



Strategic Plan Update

January 13, 2012 Meeting Agenda for Planning Workgroup

1. Welcome
2. Presentation on BOT's Strategic Conversation
3. The Role of the Workgroup in Strategic Conversation
 - a. Registration Table: Name Tags/Table Assignments
 - b. Finalize Evaluation Forms
 - c. Finalize Ground Rules
 - d. Recorders at the event
 - e. Synthesizing Team with CBT Consultants
4. Timeline and Tasks of Phases For 2012-16 Strategic Plan by CBT
5. Summary of Changes to DSPC Draft Operating Agreement

6. SCUP: Training on planning

7. Other

Attachments:

A. PowerPoint presentation on Strategic Conversation

B. Timeline and Tasks of Strategic Plan by CBT

C. Most recent draft of operating agreement for DSPC



Strategic Plan Workgroup

January 27, 2012

Agenda

1. Feedback on BOT's Visioning Process
2. Strategic Conversation: February 7, 2012
 - a. Set up by Workgroup, 12:00pm
 - b. Synthesizing Team meets, 12:45pm.
 - c. Workshop, 2 - 4 pm
 - i. Part I: What direction should the district and colleges/centers take to respond to this theme?
 - ii. Part II: What strategies should the district and colleges/centers implement to support these directives?
3. Approval of Items for Strategic Conversation
 - a. Evaluation Forms
 - b. Ground Rules
4. Informational Documents:

a. Lessons Learned

b. Strategic Plan Table of Contents

5. Other



Strategic Plan Workgroup

February 10, 2012

Agenda

1. Presentation of Strategic Plan Table of Contents: Robin Torres/ Lijuan Zhai
2. Feedback on Strategic Conversation
3. Conference Budget
 - a. Registration Nonmembers:\$369 by Friday or \$419
 - b. Holiday Inn Express Redwood City/Menlo Park 650-366-2000
4. Charette:March 1, 2012 OAB #251 5:30-8:30pm.
 - a. Cabinet & BOT identified invitation list.
 - b. DSPC will serve as recorders and support for event.
 - c. Agenda/Process for Charette.
 - d. Tasks I and II.
 - e. Ideas Too Important To Lose
5. Other

**District Strategic Planning Workgroup
Meeting Summary
February 10, 2012 @ District Office Conference Room
3:30-5:00 pm**

Present: Marilyn Behringer, Diane Clerou, Linda Cooley Claudia Habib, Tom Mester, Robin Torres,
Absent: Jothany Blackwood ,Veronica Jury, Mark Sanchez

Agenda Items	Discussion	Outcomes
<p>1. Presentation of Strategic Plan Table of Contents</p> <p>Robin Torres Lijuan Zha</p>	<p>Lijuan could not attend. Robin explained the template to be used for 2012-16 Strategic Plan and the data she and the other institutional researchers are collecting and working on with Julie Slark from CBT. Includes economic trends for counties in SCCCD service area.</p>	<p>Committee members gave Robin ideas to improve the data. Robin will use info to finalize the table of contents. If additional input contact Robin by Feb. 14, 2012.</p>
<p>2.Feedback on Strategic Conversation</p> <p>Diane Clerou</p>	<p>Part 2 goal was not clear. Would have been better to ask “How do we overcome these barriers?” Certain groups dominated discussion. Revisit Ground Rules. Liked synergy, music, food.</p>	<p>For Charrette: Use 2 cordless microphones, send email confirmation to participants when they RSVP. New Strategic Planning Committee will help along with current Strategic Planning Work Group members.</p>
<p>3. SCUP Confer budget –</p> <p>Diane Clerou</p>	<p>Diane noted the District is paying for employees to attend the whole conference to learn about planning so we should attend all days not just days when we are doing a presentation.</p>	<p>Shared budget # so employees could charge room & conference fee to it for reimbursement.</p>
<p>4. Charrette – March 1, 2012 OAB, Room 251 5:30 – 8:30</p> <p>Diane Clerou</p>	<p>Cabinet and BOT identified external stakeholders for invitation list. Invitations were emailed Feb. 9, 2012. Went over the agenda and process for the Charrettee. DSPC and DSPWG will serve as recorders and support staff for event.</p>	<p>Shared information</p>
<p>5. Other</p>	<p>None.</p>	



District Strategic Planning Committee (DSPC)

