



**Strategic Planning Committee**

**February 28, 2018**

**2:30p.m. - 4:00p.m.**

**District Office, Room 245**

**Meeting Minutes**

**Members Present:** Stephanie Bulger, Berta Harris, Ignacio Hernandez, Madeleine Hinkes, Terrie Hubbard, Sarah King (Trina Larson), Jessica Luedtke (Michelle Fischthal) Daniel Miramontez, Patrick Panelli (Lynn Neault), Amertah Perman

**Absent:** Kim Perigo, Bonnie Ann Dowd, Susan Murray, Richard Weinroth, Denise Whisenhunt, Neill Krovig, Naomi Grisham

**The meeting began at 2:35 p.m.** The committee was welcomed by Dr. Stephanie Bulger, Vice Chancellor, Instructional Services. Committee members each received a copy of the newly printed 2017-2021 Strategic Plan, and Bulger complimented on a committee-effort well done.

**1. Introductions**

- a. Introductions were made.

**2. Review of November 29, 2017 Minutes**

- a. The minutes were reviewed and approved as written.

**3. Annual Updates and Four Year Review**

- a. Annual Updates
  - Bulger walked the committee through the recent history of the Annual Update Process, and shared that the decision of the Chancellor's office was not to produce an Annual Update for 2015-2016 and 2016-2017. Instead, the committee will focus on the new 2017-2021 plan, and move forward with the new 2017-2018 Annual Updates.
  - Perman walked the committee through the handout for the revised Annual Update Process. The committee proposed timeline revisions for the review and deliverable portions giving additional time for each institution to review internally before finalizing. The revisions will be made and circulated to the committee.

- b. Districtwide Strategic Plan Development & Evaluation Cycle
  - The committee reviewed and agreed upon the revision made to Districtwide Strategic Plan Development & Evaluation Cycle to reflect the updated annual updates cycle.

#### 4. Website Enhancements

- a. Perman walked through the website recommendations noting that research was done from outside strategic planning committees' websites.
- b. An enhanced website offering more transparency with an interactive format was recommended and the committee approved.
  - i. On screen progress will be shown during the next committee meeting.
  - ii. Website recommendations will be brought to the Chancellor's Cabinet for approval. Once approved, website edits can be made.
- c. The committee agreed to include an archive section to house historical data.
- d. The committee suggested the inclusion of links pointing to SDCCD's Institutional Research and Planning webpage of helpful internal resources.

#### 5. Environmental Scan

*Charge 3: Conduct periodic environmental scans and community needs assessments so that evidence of community/regional needs can be identified, reviewed, and addressed as ongoing components of planning.*

- a. The committee focused on Charge 3 with review and discussion of the proposed Annual Environmental Scan Data, and recommended additions:
  - i. Students
    - 1. Add dependent information, status (married, single), etc.) # below, at, or above poverty line. Reminder: the challenge of this data as it is self-reported and only when students fill out an application.
  - ii. Enrollment Trends
    - 1. Add awards and industry sectors for CTE and ADT
    - 2. Add top awards earned
  - iii. Student Success Outcome Trends
    - 1. Add age groups for successful course completion
    - 2. Add age groups for retention
    - 3. Add learning communities information (incorporate executive summary highlights)
    - 4. Add Promise Student Information (incorporate summary highlights)

- b. A full report will be prepared annually and presented to the committee in November; the report will be accompanied by an executive summary which will also be shared with the Chancellor's Cabinet.

## 6. External Resources

*Charge 4: Review and make available information from external groups and agencies that relates to planning opportunities within the District and colleges/Continuing Education.*

- a. Perman walked through the proposed External Resources with the committee and it was well received. The committee agreed it was an excellent compilation; providing relevant value.
- b. The committee agreed the External Resources be published on the Districtwide Strategic Planning Committee website. The committee also noted the information complements the internal resources available on the Institutional Research website.
- c. A schedule to upkeep the external resources page(s) will be drafted and presented to the Committee.
- d. The committee was asked to bring any further external resource recommendations to the next meeting.

## 7. Roundtable

- a. The committee members each shared their thoughts on the SDCCD Strategic Planning process. Updates were given as to the progress institutions are making internally with Guide Pathways work and other ongoing planning efforts.
- b. Institutional Research has conducted College Promise focus groups, and surveys were conducted at each of the colleges. A comprehensive report is scheduled for release late May.

## 8. Future Meetings:

- a. The committee discussed meeting twice per semester was beneficial. It was agreed upon to schedule meetings in late September, mid-November, February and April.

**The meeting adjourned at 4:00 p.m.**