to how they can best assess the status of articulation agreements with 4-year institutions and provide a report of this information to the committee. The information should include: what agreements are available now, what agreements need to be updated or added and if there are opportunities for centralization

*2.4c Strategies for understanding and addressing the decreasing trend in transfers to CSUs*

1. Review the report about this subject that is currently being written by John Sewart in the context of the DRC.

*1.2b Holistic diversity framework*

1. College presidents and District will consider this item in the context of their individual institutions and diversity venues and will come back to the committee with recommendations for next steps.

**Future meetings and committee membership**

The committee would like to have future meetings on the 2<sup>nd</sup> Monday of the month from 12:30PM to 2:00PM beginning in September, 2009.

**Other**

The meeting adjourned at 1:52PM