

**Strategic Planning Committee
Minutes**

1:30 PM – 2:30 PM • Wednesday, February 19, 2020 • L405

Present:

Michael Carley, Kendra Haney, Catherine Hodges and Esmeralda Rodriguez

Absent:

Andrea Anaya, Primavera Arvizu, Joe Cascio and Anja Goebel

I. Call to Order

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

II. Approval of Agenda

Motion made to approve the February 19, 2020 agenda.

M/S/C: Kendra Haney/Catherine Hodges

III. Approval of Minutes

Motion made to approve minutes from February 5, 2020.

M/S/C: Kendra Haney/Esmeralda Rodriguez

IV. Discussion Items

A. IR Program Review

IR Director Carley was present to answer questions and take note of corrections. This committee recommended the following changes:

1. Correct IR title and grammatical errors throughout document.
2. The committee stated the program mission statement accurately describes the program and is linked to the college mission statement.
This section meets standards.
3. The SAO section: has an ongoing, clear, and complete assessment cycle. The program makes decision based on assessment results.
This section meets standards.
4. Analysis and Trends: The program has reviewed data and assessed program strengths and weaknesses. Conclusions are clear and evidence-based citing specific examples.
This section meets standards.
5. Previous goals have been updated as either completed or revised. The completed goals will drop off at the next assessment.
New goals are clearly stated, a time frame is provided, and assignment of responsibility is evident. Goals are linked to concerns identified in previous sections.
This section meets standards.
6. Requesting one permanent full-time position. The current research analyst is paid from Title V funds that end in 2022. The college has always hoped the position would be permanent, funds have not yet been identified.
Position has justification, this section meets standards.
7. The only IT request is purchase as many Tableau licenses the college can afford. IR Director Carley, explained the difference between Cognos and Tableau. There are no facilities or safety and security requests. Several conferences have been requested for either the research analyst or IR Director Carley.
This section will meet standards.

8. This area was complete, increases had justification and based on evidence from previous sections.

This section meets standards.

The committee praised IR Director Carley for the well thought out and written program review.

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

V. Announcements

VI. Future Agenda Items

Adjournment:

Meeting adjourned at 1:59 pm.