

**District Strategic Planning Committee (DSPC)
Meeting Summary
April 12, 2013
3:30-5:00 pm**

Present: Larry Dickson, Jothany Blackwood, Mary Ann Valentino, Veronica Jury, Tom Mester, Michael Stannard, George Railey, Linda Cooley, Robin Torres

Agenda Items	Discussion	Outcomes
1. Welcome		
2. Review of documents from district, colleges, and centers	All documents were emailed prior to the meeting.	Use the second RC document that was sent out separately in a second email.
3. Subgroup for merging and editing of document: Identify subgroup and timeline	Discussed the documents sent out and decided on subgroup and timeline. Group agreed to use same format as last year; organize the document by goal, then location.	Robin will merge the documents and send the merged document to Mary Ann, Larry, and Jothany by April 22 nd . Mary Ann and Larry will review the draft to ensure consistency and have their review complete and sent to Jothany by April 25 th for the April 26 th meeting.
4. Subgroup for developing PowerPoint presentation to the Board: Identify subgroup and timeline	PowerPoint needs to be created for the Board. Subgroup will identify key accomplishments for the presentation and will ensure all sites have some accomplishments identified.	Tom will identify key accomplishments from the documents sent out. Laura West will incorporate into a PowerPoint presentation. Draft PowerPoint will be reviewed at DSPC meeting on April 26 th .
5. Discussion on Integration of district & college/center matrix	Discussion on review of the timelines and updating of operational agreement to incorporate any changes determined needed to improve the process. Both can be reviewed and changes discussed in the fall.	Draft document and PowerPoint will be reviewed at April 26 th DSPC meeting.
6. Status of Integrated Planning Model and Manual	Discussed some miscommunication of where we were in the process of sending the documents to the constituency groups. Now back on track, but the delay means the document may be approved at the same time we are scheduled to create a new manual. It was suggested the manual become a four year	Responses from the constituency groups on Draft 2 will go to Chancellor's Cabinet on Wednesday, April 17 th . From the constituency groups, 4 approved and 2 did not approve.

	<p>document with updates every two years.</p> <p>The next manual will be 2014-2016 in fall 2013. After that, it will be a four year document to align with the Strategic Plan.</p>	
<p>7. Other</p>	<p>1) Suggestion to postpone reporting out to the Board until fall to allow time for data collection.</p> <p>2) The operational agreement for DSPC does not indicate members from the colleges/centers should be members from college/center strategic planning committees to improve communication back and forth between district and college/centers on strategic planning.</p>	<p>1) For this year, the schedule has been approved by the Board and we need to adhere to it. Dr. Railey can address missing data as it is not yet available.</p> <p>The committee will look at revising the timeline for the future to allow for summer data collection/preparation and reporting out during the fall term.</p> <p>2) The college/centers have the ability to suggest who should be on the committee. Those currently on the district strategic planning group can recommend to their constituency group the benefit of selecting someone from the college/center strategic planning committees to sit on the district committee.</p> <p>In the meantime, college/center strategic planning committee members who are on the district committee will be asked to give an update on college/center planning for informational purposes only. This process will be to improve two-way communication so that district members can learn more about the processes happening at the colleges/centers.</p>