Minutes of the Strategic Planning Committee
10:30 a.m. to 12:00 p.m.
Friday, September 6, 2019
Counseling Center Conference Room

Members present: Vicki Jacobi, Marty Morales, Greg Golling, Amanda Bauer, Leslie Minor, Xiaohong Li, Windy Martinez, Deb Daniels, Joe’ll Chaidez and Severo Balason

Members absent: Sharyn Eveland

Secretary: Brandy Young

Approval of Minutes – May 3, 2019
Minutes were approved without changes.

The meeting opened with brief introductions and a warm welcome back.

Review Charter
The Charter was reviewed and approved by the SPC members with the following updates:

- Remove the word schedule from the opening paragraph
- Add the word in after the word participate in the opening paragraph
- Add a period instead of a semi-colon at the end of the opening paragraph
- Add a semi-colon instead of a period at the end of item #2
- Change the word leads to contacts in item #3

The updated Charter will be shared at the next Governance Council meeting for final approval.

Annual Committee Review Self-Evaluation
The committee reviewed the 2018-2019 Annual Committee Review Self-Evaluation Form. The findings were:

- Section I: Committee Meetings
  - The IR Office will complete the first section of the form – (2018-2019)

- Section II: Analysis of prior year goals
  - Goal 1 – Review ACCJC Standards
    - Yes - Completed
  - Goal 2 – Identify actions and responsible parties behind the new Strategic Action Plan
    - Not completed due to the lack of an IR Director
  - Goal 3 - Establish clarity of relationships between plans at a macro-level…
    - Not completed but in progress with the work being done in the Guided Pathways Oversight Committee and will be shared back with SPC. The work will continue under the SPC and be shared with Governance Council.
  - Goal 4 – Create Strategic Planning Committee activity calendar
    - Not completed. Will be carried forward under the new 2019-2020 goals.
• **Section III:** No prior year recommendation

• **Section IV:** List of Processes the committee oversees/facilitates
  o This information can be found on the Charter which is published on the SPC committee webpage

• **Section V:** New goals for 2019-2020:
  o Establish process to efficiently monitor and track committee goals (i.e., deadlines, calendars, processes and procedures) using Trello
  o Oversee and monitor process for Accreditation Steering Committee

• **Section VI:** Committee Membership
  o Membership will remain the same with no changes. Xiaohong will contact the ASO for a student representative

**Activities:**
• The status of the goals will be a standing agenda item
• Trello may be used as a tool to monitor the progress of the work being done (flow chart) by all committees – Vicki will demonstrate at the next meeting
• Changes to the form will consist of adding an “In-Progress” box in the “Completed?” column.
• Training will be provided for Xiaohong, Marty and Joe’ll

**The next SPC meeting will be on October 4 at 10:30 a.m. in the Cougar Room.**

**Respectfully submitted by:** Brandy Young