

## Meeting Minutes

September 10, 2010, 10-12 noon, ATTC 120

### **Members Present**

Bruce Baron, Charlie Ng, Courtney Hunter, Damaris Castillo-Torres, Daniel Bahner, Deb Daniels, DyAnn Walter, Glen Kuck, Gloria Harrison, John Stanskas, Kaylee Hrisoulas, Keith Wurtz, Larry Cicalone, Laura Gowen, Matthew Isaac, Matthew Lee

### **Welcome & Introductions**

Charlie welcomed and commenced introductions.

### **Approval of Minutes**

The May 14, 2010 and August 27, 2010 meeting minutes were approved by consensus.

### **Proposed Task Schedule (2B)**

As requested at the August 27, 2010 meeting, the List of Suggested Tasks for Phase 2 was combined with the 2010-11 meeting schedule and was presented to the committee as Handout 2B. Matthew Lee mentioned that some additional items, such as subcommittee reports, which did not originally appear on the Task List, were added to the document as they are the means by which the tasks will be completed.

Matthew Isaac asked whether or not subcommittee members had to be members of the DSPC. It was clarified that subcommittee members per se did have to be DSPC members, but that each subcommittee could add resource people as needed.

There was no further discussion, and the Proposed Task Schedule was adopted by consensus.

### **Prioritize Implementation Objectives (2C)**

Each committee member took a few minutes to rank the implementation Objectives according to priority (High, Medium or Low). Matthew Lee collected the responses and went away to compile them.

### **Review Implementation Kickoff Worksheet (2A)**

Charlie distributed a table which contained Matthew Lee's consolidation of the Implementation Kickoff Worksheets completed on 8/27/10. Everyone was asked to break into groups and review the table for accuracy and completeness, to consider any comments listed in the column on the far right, and to make any changes necessary. The following feedback was presented:

- Item 6.1.1., Who and What – Matthew Isaac requested that the word leaders be changed to leader.
- Item 6.1.1., Milestones – Matthew Isaac requested that the two occurrences of “marketing plan” be changed to “marketing and outreach plan.”
- Item 5.1.2., Initial Steps – Damaris requested that “discuss where the gaps are” be moved from the first bullet to the second.
- Item 5.1.2., Milestones – Charlie recommended and Damaris agreed that the a calendar can be developed by December 3, and an analysis of any new events could be done by February 26.
- Item 6.1.1. – Matthew Isaac changed the word facilitator to consultant. He thought the budget for this item could range from \$30,000 to 50,000.
- Item 3.3.1. – Deb added one step: Discuss resource allocation model in campus enrollment management meetings.
- Items 2.3.1., 3.1.1, and 4.2.1., Milestones – Daniel advised that he and Courtney developed milestones for all three, including: 1) identify potential members for a coordinating committee, 2) define goals and objectives, 3) distribute a needs assessment survey, which has already been developed, 4) launch a website, and 5) analyze training needs.
- Item 1.1.2. – Gloria advised that her group questioned the role of District Assembly – is it a communication tool or an advisory group to the Chancellor? The group felt that the District Assembly was not necessarily the tool to accomplish this objective.
- Item 1.1.1 – Larry and Laura mentioned that this task involved developing bi-directional communications between Chancellor’s Cabinet and the District Assembly, so that the District Assembly has purpose and drive.

A discussion ensued clarifying the purpose of this activity, which was to build on the suggested actions developed last year and produce concrete ideas on steps to achieve each objective. Going forward, quarterly reports by point persons will revolve around the suggested actions and initial steps identified by the groups. This committee has two major functions this year: one is monitoring implementation of the plan already developed; the other part, which will include the subcommittees shown in the Task List, is improving the plan—making it exemplary.

- Item 2.3.2., Initial Steps – Bruce advised that he changed the focus of this item to implementing program review objectives from 2009-10 and then updating the program review for 2010-11.
- Item 5.1.1. – Bruce advised that we need to develop a mentoring program and bring it to collegial consultation for discussion. We would then implement the program, train volunteers, make it part of orientation, then evaluate the program.
- Item 3.2.1., Milestones – Glen advised that most of the actions for this objective were already underway. He mentioned that a list of software district-wide would be completed by September 17.

Today’s work will be given to Matthew Lee so he can compile the results for committee review.

### **Prioritize Implementation Objectives (2D)**

The committee's feedback regarding prioritization of goals earlier in the meeting was distributed, reviewed and discussed. The Prioritization of Implementation Objectives was then adopted by consensus.

### **Discuss Integrating KVCR & EDCT into DSP**

Postponed until next meeting.

### **Designate Members/Subcommittees to Make Recommendations on Integration**

This topic will be added to next meeting's agenda.

### **Other Business**

Daniel mentioned the fact that he and Courtney were not designated as members of the Committee. Matthew Lee advised that since Daniel and Courtney were not part of the committee's original constituted list of membership, to add them would require a formal action. After a brief discussion on the importance of professional development to the DSPC, the Committee approved their membership by consensus.

### **Homework**

Committee members are to read anything they receive before the next meeting.

### **Adjournment**

The meeting was adjourned. The next meeting is scheduled for September 24, 2010 at 10:00 a.m. in ATTC 120.

Kelly Goodrich, Recorder