College Strategic Planning Committee  
Notes from May 8th Meeting

Response to items from April 17th meeting

Information flow:

- Note from classified Senate – more information on available funding would be helpful
- Elaine noted that Bob Martinelli is planning to hold briefings for various groups in the fall related to this issue

Forms and timelines:

- MB noted that she had suggested a few checkbox columns on the form that would capture efforts and actions that don’t have resource requests (one or more of the following: curriculum changes, teaching methodology changes, administrative process changes, new partnerships or outreach efforts).
- Elaine noted that there was a suggestion to include the ability to note if an objective was related to a 1, 2, or 3 year project.
- There was discussion concerning timelines for resource request information – should financial information be completed at the same time that the objectives are defined? The consensus was that preliminary information (description and rationale) for IT and Facilities should be done early but that cost information should be developed later (after the semester break) as was done this year.
- Timelines for the unit plan document were discussed. The deans need it by mid-November. Earlier timelines (e.g. late October) are a problem because of the variety of other tasks that fall to the faculty at about that time (e.g. prioritizing hiring requests).

Mission Statement

- Discussion noted that the current Mission Statement doesn’t refer to degrees or certificates and doesn’t use the word “student” as a noun. It was noted that we may want to recommend a review of the Mission Statement in the Fall. This recommendation would go the Executive Council.

New Goal:

- There was discussion concerning the possible future need for a new goal, or modifications to the current goals, to better capture the work of CTE programs on campus in helping students prepare for jobs or upgrade job skills. It was noted that in the Fall we may want to recommend a review of this issue.
Discussion of Overall Planning Processes and Data

Logistics and instructions:
- Discussion noted that there is a need for straightforward and, clear, and consistent instructions about the logistics of the unit planning process (e.g. how many objectives should be “costed out” if it is clear that lower priority items are very unlikely to be funded in a tight budget year), and the way in which unit planning objectives are expected to link to goals (e.g. are departments or divisions expected to have objectives that link to each goal?).
- It was noted that a clear, consistently applied, and published rubric for prioritizing unit objectives would be very helpful.

Goal review and data discussions:
- Connie and Kelly noted that there had been a previous consensus that we should not change the current college goals at this time and that the Academic and Classified Senates had been reviewing the goals with that in mind. The group agreed that that had been the consensus.
- There was some discussion from the entire group about the timelines for providing data and having a college-wide discussion about the data and goals. There seemed to be a general consensus that:
  - Beginning next year, we provide data and get feedback on the goals in the Spring semester
  - Data should be provided to a wide college audience on an ongoing basis in small notes that address single issues. (it was suggested that these be shown by a link on the college home page).
- There was discussion of how best to reach conclusions from college-wide data in a manner that has widespread participation…it was noted that most people will not have time to look at a lot of data…it was also noted that no one person/office should be drawing conclusions for the whole college.