

**Strategic Planning Committee  
Minutes**

1:00 PM – 2:00 PM • Wednesday, April 10, 2019 • L405

**Present:**

Michael Carley, Anja Goebel, Catherine Hodges and Esmeralda Rodriguez

**Absent:**

Andrea Anaya, Primavera Arvizu, Kendra Haney and James Thompson

**Guest:**

Marlis Brownfield

**I. Call to Order**

Mr. Carley called the meeting to order at 1:05 pm.

**II. Approval of Agenda**

Motion made to approve the April 10, 2019 agenda.

**M/S/C:** Catherine Hodges/Esmeralda Rodriguez

**III. Approval of Minutes**

Minutes are not completed.

**IV. Discussion Items**

**A. Wellness Center Program Review**

Nurse Brownfield was present to answer questions and take note of corrections. The committee recommended the following changes:

1. Program mission meets standards as it accurately describes the program. The only recommended corrections are to change “and” for “or” and remove the “s” at the end of “interferes” on line two. This section meets standards.
2. SAOs are clearly stated. The committee recommends adding a couple of paragraphs about how SAOs are assessed, timeline, cycle of assessment, data, what was learned, and how the program changed based on the assessments. After corrections this section will meet standards.
3. Analysis and Trends: Please add a quick paragraph describing Student Health 101. Under areas for improvement, please give a more in depth explanation for each area of improvement putting them in order of importance. Especially mention compliance issues regarding student and record privacy. The committee discussed the 100% Tobacco initiative and what employees who smoke are expected to do when they smoke.

Programs are realistically assessed for strengths and weaknesses. This section after corrections meets standards.

4. Completed previously established goals can be dropped off at next program review. For new goals 1 & 2, please explain what the 15% represents, how it is measured and what the baseline is. Please explain what engagement rate is. Time for completion needs to be broader; instead of June 30, 2019, replace with Summer 2019. PIO needs to be spelled out under goal 1, responsible. Goals 3 & 4 and “i” to the word policies. Goal 5 mention complying with HIPA standards.

Goals are clearly stated, a time frame is provided, and assignment of responsibility is evident. Mention goals within areas for improvement. Change completion to achievement on goals 3 and 4. This section meets standards.

5. One replacement position is being requested and justification is included. This section meets standards.
6. Only one request is made for facilities. Please itemize what is needed to renovate the Wellness Center. After correction, this section meets standards.
7. Changes in the budget are justified and itemized. The only recommended correction is to add expanding the Wellness Center to include having a separate space for an office and examine room. This information should be included in the facilities request section. This section meets standards.

The Wellness Center Program Review meets assessment standards pending corrections and is to be forward to CC for approval.

- V. **Announcements**
- VI. **Future Agenda Items**
  - A. **PR Process Handbook**

**Adjournment:**  
**Meeting adjourned at 1:49 pm.**