

Meeting Minutes

October 22, 2010, 10-12 noon, ATTC 120

Members Present

Bruce Baron, Charlie Ng, Cheryl Marshall, Courtney Hunter, Damaris Castillo-Torres, Deb Daniels, Glen Kuck, Gloria Harrison, Jackie Wingler, John Stanskas, Kaylee Hrisoulas, Larry Cicalone, Matthew Isaac

Welcome & Introductions

Charlie welcomed everyone.

Approval of Minutes

The October 8, 2010 meeting minutes were approved by consensus.

Functional Roles, Evaluation of 2010-14 DSP, and Review of Goals & Objectives

Charlie reviewed the Functional Roles Worksheet. He referenced Board Policy 1100, which was distributed. He reiterated the District's role as a support function that is centralized and reports to the Chancellor, and passed out pages 5-6 of the DSP. In order to clarify this year's direction and scope as regards the revision of the strategic plan, Charlie asked the committee for feedback on whether or not the plan was a District plan or a District Office plan. The committee confirmed the plan was a District plan, and Glen mentioned that the groups within the District are all supposed to work to align to the plan. John further clarified that the plan is a two-way street between the District and the entities, rather than a one-way street from the District to the colleges.

Charlie asked the committee to discuss what makes an exemplary plan, and distributed some reference material about strategic planning from Allison & Kaye, 2005. He mentioned that our plan included "on the business" items such as coordination of investment in technology, building of infrastructure, policies and procedures, etc. However, the plan currently does not include "in the business" items, such as coordination of academic programs. Should it, and if so, to what extent? Bruce advised that the option must be left open for the District to coordinate with the colleges through the Board imperatives on those kinds of initiatives. For example, if there is a budget crisis, then there must a way to initiate a conversation about duplication of courses.

John mentioned that there are already methods built into the curricular process for coordinating duplicate programs. Do we need to document this process? Gloria briefed the committee about how programs were coordinated previously. She mentioned that back in the late '70's or early '80's the board made a ruling that there could be no duplication of major, significant programs. She recalled that it took four years for CHC to get a child development program on their campus because the same program already existed at SBVC. The two VPs of Instruction would meet on all curriculum issues and sign off on everything before it went to the Board.

Cheryl felt that the District plan is lacking a strategic, proactive view of curriculum issues. The current curriculum processes meet via email now, which works well, however, there is no look at what's going on in our service region, what are the emerging trends, etc.

Bruce stated he felt these issues may already be covered in the Preamble of the DSP:

The main purposes of the District Strategic Plan (DSP) are as follows:

- *It provides an integrated framework within which the Board, the district, and the colleges can work toward coordinated goals over the long term.*

Charlie conceded Bruce's point but asked the committee to determine if they want to alter the plan during this year to address specific strategies and include statements such as, our priority is basic skills, our priority is transfer, we want to grow this, etc. Committee members advised that they are comfortable with the plan as is for this period and wanted to leave the broader language in place, developing more specific goals/objectives, if necessary, from year to year.

It was stated that the plan is not a rolling plan, rather it would stay a 2010-2014 plan until it is updated in 2014. John mentioned that the plan could be updated from year to year by adding an appendix pertinent to each year, with the plan being deconstructed every third year. The committee will not, at this time, be addressing District coordination of curriculum, District leadership, or a proactive District strategic view.

Courtney asked about the functional life of the DSPC. Bruce mentioned that in the past there was talk about disbanding the DSPC and passing its function onto another group after the first two-year process. Charlie mentioned that mid-Spring 2011 would be a good time for the committee to address this issue.

Research Subcommittee Report

Damaris went over the report with committee members. Matthew mentioned that they are in the process of obtaining a new software which will assist in gathering data. Gloria mentioned that several cities in our District may be willing to provide environmental scan information which could be included in our data. Charlie offered to work with Keith on this issue.

Next Steps

Based on the discussions of this meeting, Charlie summarized the issues to be considered for annual plan revision:

- Annual updates to be added as appendices.
- Reports that indicate colleges, KVCR, PDC and District are all aligned and moving in the same direction.
- Strategic highlights may possibly be revised (per assessment of assigned personnel).
- Research will be updated year to year (per assessment by Keith Wurtz).
- Goals and objectives will be revised as appropriate by responsible person (per assessment of assigned personnel).
- Revisions based on the work performed by the Subcommittee on the Integration of KVCR and EDCT.

December 3 is the date for the goals and objectives point people to make a report. The first draft of the plan is scheduled to be completed April 1. The final revision is scheduled for May 13. Charlie will develop a proposed schedule for the revision, since there is already a schedule for the implementation piece.

Other Business

Bruce asked if the committee members if they wanted to continue the tradition of having refreshments at the meetings. The consensus is that they would and it would be appreciated if coffee, water and other snacks could be provided.

Homework

Charlie will work to develop any additional target dates for the plan revision. It may make more sense to postpone the update of statistics and/or strategic highlights until we are closer to the 4/1/11 revision date.

The first quarterly reports are due December 1. Each objective has an assigned point group or person. The assignment for the objective point groups is to decide who in the group will act as point person in completing the form and presenting it to the committee.

Glen will convene the subcommittee for the integration of KVCR and EDCT; that subcommittee will provide a status report at the November 19 meeting.

Committee members are asked to bring a copy of the Strategic Plan with them to each meeting.

Adjournment

The meeting was adjourned.

Kelly Goodrich, Recorder