Strategic Planning Committee
Minutes
1:30 PM – 2:30 PM • Wednesday, October 23, 2019 • L405

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

I. **Call to Order**
Mr. Carley called the meeting to order at 1:31pm.

II. **Approval of Agenda**
Motion made to approve the amended October 25, 2019 agenda.
M/S/C: Kendra Haney/Catherine Hodges

III. **Approval of Minutes**
Motion made to approve minutes from October 9, 2019.
M/S/C: Catherine Hodges/Esmeralda Rodriguez

IV. **Discussion Items**

A. **Child Care Center Program Review – Karen Ball**

Child Care Center Program Manager Ball 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 committee suggested replacing "We…" with "Our mission is to…" at the beginning of the second and third sentence.

2. SAO#1: In the second sentence add "l" to the word compete so it says complete. They committee questioned what the target goal for satisfaction the center is trying to reach. Child Care Center Program Manager Ball stated, if there is a percentage of parents on the survey who says they are unsatisfied the state requires the center to create a plan of action on how they are going to move the parents from unsatisfied to satisfy. She went on to say the state does not have a set standard for the percentage of parent who need to be either satisfied or very satisfied just if the center feels parents are not satisfied a plan of action needs to be complete.
SAO#3: Remove the word percentage in the third sentence as Child Care Center Program Manager Ball stated they do not complete a percentage of the assessment measures but the instructor will give the students four to five of the measures to learn, focusing on one measure a semester.
SAO #1 and 2 both state they are assessed every semester while SAO#3 does not have a clear assessment cycle. The committee recommended Child Care Center Program Manager Ball to specify a clear, ongoing and complete cycle of assessment. Once changes have been made this section will meet standard.

3. Analysis and Trends:
The only item covered in this section is changes in program; data review, program strengths, and areas for improvement is missing. Programs need assessed for strengths and weaknesses, draw clear and evidence-based conclusions that reflect an in-depth discussion. The committee wants to see what changes in the program have been made based on the SAO assessment results. Highlight examples in areas the center is doing

well. Include data on declining enrollment numbers. The draft PR Handbook will be sent to Child Care Center Program Manager Ball to read for a better understanding what goes in the program review.
This section does not meet standards.

4. Completed previously established goals need the date the goal was completed and then can be dropped off at next program review. New goals are clearly stated, a time frame is provided, and assignment of responsibility is evident. Mention goals within areas for improvement and/or other previous sections.
This section meets standards.

5. The only two positions requested are the two positions which will be vacated due to staff retirement. The group recommends changing the date Program Manager is retiring to 2/1/20. The justifications are clear. This section meets standards.

6. There are no requests under technology, facilities, and safety and security. This section meets standards.

7. There are no changes in the budget. The committee asked the two columns amount of change and revised total be completed. This section meets standards.

The Child Care Center Program Review is pending SP approval. Once corrections have been made and SP reviews the program review will be forward to CC for approval.
Pdf emailed to committee

B. **Program Review Handbook**
IR Director Carley went over the Budget Committees recommended changes, made at the last CC meeting, to the request section of the Program Review Handbook. Based on that recommendation, IR Director Carley made the following changes.

In these sections, you identify the needs related to these areas. If there is a cost associated with those needs, an estimate should be provided in your budget request.

For information technology requests, the IT Department will provide a general quote for office and classroom equipment (i.e. computers, laptops, and printers) to assist departments/divisions prepare their Program Review and Program Review Budget Update Forms. After items are approved in the tentative or adopted budget, the budget manager should submit a Technology Request Form for ordering and installation.

For facilities and safety/security, the Maintenance & Operations Department will provide a general quote for office and classroom furniture (i.e. chairs, desks, and cabinets) to assist departments/divisions prepare their Program Review and Program Review Budget Update Forms. After items are approved in the tentative or adopted budget, the budget manager should submit a School Dude for ordering and installation.

For professional development, budget managers should list and estimate their area's professional development request on their Program Review and Program Review Budget Update Forms. Administration will work with the budget Managers to determine the appropriate funding for the request (unrestricted or restricted).

The group approved the additional wording and the PR Handbook will go for approval at the next CC meeting.

Pdf emailed to committee

V. **Announcements**

VI. **Future Agenda Items**

<u>**Adjournment:**</u>
Meeting adjourned at 2:07pm.