February 24, 2012

Agenda

1. Welcome and Introductions
2. Review of Minutes from February 10, 2012 Meeting
3. Presentation on Current Status of Districtwide Planning Processes
4. Review of DSPC Operating Agreement
5. Review of Linkage from Visioning to Strategic Conversation to Charrette to 2012-2016 Strategic Plan
6. Charrette March 1, 2012 OAB #251 5:30-8:30pm
 - a. Role of DSPC at event
 - b. Summary of Process
7. Review of 2012-2016 Strategic Plan Timeline and Tasks
8. Special Meeting with CBT Consultants: Friday, March 2nd 12:00-1:30pm
9. Presentations at SCUP Conference
10. Other

Attachments:

- a. Minutes from February 10, 2012 Meeting

- b. Copy of DSPC Operating Agreement
- c. Visioning White Paper
- d. Charrette Table Arrangements by Goals
- e. Script for Charrette process
- f. 2012-2016 Strategic Plan Timeline and Tasks

SCCCD Strategic Planning Meeting with District Strategic Planning Committee and CBT

March 2, 2012 12pm

AGENDA

Welcome/Introductions	Blackwood
Orientation for New Members	
Capturing a districtwide Lens on Planning	Mester
The History/ Purpose of Sub Committees by Location	Cooley
Representatives as Vehicles of Communication	Marilyn Behringer
Planning Activities Update	Blackwood
Board Visioning Session	
Strategic Conversations	
Charrette	
Integrated Planning Update	Blackwood/DSPC
Update on Data Profile (Quantitative)	Slark/Torres
Organization of Qualitative Data	Slark
Review SP Table of Contents	White
Role of DPC	White/Boatright
Develop Vision, Mission, Values, Goals and Objectives with consultants	
Provide input and feedback to SP draft	
Oversee SP draft process for college wide feedback	
Establish a Meeting Schedule and Timelines to Complete Tasks	Blackwood/Consultants
Next Steps	

**District Strategic Planning Workgroup
Meeting Summary
March 2, 2012 @ District Office Conference Room
12:00 – 1:30pm**

Present: Marilyn Behringer , Jothany Blackwood, Deborah Blue, Donna Boatwright, Diane Clerou, Linda Cooley, Veronica Jury, Tom Mester, Mark Sanchez, Julie Stark, Robin Torres, Fran White

Agenda Items	Discussion	Outcomes
1. Welcome/Introductions	Email from Tom Mester to Dr Blackwood regarding student representative from Reedley College. Also faculty representative from North Centers.	Informational.
2. Welcome/Introductions	Dr. Blue welcomed committee and thanked the committee for their passion. The plan should be a breathing, living document.	Informational.
3. Orientation for New Members	Brief orientation to provide synergy for the group. Critical systematic process for the provision of integrated planning. Center the group on this definition.	Informational.
4. Orientation for New Members	Development of the district-wide planning aligned with the college plans. This common understanding is critical moving the work of the group forward.	Informational.
5. Orientation for New Members : Capturing a districtwide Lens on Planning	Tom Mester: our work is not to work in a vacuum, rather develop venues to share our work. What work is best for the district, not what is best for our constituency, but the entire district.	Informational.
6. Orientation for New Members : The History/ Purpose of Sub Committees by Location	Linda Cooley: doing work through the smaller committees. Constituency reporting form is being enhanced by Linda. Form is for input based on constituency group. Area for feedback on the form. Linda is working with IT to create this web-based form.	Informational.

<p>7. Orientation for New Members : The History/ Purpose of Sub Committees by Location</p>	<p>Fran White: critical to create venues for communication and documentation. Linda: purpose of sub-committees is to divide the work up by themes and locations. Simply to move the work forward. Claudia and Mark worked out the operating agreement. This subdivision of work helped to expedite the work.</p>	<p>Informational.</p>
<p>8. Orientation for New Members : Representatives as Vehicles of Communication</p>	<p>Jothany: it is critical to have a district-wide lens. Marilyn: important to understand our role of representing various groups. Critical to report back the progress of the work of the committee. Jothany: Board advisory session work was completed based on the themes the strategic conversations completed. Data was completed and Chancellor Blue sent out an update of the strategic conversations. Charette was completed while input was collected on consolidating information. Dr. Blue: work plan schedule and discuss deadlines. Must discuss the drafts of values, objectives, and mission. What will be the process for soliciting input?</p>	<p>Informational.</p>
<p>9. Integrated Planning Update</p>	<p>The Board must also receive the draft prior to final review. The Board can provide an update.</p>	<p>Informational.</p>
<p>10. Integrated Planning Update</p>	<p>When the communications plan was discussed with the communications council and venues are being developed for sharing critical information and progress of the work.</p>	<p>Informational.</p>
<p>11. Integrated Planning Update</p>	<p>Perhaps bring a draft to the April 2012 Board Meeting. Actually, the May Board meeting would be preferable (Dr. Blue). May 4, 2012</p>	<p>Informational.</p>

