

Strategic Planning Committee

2/7/08

Meeting Summary

Members present: H. Villareal, V. Anderson; S. Comerford, F. Hamadeh F. Sewart, J. Ball, J. Hughes, S. Estes, A. Wolf , O. Mykhaylichenko, R. Nishimoto

Members Absent: M. Claire, V. Stanford, M. Kaidor

1. Update Report from Educational Master Planning Committee

Co-chairs of the Educational Master Plan (EMP) Committee Andreas Wolf and Jeremy Ball summarized the progress to date. They introduced a rough draft of a planning template that provides a streamlined approach which integrates all of the college's major planning documents and committees. At the top level of the template is the college's strategic plan consisting of college planning statements; the second level is the EMP which would include environmental scans and data documents and working documents that are modified and updated annually; the third level consists of the working plans which would be given to the divisions annually to develop goals for meeting strategic objectives. All other plans, including the EMP, feed into the strategic plan. A Sharepoint site has been established for posting supporting documentation. Among the components that will be included in the EMP are measureable objectives per division and assessment at each level in the plan. The next meeting will include a discussion of planning assumptions that will be incorporated into the plan.

1a. Consolidation of Strategic Planning Committee (SPC) and Master Planning Committee?

The committee discussed its role in the changing planning process including the possibility that the SPC redirect its focus on ensuring that the broad-based college statements (mission, vision, values and diversity) are timely and provide an accurate reflection of the institution. The committee may focus its work this spring on reviewing the statements and work with the EMP to ensure that any changes are reflected in its work. It would be the EMP committee's responsibility for drafting the strategic objectives and action steps. At the March meeting, the committee will continue to discuss its role and possibly begin a review of the four statements.

Progress Report on 07-08 Strategic Objectives

Jennifer presented copies of the current year's strategic objectives and reminded the group that we will continue to work toward their progress. A progress report will be presented to College Council at its Feb. 20 meeting.

Other Items

Also discussed: Since Sandra Comerford is now a dean, there is need for another faculty representative. Jeremy will discuss an appointment with Governing Council.

Strategic Planning Committee
11/8/07
Meeting Summary

Members present: H. Villareal, V. Anderson; S. Comerford, F. Hamadeh F. Sewart, J. Ball, J. Hughes, S. Estes, A. Wolf , O. Mykhaylichenko, R. Nishimoto

Members Absent: M. Claire, V. Stanford, M. Kaidor, S. Estes

1. New Research Format

John Sewart presented a draft of a prototype research web page. The committee discussed a number of ideas for the presentation of data: breaking out broad categories of data, having various layers of data available (current year, 5 years, 25 years), the need for a 1-year narrative to accompany the current data, development of a glossary/workbook that could be used as a training tool.

Next steps will include developing a set of core effectiveness indicators and common terms to make the data user-friendly, especially to data novices. John will move forward by listing recurring, broad institutional requests made by committees and individuals and the kind of data that are most meaningful for planning and institutional effectiveness. Committee members will develop a list of useful items to be included in the new format.

The document will be circulated among various committees for input. There was discussion regarding surveying faculty by department. It was decided to gain faculty input by working with the Academic Senate. The Strategic Planning Committee will develop its own snapshot of baseline data.

2. Update Reports from Planning Committees

Educational Master Plan Committee met with Cabinet for further guidance to discuss how the strategic plan ties into the master plan. Next steps are to convene the committee and develop themes to include.

Next agenda items:

New research format

Update report from planning committees (Ed. Master Plan, District Strategic Planning)

Discuss survey of students that have withdrawn from classes

Next Meeting: Dec.6, 2:15 in 1-115

Prepared by V. Anderson

Strategic Planning Committee
10/4/07
Meeting Summary

Members present: H. Villareal, V. Anderson; S. Comerford, F. Sewart, J. Ball, J. Hughes, S. Estes, A. Wolf

Members Absent: M. Claire, V. Stanford, F. Hamadeh, O. Mykhaylichenko, R. Nishimoto, M. Kaidor

1. Develop a List of Summary Data from Research Agenda
Using Skyline's Balanced Scorecard as an example, Jennifer described how the college can use its research to enhance its planning process. The Balanced Scorecard makes use of a set of core indicators that define and measure how well the college is performing. This type of system provides a snapshot for assessing goals and adjusting strategies for meeting the goals. The committee discussed at length whether this model might be adopted for CSM. The committee requested that John Sewart, using a sample of core indicators, prepare a draft format based on the most commonly requested research reports at CSM. At the November 1 meeting, the committee will review the draft.

