Strategic Planning Committee  
Minutes  
Thursday December 8, 2016; 3:00-4:30pm, A 213

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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>Lucas Randall</td>
<td>Joyce Lui</td>
<td>Vacant</td>
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<td>Takeo Kubo</td>
<td>Mary Cook</td>
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<td>Leslie Rice</td>
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**Guests:** None  
**Members Absent:** JoAnn McGowan (excused)

1. **Welcome/Introductions**  
   a. No guests

2. **Public Comments**  
   a. No public comments

3. **Review and approve minutes**  
   a. Approved minutes from 11/10/16

4. **Action Items**  
   a. Review submitted Self-Evaluations –no new submissions  
      i. Takeo not confident about receiving from DAC, still working on Student Success  
      ii. Sean not confident about receiving from Facilities and Safety, still working on CAC  
   b. Approved SJCC KPI to Board Ends Policy document for inclusion in the IPARAH –we noted that some of the Ends Policies did not align with the KPIs, some loosely related. We were unclear as to the purpose or meaning of the references to online components in the Ends Policies  
   c. Approved revised Self Evaluation form-Joyce provided a draft and we updated the form based on our experiences gathering information from committees and giving committees feedback. We also set the return date as April 7, 2017 (Pending agreement from CAC)  
   d. Commonality amongst committee charges-tabled-Joyce will bring back a document to begin this work  
   e. Approved IPARAH retreat date-Feb 24, afternoon.  
   f. Approve new Strategic Plan blocks names and placed all standing committees in appropriate primary function blocks according to charge documents. (This is work started for end of year retreat with CAC and pertinent committee stakeholders). Proposed draft list:  
      i. Institutional Effectiveness  
         1. Program Review Committee  
         2. Student Learning Outcomes Assessment Committee  
         3. Strategic Planning Committee  
      ii. Learning and Student Support  
         1. Basic Skills Initiative  
         2. Distance Education  
         3. Instructional Programs and Curriculum Committee  
         4. Student Success/Equity  
         5. Diversity Advisory Committee
iii. Resources
   1. Facilities, Safety, and Technology Committee
   2. Finance
   3. Professional Development
   4. Campus Technology Committee

iv. Governance and Leadership
   1. College Advisory Council
   2. Academic Senate
   3. Classified Senate
   4. Associated Student Government

(Note: This is a starting point for the all-day retreat at the end of the 2016-17 Academic Year)

5. Business discussed and not acted upon
   a. Discussed committee charges and inconsistencies in format and information-specifically, we noticed that all had a “Committee charge” paragraph, but only some had a list of “Responsibilities” which seems like a useful thing for all charge documents to be considered later for recommendation?
   b. Accreditation review-question: How do we work to align 4.f. above and the Institutional Set Standards AND the Strategic Plan KPIs (when appropriate)?
   c. 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.

6. New Business
   a. Charge template (for next meeting)

7. Adjournment-at 4:35