	would be sufficient with an explanation of the work and presentation of the draft to the Board at the May 4 th meeting.	
12. Integrated Planning Update	Fran: District does not currently have an integrated planning process. Specifically, how does the integrated planning occur between the colleges, centers, and the District? Timeline will be developed for how we pull the integrated planning together.	Informational.
13. Integrated Planning Update	The DSPC is the keeper of the District's Strategic Plan. It must be measureable. The governance structure should be your recommending bodies, i.e. communications council. These governing bodies have responsibilities, the governance structure, integrated planning pull our resources together to guide institutional decision-making.	Informational.
14. Integrated Planning Update	The Board should have a rational documentation to make informed decisions.	Informational.
15. Integrated Planning Update	The District governance council is important for fund allocations based on college and District priorities.	Informational.
16. Integrated Planning Update	The DSPC will be tasked to chart the integrated planning models. Draft of integrated planning model will be completed by Spring/Summer and presented at the Sept. 2012 Board meeting.	Informational.
17. Integrated Planning Update	Tony will have proposal by the end of March 2012. Expanded communication model.	Informational.
18. Organization of Qualitative Data	Julie: data, research, evaluation and data are critical. Plans should be date driven. Base on set on concise instructions. Important to measure progress. Community needs, workforce, access, student success – broad	Informational.

	<p>areas to measure Quantative data – data portfolio continually updated and used. Qualitative data gleaned from the strategic conversations. Simultaneous plan while compiling data. What type of information does the District need to influence planning?</p>	
19. Organization of Qualitative Data	<p>Robin is working with IR to collect data. Update and refine data to make it more concise. Increase the research capacity for the District. Robin went through data to date to prepare for 2012-16 strategic plan writing. Asked committee to review the data and give input.</p>	<p>Robin will send committee her 37 pages of tables for committee to review before next meeting.</p>
Review Strategic Plan Table of Contents	<p>Fran White led the discussion. See attached handout “Work Plan/Schedule”. She stated the Goals and Objectives must be measurable.</p>	<p>Jothany went over assignments and they were distributed as per the attachment. Fran indicated the Board will see the draft two times: once in draft form in May and then when they officially adopt the plan in June.</p>
<p>Role of District Strategic Planning Committee</p> <ul style="list-style-type: none"> - Develop Vision, Mission, Values Goals and Objectives with consultants - Provide input and feedback to SP draft - Oversee SP draft process for college wide feedback 	<p>Discuss: need to start with the development of the mission, vision and values as they will help drive the goals and objectives. The District’s strategic plan is 30,000 feet up plan. College/center plans must align time wise with district’s. Colleges’/centers/ plans must have the District’s goals and objectives but they can add to the District’s.</p> <p>Must act as though Willow is a college.</p>	<p>Jothany said the subcommittees will need a couple of meetings per week outside of every other week DSPC meetings.</p>
Establish a meeting schedule and timelines to complete tasks	<p>Discussion. Dr. Blue asked what the committee’s plan was to communicate to the constituent groups. There was discussion about Dr. Blue sending out a regular written communication.</p>	<p>Committee agreed to update their constituent groups on the DSPC’s progress.</p> <p>Committee members will be doing presentations across the district between April 20 and May 4, 2012 to share progress. This</p>

		<p>will be the same as previous presentations across the district.</p> <p>Dona Boatright will be back for the April 20, 2012 meeting.</p>
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STATE CENTER COMMUNITY COLLEGE DISTRICT
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District Strategic Planning Committee (DSPC)

March 9, 2012

Agenda

1. Welcome
2. Presentation and discussion of draft Vision: RC subcommittee
3. Presentation and discussion of draft Mission: FCC subcommittee
4. Presentation and discussion of draft Values: WI subcommittee
5. Discussion of Data to support drafting and revision process: Robin
6. Integrated Planning Update
7. Next Steps
8. Other

