

# Districtwide Strategic Planning Committee

March 4, 2024

10:30 a.m. – 12:00 p.m.

Zoom

## Meeting Minutes

<b>Members Present</b>	Michelle Fischthal (Chair), Hai Hoang, Neill Kovrig, Jessica Luedtke, Sahar King, Pablo (Paul) Martin, Daniel Miramontez, Susan Murray, María-José Zeledón-Peréz
<b>Not Present</b>	Kurt Hill, Andrew Hoffman, Sean Ryan, Richard Weinroth
<b>Guests</b>	Natalia Córdoba-Velásquez Alarcón, Laurie Coskey, Aimee Gallagher, Jaime Sykes Seiverd, Susan Topham, Nancy Lane, Ginger Davis

### Agenda Item 1: Welcome, Introductions, Agenda and Minutes

<b>Discussion</b>	<p>Call to Order: 10:31am</p> <p>Welcome of attendees. Icebreaker Activity: Participants were asked to share their name, Campus/Area, and a favorite artist in the genre of their choice.</p> <ul style="list-style-type: none"><li>a. Approval of agenda.<ul style="list-style-type: none"><li>- M/S/C by Neil Kovrig and Sahar Mona King and as is.</li><li>- Discussion: None</li><li>- Opposed: None</li><li>- Abstentions: None</li><li>- Action: Approved</li></ul></li><li>b. Approval of <a href="#">Meeting minutes- November 30, 2023</a><ul style="list-style-type: none"><li>- M/S/C by Pablo (Paul) Martin and María-José Zeledón-Peréz as is.</li><li>- Discussion: None</li><li>- Opposed: None</li><li>- Abstentions: None</li><li>- Action: Approved</li></ul></li></ul>
-------------------	---

Action Items	Person Responsible	Deadline
Post approved minutes	Ginger Davis	After meeting

**Agenda Item 2: Strategic Planning Committee Description, Function, Membership Feedback Review- [Chancellor's Cabinet Feedback](#)**

<p><b>Discussion</b></p>	<ul style="list-style-type: none"> <li>- Discussion highlights:           <ul style="list-style-type: none"> <li>▪ VC Fischthal reviewed current status of approval. A first read occurred at DGC and feedback was received to discuss with the Committee, prior to a second read.</li> <li>▪ Committee discussed DGC Feedback and shared the following:               <ul style="list-style-type: none"> <li>○ Miramar representative shared that their College Leadership discussed the changes to the description, membership and function with a focus around alignment. Their concerns with the membership, include:                   <ul style="list-style-type: none"> <li>• Clarification on the United Student Council Representative role and suggested to have an open invitation to other ASG representation districtwide so students can know what's going on.</li> <li>• The number of individuals on the committee.</li> <li>• May want to promote collaboration by adding "or Designee" to identified members.</li> </ul> </li> <li>○ A President requested to provide expertise from each of the college areas.</li> <li>○ It is critical the IE Deans communicate the outcomes to their VP colleagues. These are public meetings so they can attend.</li> </ul> </li> <li>▪ The revised changes to the Description, Function, and Membership were M/S/C by Pablo Martin and Daniel Martinez to re-forward to the Chancellor's Cabinet and DGC for second readings.               <ul style="list-style-type: none"> <li>- Discussion: None</li> <li>- Opposed: None</li> <li>- Abstentions: None</li> <li>- Action: Approved</li> </ul> </li> </ul> </li> </ul>
--------------------------	--

Action Items	Person Responsible	Deadline
Include approved minutes to the Committee in the wrap up "thank you" meeting.	Ginger Davis	After meeting.

