**Minutes of the Strategic Planning Committee**

**Thursday, September 23, 2021**

**9:00 a.m. to 10:30 a.m.**

**Cougar Room**

**Present:** Vicki Jacobi, Xiaohong Li, Tina Mendoza, Damon Bell, Rafael Andrade, Sharyn Eveland, Amanda Bauer

**Absent:** Paul Blake, Leslie Minor and Amar Abbott

**Guest:** None

**Secretary:** Brandy Young

**Review the Minutes from August 26, 2021**

The minutes were approved with the following corrections:

* Correct the time in the header
* Remove the highlights from the text
* Remove the question marks from the bulleted items

**Review Charter**The Charter was reviewed and approved with only one change; update Xiaohong’s title.

**Annual Committee Review Self-Evaluation**

Analysis of prior year goals:

* Goal 1: Start reviewing the whole Strategic Action Plan- build a time and start reviewing indicators – This goal was met.
* Goal 2: Review and update the Planning Guide and submit to the Governance Council for approval – This goal was met.
* Goal 3: Develop Strategic Action Plan activities that can be monitored to record progress of the indicators/goals. Identify responsible parties; individuals and committees – This goal is in progress and will be rolled over into the 2021/22 goals.
* Goal 4: Have monthly set agenda items with updates on goals, including SAP and Accreditation – This goal was met.
* Goal 5: Have student representation at each meeting – This goal was not met. The student only attended 3 out of 10 meetings.

List of processes the committee oversees:

* During the discussion on the list of processes the committee identified some areas and made suggestions on how to report out on this piece of the evaluation.
	+ The 4 key areas on the Charter will be used:
		- Oversee the strategic planning process
		- Facilitate planning
		- Assess program plans and program goals
		- Monitor and report
	+ If it is discovered that the committee is unable to fulfil each process; modifications may need to be made to the Charter. This will be a piece of the annual evaluation.

**Identifying Goals for 2021/22**

* Goal 1: Develop Strategic Action Plan activities that can be monitored to record progress of the indicators/goals. Identify responsible parties; individuals and committees.
* Goal 2: Develop planning process to facilitate the integration and implementation of the Institutional plans.
* Goal 3: Begin the development of the Comprehensive Program Review

**Meeting Schedule**The committee will meet the 2nd Thursday of each month in the Cougar Room from 8:00 a.m. to 9:30 a.m.

**The next meeting is scheduled for October 14, 2021 at 8:00 a.m. in the Cougar Room.**

**Respectfully submitted by Brandy Young**