**District Strategic Planning Committee (DSPC)
Meeting Summary
March 9, 2012 @ District Office Conference Room
3:30-5:00 pm**

Present: Marilyn Behringer, Larry Dickson, Thomas Gaxiola, Anacelly Hernandez, Veronica Jury, Tom Mester, Mark Sanchez, Michael Stannard, Robin Torres

Agenda Items	Discussion	Outcomes
1. Welcome	As we have new members, introductions were made	
2. Presentation and discussion of draft Vision: RC subcommittee	Reviewed draft Vision statement	Recommendation was made to change “cultivate” to “develop”; however, many in the group liked cultivate and it’s link to agriculture.
3. Presentation and discussion of draft Mission: FCC subcommittee	<p>Draft Mission Statement – the group met today and discussed many topics. Themes that were discussed to include were accountability, accessibility, diverse community, workforce needs. Comment was made that students aren’t provided information about the other campuses in our district when they are deciding the goals – the district needs to better market programs and let students know about signature programs at the other campuses/centers.</p> <p>The group also reviewed themes from the Charrette.</p> <p>We need to consider how to serve students that may not be traditional students but who are still coming to our door in these budget times.</p> <p>Determine the target audience – need to be sure to include those who are part of our mission, but may not be the traditional student.</p> <p>Incorporation of adult education into the community college – look at models from San Diego and San Francisco.</p>	Draft will be created and sent to the group.
4. Presentation and discussion of draft Values: WI subcommittee	<p>Looked at Charrette suggestion – Values should not be so wordy.</p> <p>Looked at previous Values and determined which themes should be included in new statement.</p> <p>Values in draft:</p>	The Values subcommittee will send out a 2 nd draft next week for the group to review.

	<ul style="list-style-type: none"> - Excellence - Diversity - Integrity - Stewardship - Community <p>Suggestions from the group:</p> <ul style="list-style-type: none"> - Integrity should include internal integrity between DO, colleges, centers and not just toward students but toward each other. - More than just excellence in education – include support services - Too much focus on support services may imply the institution is more concerned with jobs than education - Need to look at entire student experience - Education also includes evolution – the student learn about themselves - Students are more successful if they connect outside the classroom, i.e. clubs, sports, theater, etc. 	
<p>5. Discussion of data to support drafting and revision process: Robin</p>	<p>Diane, Jothany, and Robin worked on a crosswalk of goals, strategic conversation themes, Charrette themes, and proposed goals. A rough draft was sent to the consultants for review.</p> <p>Robin and the campus researchers (Lijuan, Rhea, Michelle) are working on updating the data portfolio.</p>	<p>The updated data portfolio will be sent to the group next week.</p>
<p>6. Integrated Planning Update</p>	<p>The crosswalk will link the themes from the current goals, strategic conversation themes, Charrette themes, and proposed goals in order to provide alignment.</p> <p>Mark sent three documents to the group for review to align with the crosswalk.</p> <p>Suggestion was made to develop a grid to show how the processes integrate in planning – create a flow chart of the</p>	<p>Review the reports Mark sent by April 20th meeting:</p> <ul style="list-style-type: none"> - 2020 Vision – A Report of the Commission on the Future of the Community College League of California - Serving Students, Serving California (Little Hoover Commission) - Advancing student Success in California

	District that ties to the campuses.	<p>Community Colleges (CCC Student Success Task Force)</p> <p>Crosswalk was sent to the consultants for feedback.</p> <p>Examples from Mt. Sac and Pasadena of a integrated planning process will be on the agenda for the next meeting (Marilyn)</p>
7. Next Steps	Homework: review reports, update drafts and send to group	<p>1) Review reports listed from Mark</p> <p>2) Next draft of Mission, Vision, Values to review at next meeting – groups will email out ahead of time for review</p>
8. Other	None	



District Strategic Planning Committee (DSPC)

March 23, 2012

Agenda

1. Welcome
2. Review of Meeting Summary from March 9, 2012
3. Identify Integrated Planning Model Subcommittee
 - Timeline, Training & Tasks
4. Presentation of final Vision: RC subcommittee
5. Presentation of final Mission: FCC subcommittee
6. Presentation of final Values: WI subcommittee
7. Data: Review and consideration (i.e., identifying implications) of data portfolio.
8. Presentation of preliminary goals 1 & 2: RC subcommittee
9. Presentation of preliminary goals 3 & 4: FCC subcommittee
10. Presentation of preliminary goals 5 & other: WI subcommittee
11. Other