### Agenda Item 3: District Strategic Plan Update

<p><b>Discussion</b></p>	<p>Presentation titled, “<a href="#">SP Implementation Update</a>” was given by Director, Natalia Alarcón and Research and Planning Analyst, Jaime Sykes. Shared the five major themes (define, communicate, collaborate, integrate, mobilize and humanize) within the data that elucidate the analytical framework of actualizing the strategic plan.</p> <p>a. Alignment/Crosswalk Review</p> <div data-bbox="617 493 1339 955" data-label="Diagram"> <p><b>Crosswalk Framework (Define)</b></p> <ul style="list-style-type: none"> <li><b>Existing</b> (committees, programs, services, research, work flows actively supporting the SP objective)</li> <li><b>Needed</b> (committees, research, work flows, etc. that are not yet in place but need to be created)</li> <li><b>Current</b> (business processes, evaluation plans) that are currently in place that actively support the SP goal and objective</li> <li><b>Needed</b> (business process changes, new evaluation plans, new positions) that need to be put in place in order to actively support</li> <li><b>Support SP Committee could Provide</b> (e.g. guidance and input, advocacy) that the SP committee could provide to departments, divisions, and offices around the SDCCD to further the SP goal and objective</li> <li><b>Exists in College Plans</b> (Included as part of college plans)</li> <li><b>Vision 2030</b> (Defined as part of the CCCC Vision for Success)</li> <li><b>SCFF</b> (Which (if any) SCFF metrics are supported by this objective)</li> <li><b>ACCJC/WASC Standards</b> (Which (if any) Accreditation Standard is addressed)</li> </ul> </div> <ul style="list-style-type: none"> <li>Overarching Goals SP 2023-2023: <ul style="list-style-type: none"> <li>A. Student Success and Well Being</li> <li>B. Academic Excellence</li> <li>C. Workforce Development</li> <li>D. Financial Health</li> <li>E. State of the Art Facilities</li> <li>F. Institutional Resiliency</li> </ul> </li> </ul> <p>b. Draft Status</p> <ul style="list-style-type: none"> <li>Timeline for Spring, Summer and Fall were shared.</li> </ul> <div data-bbox="617 1312 1315 1638" data-label="Diagram"> <p><b>Timeline</b></p> <ul style="list-style-type: none"> <li><b>Spring (Collaborate)</b> <ul style="list-style-type: none"> <li>Gather information from leaders.</li> <li>Track goals in Dep. Action Plans and Outcomes Reports</li> <li>Assess existing structures, identify needed ones, and prioritize them via a survey tool.</li> <li>Develop an interim tracking system tool to monitor SP Progress</li> <li>Establish Key Performance Indicators (KPIs).</li> </ul> </li> <li><b>Summer</b> <ul style="list-style-type: none"> <li>Analyze results from the assessment stage and prepare a report for the SP Committee to provide feedback.</li> <li>Draft the SP implementation workplan.</li> </ul> </li> <li><b>Fall (Communicate)</b> <ul style="list-style-type: none"> <li>Communicate results and the workplan.</li> <li>Define communication efforts.</li> <li>Brainstorm on the evaluation cycle.</li> <li>Establish a communication campaign and define upcoming areas of focus.</li> </ul> </li> </ul> </div> <p>c. Draft Collection Tools</p> <ul style="list-style-type: none"> <li>Helpful to discuss each Colleges Collection Tools at the next meeting.</li> <li>Need to identify the most efficient way to do this Districtwide.</li> </ul>
--------------------------	---

Action Items	Persons Responsible	Deadline
Add: College Collection Tools at the next meeting.	Ginger Davis	Prior to next meeting.

**Agenda Item 4: Topics for the next Agenda**

<b>Discussion</b>	<ul style="list-style-type: none"> <li>- Progress Tracking</li> <li>- Identify next steps.</li> </ul>
-------------------	---

Action Items	Person Responsible	Deadline
Identify an afternoon meeting date in early May.	Ginger	ASAP

**Agenda Item 5: Closing Remarks and Adjournment**

<b>Discussion</b>	Meeting adjourned at 12:00 p.m.
-------------------	---------------------------------

Action Items	Person Responsible	Deadline
None	N/A	N/A

**Next Meeting: May 6, 2024, 10:30am-12pm (May Need to Reschedule)**

Submitted by: Ginger Davis, Executive Assistant

Approved on: 5/6/24