



STATE CENTER COMMUNITY COLLEGE DISTRICT
FRESNO • REEDLEY • CLOVIS • MADERA • OAKHURST • WILLOW INTERNATIONAL

District Strategic Planning Committee (DSPC)

January 31, 2014

Minutes

1. Process for glossary of Planning Terms_ Discussed the value of a shared language as it relates to planning. There needs to be a districtwide planning glossary that has standard definitions, as well as the variations of terms used at each of the colleges. While a subgroup captured many terms, it was decided many were not relevant to planning so subgroups would filter the list to be more appropriate to the work of the committee.
2. Review of Revised Scorecard Assessment- Recommended changes were made to the draft scorecard including the evaluation portion and confirming the best way to track the data per the researchers.
3. Other-N/A



District Strategic Planning Committee (DSPC)

March 14, 2014

Minutes

1. Colleges/centers/district offices submit progress for year two of the District's 2012-2016 Strategic Plan by Thursday, April 10, 2014. Informational and discuss the expectation that it would reflect last year's process.
 - a. Submission on *Year Two Submission for 2012-2016 District Strategic Plan Objectives Matrix*.
2. Resource Documents provided to sites to submit Year Two Report: These documents were sent to Chancellor's Cabinet as informational to remind the presidents and vice chancellors how they submitted to this report last year.
 - a. The document titled *Revised 2012-2016 SCCCDC Strategic Plan Annual Assessment* provides the annual assessment of the data for specific objectives.
 - b. The document titled *Year 1 Submissions on Strategic Plan* documents submissions for the previous academic year.
3. Proposed Timeline for Strategic Plan Report Preparation: Review of proposed timeline and it was agreed upon.
 - a. April 10th: Submission of Year Two of Matrix from all sites.
 - b. April 11th, April 25th, & May 9th: DSPC reviews & organizes information.
 - c. May-July: Researchers update *Strategic Plan Annual Assessment data*.
 - d. August 22nd & Sept. 5th: Complete Executive Summary and Scorecard.
 - e. Sept. 19th: Finalize all documents for October Board presentation.
4. Recommendations for Strategic Plan submission to Board of Trustees: Discussion of the components for the annual report to the Board and there were no changes to the components of the report.
 - a. Executive Summary
 - b. Scorecard Assessment
 - c. Updated *2012-2016 SCCCDC Strategic Plan Annual Assessment for data*.
 - d. Comprehensive Year Two Matrix will be available, but not submitted for Board Review per feedback last year.

5. Review of glossary of Planning Terms: Enclosed are submissions from FCC and DO.
6. Other



District Strategic Planning Committee (DSPC)

April 25, 2014

Minutes

1. Review of glossary of Planning Terms- Discussion of terms that were deleted and the initial draft as submitted by the colleges.
2. Review Timeline for Strategic Plan Report Preparation: Discussed timeline as reasonable and reviewed the sections of the report per the tentative timeline.
 - a. April 25th, & May 9th: DSPC reviews & organizes information.
 - b. May-July: Researchers update *Strategic Plan Annual Assessment data*.
 - c. August 22nd & Sept. 5th: Complete Executive Summary and Scorecard.
 - d. Sept. 19th: Finalize all documents for October Board presentation.
3. Discussion of Scorecard: Clarified that the status will be determined by assessment of the goal at the district level. It will include a review of all submissions by the colleges and district office to make a determination. As there were still areas of the district that had not submitted yet, we determined to wait to review them at once at a future meeting. Reminder that Willow volunteered to compile all submission into one document to streamline the review process.
 - a. Process for determining status per goal.
 - b. Start discussion of submissions.
 - c. Willow to compile all submissions into one document.
4. Other-N/A



District Strategic Planning Committee (DSPC)

May 9, 2014

Minutes

1. Draft Glossary of Planning Terms- Reviewed updated draft that includes submissions from the colleges' planning handbooks and glossary. The draft was accepted as presented.
2. Understanding the Scorecard:
 - a. Review of ACCJC Rubric for Evaluating Institutional Effectiveness Part II: Planning- Review of standards from ACCJC to provide a framework for our assessment on the scorecard. We recognized every criteria may not be relevant but it ensured a common rubric with definitions.
 - b. Crosswalk with DSPC Scorecard- Compared the relationship in language between the terms used in ACCJC and the district scorecard.
 - c. Process for determining status per goal- Clarified the status is based on districtwide assessment, not by the colleges.
 - d. Review of submissions- Reedley's is still pending per their internal review as well as the district office. This will be completed by fall.
3. Responsibilities of Subgroups: Informational as a reminder which sections of the report the colleges' representatives volunteered for.
 - a. Reedley College: Will write Executive Summary
 - b. FCC: Will organize Scorecard Assessment
 - c. Willow: Will organize all submissions into Matrix as evidence
4. Informational: Timeline for Strategic Plan Report Preparation: No discussion.
 - a. May 9th: DSPC reviews & organizes information.
 - b. May-July: Researchers update *Strategic Plan Annual Assessment data*.
 - c. August 22nd & Sept. 5th: Complete Executive Summary and Scorecard Assessment.
 - d. Sept. 19th: Finalize all documents for October Board presentation.

5. Other