**District Strategic Planning Committee (DSPC)
Meeting Summary
March 23, 2012 @ District Office Conference Room
3:30-5:00 pm**

Present:

Agenda Items	Discussion	Outcomes
1. Welcome		Informational.
2. Identify Integrated Planning Model Subcommittee	All members from DSPC who would like to participate is welcome to join.	The first meeting will be Tuesday, April 10 th from 9-11am in the DO conference room with the BCT consultants.
3. Presentation of final Vision: RC subcommittee	It was edited during the meeting and a final draft was proposed for CBT and the Chancellor.	State Center Community College District will be an effective leader in the San Joaquin Valley focusing on diverse educational opportunities and student success in order to cultivate a skilled workforce and an educated citizenry who are well prepared professionally and personally to contribute to our community.
4. Presentation of final Mission: FCC subcommittee	It was edited during the meeting and a final draft was proposed for CBT and the Chancellor.	State Center Community College District is committed to student success for a diverse community through high quality educational programs and services that are accountable, accessible, and innovative. We strive to meet the needs of the workforce by partnering with employers regionally and nationally to ensure a collaborative effort in serving our community.
5. Presentation of final Values: WI subcommittee	It was edited during the meeting and a final draft was proposed for CBT and the Chancellor.	<p>Excellence The District provides excellent instruction, support services, and co-curricular activities so that every student will have the opportunity to benefit from an educational experience of the highest quality.</p> <p>Diversity The District creates a respectful and welcoming environment for all by promoting diversity in its student body, faculty, staff and administration.</p> <p>Integrity The District is accountable, honest, transparent, and</p>

		<p>adheres to the highest professional standards to ensure that every student has the opportunity to receive an excellent education.</p> <p>Continual Improvement The District continually evaluates its policies and practices in order to improve the quality of education, training and services.</p> <p>Stewardship The District is committed to the enhancement, preservation, conservation, and effective utilization of its resources.</p> <p>Community The District values partnerships and cooperative projects with the community it serves. DSPC is still working on this value as it is not comprehensive enough but sounds more limited to workforce. DSPC also wants to refrain from using the word value to describe a value and also wondered if every statement needs to start...The District.</p>
6. Data: Review and consideration (i.e., identifying implications) of data portfolio.	Deferred to next meeting as Robin was not available to present information.	The data with guiding questions will be emailed in the next week or two so members can vet it online and the revised and final version will be presented at April 20 th meeting.
7. Presentation of preliminary goals 1 & 2: RC subcommittee	The subcommittee was not ready to present the proposed goals and objectives.	The subcommittee must send out proposed goals & objectives via email in the next week or two so members can vet it online and the revised and final version will be presented at April 20 th meeting.
8. Presentation of preliminary goals 3 & 4: FCC subcommittee	The subcommittee was not ready to present the proposed goals and objectives.	The subcommittee must send out proposed goals & objectives via email in the next week or two so members can vet it online and the revised and final version will be presented at April 20 th meeting.
9. Presentation of preliminary goals 5 & other: WI subcommittee	The subcommittee was not ready to present the proposed goals and objectives.	The subcommittee must send out proposed goals & objectives via email in the next week or two so members can vet it online and the revised and final version will be presented at April 20 th meeting.

10. Other	The Linkage Report was presented.	Informational.
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STATE CENTER COMMUNITY COLLEGE DISTRICT
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District Strategic Planning Committee (DSPC)

April 13, 2012

Agenda

1. Welcome
2. Integrated Planning Model Subcommittee
3. Review and consideration of data portfolio.
4. Discussion of preliminary goals 1 & 2: RC subcommittee
5. Discussion of preliminary goals 3 & 4: FCC subcommittee
6. Discussion of preliminary goals 5 & other: WI subcommittee
7. Other



STATE CENTER COMMUNITY COLLEGE DISTRICT
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District Strategic Planning Committee (DSPC)

April 20, 2012

Agenda

1. Welcome to CBT Consultants
2. Data Portfolio Review and Implications
3. Strategic Plan Draft Review
4. Presentation of final goals 1 & 2: RC subcommittee
5. Presentation of final goals 3 & 4: FCC subcommittee
6. Presentation of final goals 5 & other: WI subcommittee
7. Accountability/Institutional Effectiveness
8. Integrated Planning Update
9. Other