Strategic Planning Committee
Minutes
1:30 PM – 2:30 PM • Wednesday, September 25, 2019 • L405

Present:
Andrea Anaya, Michael Carley, Kendra Haney and Esmeralda Rodriguez
Absent:
Primavera Arvizu, Joe Cascio, Anja Goebel and Catherine Hodges

I. **Call to Order**
    Mr. Carley called the meeting to order at 1:38pm.

II. **Approval of Agenda**
    Motion made to- approve the September 25, 2019 agenda.
    M/S/C: Kendra Haney/Esmeralda Rodriguez

III. **Approval of Minutes**
    Motion made to approve amended minutes from September 18, 2019.
    M/S/C: Kendra Haney/Esmeralda Rodriguez

IV. **Discussion Items**
   A. **End of the Year Report**
       The committee reviewed the End of the Year Report that is submitted to CC.
       2018-19 goals included: maintain program review cycle, formalize program review progress report to CC, update IPAA document, and update program review rubric.
       Accomplishments: updated program review rubric, IPAA document, kept program review cycle mostly on schedule, added program review progress reports to CC in November, created Strategic Plan Addendum to add specific goals and targets to our Strategic Plan, aligning it with the new Chancellor's Office Vision for Success.
       2019-20 Recommendations: Create program review handbook, create a crosswalk between all of the various plans and data each track so that we ensure that each are aligned and we are tracking all of the necessary data, keep program review process aligned and process documents on time, integrate new college leadership into the existing planning process, track existing plans, ensure that all are on schedule for updates.

       Motion: "move to send to CC"
       M/S/C: Kendra Haney/Esmeralda Rodriguez
   B. **SP Calendar**
       Reviewed the SP calendar and the committee is mostly on task. Towards the end of October, IR Director Carley will send out a reminder to divisions/departments to report on progress of program reviews. In December, SP will review progress of Strategic Plan.
   C. **Program Review Forms**
       On the recommendation from EM the committee added "professional development request" to the request section. These forms will go to CC for review and approval.
   D. **Program Review Handbook**
       During the Enrollment Management Monday, September 23rd a couple items came up about program reviews.
       The first item, EM feels the request section should have quotes included as part of the request. When creating the PR Handbook, it was the consensus of SP that quotes should

not be added as not all request will be completed within the three year cycle. At the time the request gets completed then IT, M&O or Safety and Security will gets quotes. EM went discussed if quotes should be added to the PR forms. IR Director Carley emailed the request section to VP Williams-Harmon over the summer on her thoughts and did not receive a reply. Both the PR forms were routed through CC for approval and passed (the EM members also sit on CC).   SP is in agreement to leave the forms as there are, take them back to CC where IR Director Carley will specifically point out the section and what it said. The decision to add quotes or not will left up to CC.

Second item, add Staff Development request to the request section. Additional language, "It may be necessary to include cost for professional development such as conference travel" was added under the request section of the PR Handbook regarding professional development. The wording "three" was changed to "four" and "professional development was added to the list of the request.

During a past Curriculum Meeting, it was discussed what the role Curriculum played in in the Program Review process and Curriculum should be added to the Program Review Process Chart. It was recommended to merge the four committee boxes into one long box listing the various committees who use program reviews in there planning processes. IR Director Carley will bring this recommendation to the Curriculum Chair and SP will hold off forwarding the handbook to CC.

The handbook and PR Forms will move forward to CC together for review and approval after Curriculum Okays the changes to the Program Review Process chart.

E. IPAA Document

See discussion above regarding Program Review Process Chart.

SP reviewed the 2019-20 planning document timeline. This year we have: Program Reviews, Budget Development, Climate Survey in October and the CCSSE Survey in the Spring.

F. SP 2019-20 Goals

Tabled

V.   Announcements

VI.   Future Agenda Items

Adjournment:
Meeting adjourned at 2:15pm.