

**Strategic Planning Committee
Minutes**

1:30 PM – 2:30 PM • Wednesday, October 9, 2019 • L405

Present:

Michael Carley, Catherine Hodges and Esmeralda Rodriguez

Absent:

Andrea Anaya, Primavera Arvizu, Joe Cascio, Anja Goebel and Kendra Haney

I. Call to Order

Mr. Carley called the meeting to order at 1:34pm.

II. Approval of Agenda

Motion made to approve the October 9, 2019 agenda.

M/S/C: Catherine Hodges/Esmeralda Rodriguez

III. Approval of Minutes

Motion made to approve amended minutes from September 25, 2019.

M/S/C: Michael Carley/Esmeralda Rodriguez

IV. Discussion Items

A. SP Calendar

There is nothing upcoming on the calendar we need to address.

B. Program Review Forms

The page break within instructional program review has been fixed. The group reworded the instructions for the professional development requests on both forms.

It was decided to go forward with the changes and let Budget and CC discuss the issues of funding requests. Once we get clarification on whose budget funding for request will come out of, then at that time if needed changes will be made. These forms will go to CC for review and approval.

C. Program Review Handbook

The PR Handbook was reviewed for any final changes and it was decided the following sentence will be left out at this time: "It may be necessary to include cost for professional development such as conference travel" until the funding request process is made clear. IR Director Carley will specifically point out the requests section and what it says.

Once the changes have been approved, see item D, the Program Review Process Chart will be updated in the handbook.

The handbook and PR Forms will move forward to CC together for review and approval.

D. Program Review Process Chart

Per Curriculum Committees request to be added to the Program Review Process Chart, the chart was revised. The four boxes listing Budget, Strategic Planning, Grant Oversight and Enrollment Management were replaced with one big box listing all the aforementioned committees and adding Curriculum. In addition, language was added to the bottom of the box stating: "These and other committees use the program review process in their planning processes".

The Program Review Process Chart will move forward to CC for approval.

E. Strategic Plan Goals

Tabled

V. Announcements

VI. Future Agenda Items

Adjournment:
Meeting adjourned at 2:08pm.

DRAFT