Strategic Planning Committee
Minutes
Thursday November 10, 2016; 3:00-4:30pm, A 213

<table>
<thead>
<tr>
<th>MSC (2)</th>
<th>FACULTY (4)</th>
<th>CLASSIFIED (2)</th>
<th>STUDENT (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sean Abel</td>
<td>Lucas Randall</td>
<td>Joyce Lui</td>
<td>Vacant</td>
</tr>
<tr>
<td>Takeo Kubo</td>
<td>Mary Cook</td>
<td>Vacant</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Leslie Rice</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Guests: None
Members Absent: JoAnn McGowan (excused)

1. Welcome/Introductions

2. Review and approve minutes –Approved minutes from 10/27/2016

3. Action Items:
   1. Assigned Program Review Self Eval response presentation to Joyce
   2. BSI Self-Evaluation
      a. Finished comments, new goal three seems to be most important
      b. We noticed strong alignment between goals and Strategic Plan KPIs
      c. Assigned responses presentation to Leslie
   3. Completed Distance Ed committee self-evaluation responses.
      a. We thought this was an exemplary self-evaluation
      b. Assigned Sean to present response to DE committee
   4. NOTE: Through this process, the SPC has decided that during our revision of the self-evaluation form, we should strongly consider alignment of committee goals with KPIs rather than large Strategic Plan Goals.

4. Old Business
   a. Strategies/workflow for obtaining the remaining 2015-16 Committee Self Evaluations.
      i. Takeo is working with Diversity and Student Success for their committee self-evaluations
      ii. Sean is working with Safety and Facilities as well as CAC for their self-evaluations
   b. Sean updated work on individual documents for the Crosswalk between College Strategic Goals and the SJECCD Board Goals (previously approved) and a Crosswalk between the College Strategic Goals KPIs and the Board’s Ends Policies, using the sub-listed policies rather than the large topics. This document will be presented at the meeting on 12/08/16.
   c. Document updating
      i. Revise committee self-evaluation form in early Spring (Joyce will Draft)
      ii. Need to account for interconnectedness with other committees, communication channels (between committees, with campus constituency groups), make evaluation of committee goal alignment with the college Strategic Plan more obvious (see NOTE above)
d. Assemble committee charge items first and then committee goals as presented in previous self-evaluations to see where work is overlapping or where committees might work together (Joyce wants to “cats cradle” the goals in an infographic). Also analyze charges and goals in the lens of student success. Timeline would be to have ready for a PDD presentation (did not specify January 2017, late Spring 2017, or Fall 2017-need to clarify)

e. Tweak IPARAH as needed (SPC only retreat-Tentative dates Feb 10 or 24)

f. Committee structure proposal-align committees to Accreditation standards and Strategic Plan segments to Accreditation Standards to facilitate and streamline committee and others’ workload, especially as it relates to evidence collection for subsequent Accreditation reports-need to schedule a “major” retreat with many constituents for this. CAC is also discussing an action plan related to this concept.

g. Accreditation review-question: How do we work to align the Institutional Set Standards AND the Strategic Plan KPIs (when appropriate) as well as “f” above-Retain for future meeting

5. New Business

   a. How committee (and other) meeting minutes can positively impact data collection for future Accreditation reports
      i. Set up a system to link meeting minutes to appropriate accreditation standards
      ii. Create a check list for all committee (and other) meetings to help evaluate the work in relation to accreditation standards at the end of the meeting.
      iii. Determine standards which have not been addressed “in a while” (if a standard has not been addressed in any meeting minutes, deliberately address it in an appropriate venue). The time frame needs to be clearly defined.

   b. Examined titles of Strategic Planning Model boxes to more deliberately align with Accreditation Standards as a part of 4f above.
      i. Institutional Effectiveness
      ii. Learning and Student Support
      iii. Resources
      iv. Governance and Leadership

6. Adjournment

   The meeting was adjourned at 4:17pm.