2. Development of New Strategic Initiatives – The college is in the process of forming a basic skills task force charged to work on a self-assessment tool that will be used to identify strengths and weaknesses in our basic skills programs and services. The task force will complete the assessment during the fall and early spring. From the assessment, priorities for funding existing/new basic skills activities will be determined.

Next agenda items:

- New research format
- Update report from planning committees (Ed. Master Plan, District Strategic Planning)
- Discuss survey of students that have withdrawn from classes

Next Meeting: Nov. 1, 2:15 in 1-115

Prepared by V. Anderson

Strategic Planning Committee
9/6/07
Meeting Summary

Members present: M. Claire, H. Villareal, V. Anderson; V. Stanford, S. Comerford, F. Hamadeh, J. Sewart, J. Ball, J. Hughes, S. Estes, O. Mykhaylichenko, R. Nishimoto, M. Kaidor, A. Wolf

1. New Chair – Mike Claire recommended to the committee that Jennifer Hughes serve as the new chair; all members were in agreement.
2. Research Agenda – John Sewart distributed the research agenda, a lengthy document that is organized into 10 categories of priorities. Mike emphasized the importance of linking research (both college- and district-collected data) to college planning efforts. With so much data available, the committee needs to determine key reports and data that will be most helpful. At the next meeting, members will develop a list of summary data to best support its activities.
3. Strategic Marketing Plan – Mike described the current effort by a core group that has been meeting with Cabinet to develop a draft of a strategic marketing plan. The committee discussed how it could best assist the process and concluded that it will serve as a sounding board providing feedback to the group on its proposals.
4. Educational Master Plan – Susan Estes distributed a document outlining the charge, committee composition, and process that the college is following in the development of an educational master plan. A draft of the completed plan will be submitted to Cabinet in March 2008 followed by a review and recommendation by College Council.
5. District Planning Cycle – Mike explained that the district is beginning a strategic planning process and is forming a shared governance committee with representation from the three colleges to work on a 6 six-year plan. The new plan is expected to create a coordinated planning cycle districtwide and will be synchronized with the accreditation process.

Next Meeting: October 4, 2:15 in 1-115

Prepared by V. Anderson

Strategic Planning Committee
2/1/07
Meeting Summary

Members present: M. Claire, L. Avelar, H. Villareal, V. Anderson; Virgil Stanford, S. Comerford, F. Hamadeh. A. Cousin. G. Sonner

Members Absent: J. Ball, J. Sewart

1. New Chair - Mike explained that as president, he needed to step down as chair of the committee, although he will continue to serve a member. He asked Linda Avelar to assume chair duties, at least through the end of this academic year.

2, Mission Statement – Linda explained that the committee reviews the mission statement annually to determine if it continues to accurately reflect the college's purpose. It was revised in 2005 to include the college's emphasis on student learning outcomes. The group agreed it was still current. All three college mission statements will be brought to the Board for approval in March 2007.

3. Review Planning Calendar - Valerie presented a working copy of the Planning Calendar that is used to guide the work of College Council. Since most of the functions on the calendar fall under the area of planning, she asked the committee for input regarding changes. Several suggestions were made and will be incorporated into the calendar; the calendar will be presented to College Council as an information item at an upcoming meeting.

4. Program Review Input for Planning – Mike discussed the significant influence that program review has on strategic planning and suggested that the committee review the summary program review reports to extract themes and use that information to inform the planning process as the group begins developing action steps. The summary reports will be sent to committee members prior to the March meeting for review.

Next Meeting: Thursday, March 1, 2007, 2:15pm

Prepared by V. Anderson

Strategic Planning Committee
12/07/06
Meeting Summary

Members present: M. Claire, L. Avelar, S. Kelly, H. Villareal, V. Anderson; Virgil Stanford, S. Comerford,

Members Absent: A. Cousin, F. Hamada, J. Ball, J. Sewart

1. Discussion of budget and Strategic Planning Process

The committee discussed the need to integrate the budget into the strategic planning process. The group decided that an important first step was to identify the amount of funding and funding source(s) for each of the action steps in the Strategic Objectives document. It was mentioned that some action steps have no funding allocated and that would be noted as well. The leads assigned to the action steps will work with Virgil in determining budget information for the progress report.

The budget information related to the action steps will be incorporated into the progress report on Strategic Objectives, 2006-07 which will be presented to College Council in February.

Prepared by V. Anderson