

SMCCCD Strategic Planning Taskforce
 May 12, 2008
 12:00PM – 2:00PM
 District Office Board Room

Meeting Notes

Members present: (indicated by “x”)

Arias	Juan
Ball	Jeremy
Campillo	Carla
Claire	Michael
Dilko	Patty X
Galatolo	Ron
Guadamuz	Ulysses X
Harrison	Susan X
Hasson	Cathy X
Hernandez	Ray (for Carla) X
Kaidor	Matthew
Kapp	Nick
Leiva	Adolfo X
Luan	Jing X
Mohr	Tom X
Morrow	Vicki X
Murphy	Joan
Partlan	Martin X
Scott	Bart X
Sewart	John X

SMCCCD Strategic

**Planning Taskforce Meeting
 Monday, May 12, 2008
 12:00 – 2:00pm
 Board Room
 Agenda**

- 1) Review Meeting Notes from (April 14, 2008)

Jing announced that Cathy Hasson will be leaving to be the chief researcher at the San Diego Community College District. Jing thanked her for her contribution to this committee.

The group reviewed the notes from April 14. Adolfo Leiva said that he was at the last meeting. Sue will update the minutes to reflect that.

- 2) Review Timelines

The district and colleges are currently in the process of conducting various community briefings and listening sessions. The process is currently at item 8 on the timeline.

September is the scheduled date for the Board to do their first reading, however that date may need to be moved into October. There are no changes in the master planning modules on page iv.

3) Discussion

a. Environmental Scan draft & Planning Assumptions

Jing noted that the mission statements had been added to “the book” as well as a glossary of definitions. Jing reminded the group that several small groups met after the last meeting. These groups were representative of the planning committee and because of the discussion of these small groups they added a few data points. John Sewart suggested adding the definitions of persistence, retention, attrition and success to the glossary. Jing suggested that we make the glossary of terms a “living” entity on the internet.

The group reviewed the color coded planning assumptions. Several formatting and stylistic changes were suggested. Marin Partlan suggested that in formatting the final document that the various parts of the assumption are somehow represented graphically, if not by color.

John Sewart suggested a stylistic change in how the percentages are reported. i.e. “over ½” instead of 63%. He suggested that the narrative would flow better if the “nearly” and “over” xxx rather than reporting exact percentages. Some in the group said that the precision of the percentages is important. Martin also noted that, for instance, when reporting the gender, that just females should be reported in each case as opposed to reporting one campus one way and another campus another way. The general thinking was that there should be a set of stylistic standards. Jing suggested that an experienced planner could edit, write and polish the final document. For clarity from now on, the documents will be marked as “draft” and the files will be dated.

Jing noted that the planning assumptions had been shared with the consultant who is working with CSM and Canada on their plans. He felt it was important for these people to know where the District stands in terms of its planning. Jing will also ask the consultant for advice in terms of integrating the district and college plans.

Bart asked about assumption 4.2 regarding numbers of faculty reaching retirement age. He wondered why classified staff was not included. He suggested that both Faculty and Staff data points be included.

b. Communication & Feedback sessions (Internal/External)

Jing noted that Skyline will be having its open forum on May 14th and the information has been posted on their website. Canada will also be holding their session soon. Patty and/or Jing will be attending these forums. Jing said that he will let everyone on the taskforce know when these events will be held so that they can hear for themselves how the college communities receive the information. Cathy noted that we really want the colleges to react to the recommendations.

Martin noted that the faculty are very interested in having an open dialog about the District strategic planning process.

Jing noted that he will post the plan on the public site. Cathy noted that they will be posting a survey for people who can't attend and offered to share the survey with the other colleges. In terms of timing, it might be good to indicate that any information from the surveys would be gathered by the end of the term and it would be noted that the document will be presented again next year for further comment.

c. Preliminary brainstorm: District Plan and College Plan Integration

A discussion was held about the planning integration timeline. It was decided that 2006-2007, 2008-2009 were ok as is. For 2009-2010 there would be no "plan update." In 2010-2011 environmental scanning would be completed so that it could be used in the accreditation self-study. In 2011-2012 planning assumptions and recommendations would be completed and then in 2012-13 plan implementation would begin with the plan update occurring in 2014-15. The Colleges will be on the same timeline with their various plans. Jing will update the district document today. Cathy noted that the college master planning will be affected as well.

Jing discussed the SMCCCD Planning Linkages chart. Tom suggested that a multi-media group should do this chart in three dimensions. He suggested that the various groups could be represented in a "layered" manner. All of these relationships are hard to capture in two dimensions. Jing asked the group to clarify the current 2 dimensions. Patty also noted that there should be some sort of "weighted priority" for the components as a fourth dimension. One example of the way this chart is not working is that it doesn't show the correct relationship between WASC and the colleges. Also, Vicki noted that Skyline should be represented as "Skyline College Educational Master Plan and Strategic Plan."

d. Setting of future meeting calendar

The question was raised as to whether we should meet during the summer. Vicki noted that we should meet early in the summer to discuss what has been learned from the college forums so that it can be implemented and put into the plan that will be sent to the community in the fall. The college presidents from Skyline and Canada indicated that that hourly pay could be given to faculty on the committee so that they will be able to attend this meeting in the summer. John Sewart noted that CSM faculty will be engaged during the summer on College strategic planning.

It was suggested that the next meeting be held on Wednesday, June 25th at 2:00PM. At that meeting we will discuss the information that has been gathered from the College forums. If another meeting is needed, it will be decided at the next meeting.

The group will continue meeting monthly in the new semester on the second Monday of the month.

4) Information

a. Board Study Session for June: Environmental Scan

Jing noted that there is a study session on June 11th about strategic planning in general . He noted that this session might create some more input. CSM and Canada will be involved in this Study session and talking about their plans and Patty and Jing will talk about the District Plan. Taskforce members are also invited to come.

5) Other

Vicki noted that they are showing both the assumptions and the entire “book” on their feedback website.

Meeting adjourned at 1:43PM.