

SMCCCD Strategic Planning taskforce Meeting  
Tuesday, May 22, 2007

In attendance; Ball, Jeremy; Campillo, Carla; Carrington, Margie; Claire, Mike; Dilko, Patty; Galatolo, Ron; Guadamuz, Ulysses; Harrison, Sue; Hasson, Cathy; Kapp, Nick; Luan, Jing; Mohr, Tom; Morrow, Vicki;

1. Introductions

2. Words of encouragement (Chancellor Galatolo)

Ron spoke briefly about the planning process. He reminded the group that the plan will be focused on student centered learning and will be a living document. He thanked the group in advance for the work that will need to be done over the summer and into the fall.

3. Review of purpose and timelines

Jing discussed the rationale of aligning the planning processes. He noted that each college has their own planning process and documents and that these will be aligned. He noted that the process will ensure that SMCCCD strategic plan and the accreditation self-study cycle will be in sync and that updates would occur every 3 years. Also each 3 years there will be an update. It was noted that the District Office does not have a program review process per se although IT and facilities do. It was agreed that this would be a good idea.

Jing handed out a memo explaining the rationale of the planning process and including a table of tasks and timelines. Some suggestions related to documentation about the planning process were made including: developing a table that would define key terms in the planning process, ie education master plan, strategic plan etc; developing an indexed document with hyperlinks to the various planning documents.

4. District Status

Jing distributed a slide show about strategic planning which was presented to the Board of Trustees at a recent study session. Jing noted that a variety of information collection / environmental scanning would need to be done to capture information about the communities served by the colleges. He said that information to be used would include information already collected at the colleges and also national dbases, and community listening sessions (town hall, focus groups)

He noted that local state and national data would need to be collected and analyzed in the areas of :

- Education trends
- Educational practice
- Technology

- The economy
- Political ie national policy changes regarding immigration

It was noted that the environmental scanning includes competitor analysis but that “competitor” doesn’t necessarily mean colleges competing against each other rather that there is a knowledge of what is available in the communities and a strategic cooperation and coordination among the colleges in providing the programs that are of interest to the communities.

#### 5. Work during summer 07

Jing and Nick noted that work would continue over the summer and that email updates will be sent.

Work will include environmental scanning and listening sessions. It was suggested that listening sessions include high school principals, students, parents, community groups and that perhaps they be representative of south county, north county. It was also suggested that faculty and staff be included. The subject of the availability of transfer data was raised and it was noted that the district will be participating in the CalPass consortium which provides data sharing between k-16 segments. Jing noted that work is being done on a district almanac which will provide useful statistical information.

For the planning timeline in general, it was noted that environmental scans will begin in the summer and that there should be a draft plan in place by the end of 2007 and a final plan done by March 2008.

#### 6. Discuss the use of substitutes of taskforce members

It was decided that each representative will select an alternate to attend future meetings in the event that the representative is not available. The alternates will be copied on meeting invitations and notes.

#### 7. Future meetings

It was decided that future meetings will be held to coincide with District Shared Governance. The meetings will take place one to one and a half hours before the District Shared meeting.