

**Strategic Planning Committee
Minutes**

1:00 PM – 2:00 PM • Wednesday, April 17, 2019 • L405

Present:

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

Absent:

Andrea Anaya, Primavera Arvizu and James Thompson

Guest:

John Word

I. Call to Order

Mr. Carley called the meeting to order at 1:03 pm.

II. Approval of Agenda

Motion made to approve the April 17, 2019 agenda.

M/S/C: Kendra Haney/Catherine Hodges

III. Approval of Minutes

Minutes are not completed.

IV. Discussion Items

A. M & O Program Review

Director Word was present to answer questions and take note of corrections. The program review needs to be transferred to the new format. The committee recommended the following changes:

1. Program mission meets standards as it accurately describes the program. 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. The data in the next section looks to be the data for the SAO assessment and should be moved over. After corrections this section will meet standards.
3. Analysis and Trends: Include what has changed over the last three years. Areas of improvement is heavily focused on staffing. Goals should be mentioned within this section.
Programs are realistically assessed for strengths and weaknesses. This section after corrections meets standards.
4. The new format separates previous goals from new goals. When the goals are moved to the new format be sure to paste old goals and new goals in the correct areas. Completed previously established goals can be dropped off at next program review. The majority of the information within the comment portion of the goals can be moved to areas of strength or changes over the last three years. Goal 4, update fleet vehicles; please mention the additional sports that were added and the need for more vans. Reword goal 8 to say, make the purchase of parking permits more user friendly. Goals are clearly stated, a time frame is provided, and assignment of responsibility is evident. This section meets standards after changes.
5. Four replacement positions are being requested and justification is included in order of priority. This section meets standards.

6. There is an IT request for software for a revised/updated School Dude software, asset and event management software. The aforementioned software should be mentioned under areas for improvements. This section meets standards.
7. Changes in the budget are justified and itemized. The only recommended correction is to remove the 2000 and 3000 amounts for staffing because it is already included under the staffing section. The only monies under the 2000's is for student workers. This section meets standards.

The M&O 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 2:00 pm.