Minutes of the Strategic Planning Committee  
10:30 a.m. to 12:00 p.m.  
Friday, November 1, 2019  
Cougar Room

Members present: Vicki Jacobi, Sharyn Eveland, Greg Golling, Xiaohong Li, Amanda Bauer, Windy Martinez and Severo Balason

Members absent: Deb Daniels; Marty Morales, Joe’l Chaidez, Paul Blake, Leslie Minor, Whisper-Lynn Null

Guest: None

Secretary: Brandy Young (Absent)

Approval of Minutes – October 4, 2019  
Minutes were approved without changes.

Planning Guide

- Approved changing Mission Statement Review from every 3 year to every 7 years.
- Approved updating Process for Annual Program Review (Page 16 – 17) to reflect current Annual Program Review timeline. Sharyn will make the changes in the final Planning Guide based on the current APR timeline and Xiaohong will send out this final Guide to committee members for final review prior to request for Governance Council approval.

Strategic Action Plan Update

- Approved Xiaohong’s recommendation to add a page of Data Definitions or Glossary into SAP
- Discussed whether the SAP goals need to be updated when the original 2020-2021 goals have been met. (Some goals have already been met at this time). All agreed that the current goals should be kept the same in order to stay within the 3-year timeframe of the original plan. Goals may be revisited and modified when it is time to update the plan. Although, the SAP is a living document, some goals (metrics) will be updated to stay consistent with changes in policy and procedure. For example: BOG is now Promise.
- Discussed and reviewed some of the Lagging Indicators and determined the status of the indicators:
  1. Degree and Certificates awarded:
     a. the measure is defined as duplicated headcount and the data source is changed from DSS to MIS data in align with SCFF measure.
     b. 2020-21 Goal met and green sign.
     c. However, since the number of awarded decreased from last year, so the Watch sign shows decrease with yellow color.
  2. Transfer: decreased from the baseline data, so definitely red sign.
  3. Average number of units accumulated for completers:
a. The measure is defined as duplicate headcount if students received multiple awards in the same academic year.

b. Goal met, green sign

4. Job placement rate: data will be available in middle of Nov.

The next SPC meeting will be on ???? in the Cougar Room.

Respectfully submitted by: Xiaohong Li for Brandy Young