

SMCCCD Strategic Planning Taskforce Meeting
Monday, September 8, 2008
12:00 PM – 2:00 PM
District Office Board Room

Meeting Notes

Members in attendance: Carla Campillo, Mike Claire, Patty Dilko; Ulysses Guadamuz, Rob Johnstone, Adolpho Leiva, Jing Luan; Tom Mohr; Vicki Morrow, John Sewart, Bart Scott, Gregory Stoup

Members Absent: Jeremy Ball, Sue Harrison, Martin Partlan, Student Representatives for 2008-09 to be identified

1) Introduction (we have new members joining us)

New members Rob Johnstone and Gregory Stoup introduced themselves to the group.

2) Review Meeting Notes from June 25, 2008

Vicki requested that the meeting notes be prepared as soon as possible after the meeting.

3) Review Timelines

The current schedule calls for the board to review and comment on a draft of the Plan in October 2008 and for the group to seek the Board's formal approval of the plan in November 2008. Prior to the October meeting, the Presidents will give their Colleges one final chance to review the document online and in an all college forum. The College review will need to be completed, and any comments forwarded to Patty and Jing no later than October 8th. The District Strategic Planning committee will meet again on October 13th, and the final input from the Colleges will be incorporated into the planning document so that the strategic planning committee can review the document before it goes to Board in October. The latest version of the document, dated August 31, 2008, will be used for the final College reviews and is posted on the committee's SharePoint website.

4) Discussion

a. Communication and feedback sessions internal/external

At Skyline College, external feedback was gained through the Presidents Council. Vicki noted that this is a group of about 25 community members who are friends of the College. The group understood the document and was supportive of the process. Internal feedback was derived via posting the plan online and soliciting comments as well as through a college wide meeting.

At the District, Chancellor Galatolo and Jing talked about the document to the K-12 superintendents as well as to Jean Holbrook, the County Superintendent of Education. The document did not generate many questions.

Mike Claire joined the meeting at about 12:30PM. He noted that CSM has not planned for another forum in place to solicit community feedback, but Jing noted that since the high school superintendents had been briefed about the document that this was not problematic. Mike also

said that to gain college input, CSM had posted the strategic plan and had held a college listening session and would plan to do both again prior to the October Strategic Planning meeting led by Jing and Patty.

Tom noted that by way of gaining external input, Cañada had done a very extensive survey of school boards, service clubs and the like as part of their strategic planning activities and that this information had been incorporated into the strategic plan. They also had posted the plan on the website for College input and discussed the document at an all college meeting with both Jing and Patty in attendance.

b. Brainstorm continued: District Plan and College Plan Integration

Both Tom and Mike noted that the Colleges' education master plans are structured around the district document.

A discussion ensued about how the progress on the various recommendations might be measured. Several committee members commented on the "soft" language used in the recommendations and how it would be difficult to quantify progress against the recommendations. It was also pointed out that there really should be a set of overarching goals by which to frame the recommendations. Jing pointed out that the State's strategic Plan was a good example of this approach. Three action items resulted from this discussion:

- Patty Dilko will craft a paragraph which articulates the 5 or so overarching goals that are intended to be addressed by the planning assumptions /recommendations.
- Jing and Patty will work on the section in the document titled "Evaluation" to further describe the process by which the College's implementation of the goals will be reported.
- The diagram depicting the "Implementation" phase of the plan (on page v of the document dated August 31, 2008) will be updated to reflect the process as it is now and to add a feedback loop to the structure.

The planning committee will be able to review this work at the October 13th meeting.

The meeting was adjourned at 1:00PM. The next meeting is October 13th from 12:00PM to 2:00PM in the District Office Board Room.