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|  | **District Strategic Planning Committee Meeting Minutes****Date: January 22, 2016****Time: 11:00 AM – 12:30 PM****Location: PDC-104** |
| **Committee Members** | P |  | P |  | P |  | P |
| Denise Allen HoytCarol JonesGinger SutphinLaura GowenDonna Hoffmann | NNYNN | Barbara NicholsKeith WurtzAlfredo CruzDean PapasPavel Bratulin | YNNNN | Bruce BaronJames SmithGlen KuckMatthew IsaacRania Hamdy | NYNYN | Jose TorresLisa NormanCheryl MarshallGloria FisherGio SosaMike Strong | NNNNYY |
| **Visitors:** Bobby Khushal, Ken Salyer, Sheryl Sterry |
| **Committee Charge*** Develop a District Strategic Plan that meets the following requirements: Aligns with the colleges’ educational plans and serves as a guide for planning at the college level, supports the colleges’ educational/strategic plans, incorporates the Board Imperatives, provides for sufficient input from major constituency groups, and balances strategic scope with measurable objectives/outcomes.
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| **TOPIC** | **DISUCUSSION** | **FURTHER ACTION** |
| * Review the [IEPI training on integrated planning](http://www3.canyons.edu/Offices/IEPI/workshops.html#dec17), review process and who is signed-up for workshops by date: January 22 at Costa Mesa: Keith, Rania, Celia, Glen, Andy, and Jeremy. February 26 at College of the Canyons: Barbara, Denise, Dean, Paul James, and Gio (5 minutes)
 | James announced that some members of the DSPC committee are at an IEPI training on Integrated Planning session. Other members of the committee will be going on February 22nd to the same training. There will be a presentation to the DSPC committee at a future meeting. |  |
| * Planning consultants gather input and discuss key directions to prep for Workshop (75 minutes)
 | Bobby reported that they have been gathering and analyzing information. The Internal and External Scan data is substantially complete and we presented at College Council meeting on December 9, 2015 and December 11, 2015. The data has been posted on the district EMP/FMP website. Bobby reported that Space Utilization is underway. The analysis is looking at fall 2014 course offerings and analyzing how efficiently instructional rooms are utilized. The analysis is using Title V standards for classroom and laboratory utilization as a measure of efficiency. James Smith questioned if the analysis was taking into consideration setting goals in relation to the section fill rate. Booby replied that the analysis was only taking into consideration the instructional room usage. The committee reviewed a handout of the latest State Chancellor’s Office Long Range WSCH/Enrollment projections. Bobby recommended the committee should start with the baseline projection that is consistent with the state figures. State WSCH/Enrollment projections for the District will be divided to each college based on a historic proportional breakout. The projected WSCH at each college will be further divided by department. James and Gio suggested that two separate baseline projections be developed. One based on the State chancellor’s Office projection and one based on the internal/external scan data. Bobby suggested that an Ad Hoc task force be created to review and provide direction for the forecasts as date is developed. Discussion followed on who should server on the Task force. It was recommended that the Task force consist of Keith Wurtz, James Smith, Gio Sosa, Haragewen Kinde and Bryan Reece. Bobby reported that the next two College council meetings will focus on refining and/or defining institutional goals and objectives with measurable strategies of progress. The process for establishing goals and objective differs slightly at each college. Crafton started the process early and the intent is to use much of the work Crafton has already created. Bobby recommended the development of another Ad Hoc Task force be created to develop and review the EMP goals/Objectives. The recommended members of this Task Force are VP’s of Student Services, Keith Wurtz, James Smith and Gio Sosa. Bobby reported that the presentation materials for the next College Council meets will be prepared next week. Bobby then reviewed the Document Review? Feedback. He recommended a Chapter by chapter approach and stated he felt it would yield the best participation. He further stated that the District Alignment Plan document to provide measures that align District Services, EDCT and KVCR with each College’s EMP goals/objectives. Matthew Isaac expressed that EDCT customers are from the business community. He further stated that EDCT and KVCR’s missions are unique from the other District or College operations. Bobby explained that there will be goals/objectives within the District Alignment Plan to address EDCT and KVCR. Document review and feedback will need to occur using a systematic approach. All entities must have an opportunity to review and provide feedback. It was determined that draft chapters should be provided to the following individuals for review: Presidents, VP’s, James and Gio.  | Bobby will send James and Gio the Internal and External scan presentation handouts as well as the College council presentation. Bobby will email James and Gio the basic methodology that the States utilizes to develop their long range WSCH/Enrollment projections.  Gio and Mike Strong will send Bobby all documents related to the EMP update that Crafton has been working on. Bobby will provide draft presentation slides to each College as soon as possible for their review and feedback.Keith Wurtz is scheduling meetings with the District entities for development of the District Alignment Plan.  |
| * Next meeting is February 12, 2016, 11AM – 12:30PM, PDC-104 (5 minutes)
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| * Other Items (5 minutes)
 | No other items were discussed  |  |
| **Mission Statement**We transform lives through the education of our students for the benefit of our diverse communities.**Vision Statement**SBCCD will be most known for student success. Our educational programs and services will be highly sought after. Our students will be the most preferred by four-year institutions and employers. Our students will have the highest graduation rates at four-year institutions. Our students will have the highest employment rates in our communities. Our district will be the gateway to pathways and opportunities for a brighter future. Our students and alumni will make a significant contribution to the socioeconomic prosperity of our communities. Our employees will want to be here, love working here, and go above and beyond for student success.**SBCCD Values**Service, Integrity, Collaboration, Innovation, and Quality |