

**Strategic Planning Committee
Minutes**

1:00 PM – 2:00 PM • Wednesday, January 30, 2019 • L405

Present:

Michael Carley, Anja Goebel, Kendra Haney, Catherine Hodges, Esmeralda Rodriguez and James Thompson

Absent:

Andrea Anaya and Primavera Arvizu

Guest:

Reagen Dozier and Chris Ebert

I. Call to Order

Mr. Carley called the meeting to order at 1:02 pm.

II. Approval of Agenda

Motion made to approve the amended January 30, 2019 agenda.

M/S/C: Kendra Haney/Anja Goebel

III. Approval of Minutes

Motion made to approve the amended minutes from November 27, 2018.

M/S/C: Kendra Haney/Esmeralda Rodriguez

IV. Discussion Items

A. Vision for Success

The State Chancellors Office created the Vision for Success consisting of six goals all colleges are required to adopt. The KCCD Board adopted these goals; PC is tasked to align the state goals to our existing Strategic Plan Goals. In addition the college is required to set specific goals and targets based off these State Goals.

The addendum needs to go before CC for approval at the March 4th meeting, then to the April Board meeting to meet the State set deadline in May.

February 6th we are scheduled to assess the Math Program Review, then starting at the February 13th meeting the committee will begin working on A Vision for Success goals and targets until completed in preparation for the March 4th CC meeting.

B. Library Program Review

Librarian Ebert and Program Manager Dozier were present to answer questions and take note of corrections. This committee recommended the following changes:

1. Correct titles, minor grammar and sentence structure changes throughout document.
2. The committee stated the program mission statement accurately describes the program and is linked to the college mission statement. This section meets standards.
3. After reviewing the SAO section; the committee recommends moving the SAOs from first paragraph and list them numerically below. Explain which results went to each SAO and talk about the assessment cycle.

Since the last survey the computers have been updated to newer models with windows 10 and the DVD players have been replaced with Blue-Ray. The committee suggested this information be added.

Once the assessment cycle is added this section will meet standards.

4. Under Program Analysis and Trends, first sentence in the first paragraph, please correct "Institutional Student Learning Outcomes" to "Institutional Level Outcomes". The name change for the ILOs was approved at the October 15, 2018 CC meeting.

The information in this section has been updated but not much has changed since the last program review. It was noted that the library security gate needs to be replaced as it is over 10 years old and malfunctions. This is mentioned under the budget request. Librarian Ebert has noted several areas for improvement such as needing more funding to keep the book collection updated and the ability to access resources offsite. In addition, code and catalog reserve books, increase outreach, establish a presentation room, and relocating the Anthropology library.

This section meets standards. Conclusions drawn are clear and evidence-based and reflect an in-depth discussion within the program citing specific examples.

5. All previous goals have been either revised or completed. The completed goals will Drop off at the next assessment. Revised goals have clear direction for completion or dissolution.

New goals are clearly stated, a time frame is provided, and assignment or responsibility is evident. Goals are linked to concerns identified in previous sections. Starting with goal 5 please start the goals with a verb. Also, correct numbering (there are two number 6 goals and no goal 5).

This section meets standards.

6. In the staffing section a Librarian or Library Coordinator is being request to oversee and handle responsibilities of accreditation, SAOs, program review, budget, staff management, etc. There has not been a Library Director or Coordinator in 11 plus years. The last person to take on the responsibilities was a faculty Librarian/Interim Director. Justification is based on evidence and analysis in previous sections.

The section meets standards.

7. Requests for resources are based on evidence and analysis provided in other sections. This section meets standards.
8. Requesting increase funds for books, a new security gate and a presentation room. All requests will further the program and college mission and are based on evidence and analysis in other sections.

This section meets standards.

The Library Program Review meets assessment standards and is to be forward to CC for approval after corrections have been made.

V. Announcements

VI. Future Agenda Items

A. PR Process Handbook

Adjournment:

Meeting adjourned at 2:02 pm.