Strategic Planning Committee
Minutes
Thursday, December 5, 2013; 3:00-4:30pm, GE-118

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<tr>
<th>MSC (2)</th>
<th>FACULTY (4)</th>
<th>CLASSIFIED (2)</th>
<th>STUDENT (1)</th>
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<td>Present</td>
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<tr>
<td>Sean Abel</td>
<td>Leslie Rice</td>
<td>Sue Hager</td>
<td>Vacant</td>
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<tr>
<td>Takeo Kubo</td>
<td>Alan Johnson</td>
<td>Deanna Herrera</td>
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<td></td>
<td>Lucas Randall</td>
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<td>Absent</td>
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<td></td>
<td>Isai Ulate (unexcused)</td>
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1. Welcome/Introductions
   Sean Abel convened the Strategic Planning Committee (SPC). Acting as chair, by request of the President, Sean asked members to introduce themselves. He noted that he was seeking student representation. He also asked members to consider adopting a co-chair model as the College Planning Council (CPC) had recently done.

2. Review and approve minutes from May 20, 2013 Retreat
   Committee consensus was to accept SPC minutes of May 20, 2013.

3. Public Comments (2 minutes each)
   None

4. Action Items
   None

5. Old Business
   None

6. New Business
   a. Strategic Planning Committee Charge
      The committee reviewed the SPC Charge. Changes to membership, charge language, and the chair model were considered. Consensus was to keep membership as charged, to add an unexcused absence clause for members, and to postpone decision of electing co-chairs until a later time.

      Consensus of the committee was to make the following Charge alterations:
      Under heading Membership—Add: “Member will be replaced after two un-excused absences in a semester”; under heading Activities—bullet two: replace “gatekeepers” with “leads”; bullet four: replace “Work to achieve goals in tandem” with “Collaborate”

   b. Review/Discuss Processes and Future Strategic Planning Formatting
      Sean shared examples of plans from several community colleges and other pertinent resources on strategic planning in an earlier email. Sean explained that the committee’s role was to act as the modifiers, adapters, etc. of the College’s SP. The plan drives the Educational and Facilities Master Plans, and Budget planning. It is important that the committee oversee the integration of requirements set by
the Accreditation standards in the College Plan.

c. Review of Directives from May 20, 2013 Retreat
The committee reviewed the College’s Strategic Goals and associated comments from the May 20, 2013 SP Retreat. Current members noted that the College is lacking a College Researcher to allow flow of readily available data to deans and faculty. The need to establish one is strong to assess progress of Key Performance Indicators (KPIs). Sean also restated that it would be important for the SCP to ensure alignment of Accreditation Standards to the SP.

The committee discussed results of the KPI assessment from the May 20 Retreat, including the following:

**College Goal #1**
- KPI 1A, 1B, 1C: Determine if prior state-wide rates are still the same and compare rates of other CCC’s;
- KPI 1B: seek guidance from Student Success Committee (SSC) and Scorecard; KPI 1C: determine if target is still justified and consider establishing new target (by 2016?); consider adding additional KPI 1E, completion of Ed. Plans

**College Goal #2**
- KPI 2A: Create a mechanism for tracking baseline for partnerships. Define term “partnership” and what it is we want people to do; what is the relationship? There needs to be a clearer understanding so that it can be measured.

**College Goal #3**
- Consider addition of KPI 3C to include outside “employee” training, conference, etc.

d. Setting Goals of the Committee for Spring 2014
Sean reminded the committee that work of SPC is definitely behind schedule due to committee turnover. This committee will continue to assess KPIs which will culminate in an update to the campus by fall 2014.

e. Agenda Requests for Next Meeting
None

f. Items Not Placed on the Agenda
None

7. Adjournment
The meeting was adjourned at 4:35 p.m.