**Minutes of the Strategic Planning Committee**

**Thursday, October 14, 2021**

**8:00 a.m. to 9:30 a.m.**

**Cougar Room**

**Present:** Vicki Jacobi, Xiaohong Li, Damon Bell, Sharyn Eveland, Amanda Bauer, Faith Angeles, Amar Abbott, Leslie Minor

**Absent:** Paul Blake, Tina Mendoza, Rafael Andrade G**uest:** Deb Daniels
**Secretary:** Brandy Young

**Review the Minutes from September 23, 2021**

The minutes were approved with no corrections.

**Planning Guide**The Planning Guide was reviewed and approved with the following updates:

* Update the headers with the current year
* Add review date to end of document
* Update the Strategic Action Plan page with the current year
* Create a table with “at a glance” due dates for all plans; add to the end of the guide

**White Board Exercise: Framework for Comprehensive Program Review (CPR)**

A framework for brainstorming ideas was used to begin the process of developing the new CPR. This exercise will be a continuous agenda item. The framework outline:

*WHY?*

* ***Set objectives/goals***
* *Establish incentives*
* *What is the purpose?*

Whiteboard entries and discussion:

* Title 5
* ACCJC Standards
* Quality assurance – Best interest of students
* Review trends/umbrella of APR
* Consistency/stability
* Longitudinal view
* Educational Master Plan structure
* Continuous improvement

*HOW?*

* ***Set timelines?***
* *By Division/program or By Instructional, Student Services, and Administrative programs?*
* *How often do we do this?*
	+ *5 year cycle for selected programs? During ‘off’ year, the rest of programs submit an annual update?*

Whiteboard entries and discussion:

* Structure
* Categorize programs/divisions/meta majors
* Rotating schedule of CPR cycle
* Drilled down data (i.e., Library - # of students vs. what students do)
* Schedule programs into tracks by year
* CPR = large report on track year
* Annual update = simple, small report on off years
* CPR can be a challenge due to the length of time being reviewed; turn over in staff and faculty, lost information over time
* What is the difference between an “Annual update” and the current APR process we have now?

*WHAT?*

* ***Set criteria***
* *What are we reviewing?*
* *What are we measuring? … and Why?*
* *Is it meaningful?*
* *What will we do with these reviews?*

Whiteboard entries and discussion:

* Data trends
* Look back to look forward
* Disaggregated data from the SAP
* How many programs align to measures of SAP
* Format of data

*The process of CPR:* Not yet discussed

* *Step 1. Planning?*
* *Step 2. Data review?*
* *Step 3. Personnel and Resource request?*

 *Things we will need:* Not yet discussed

* *How to Guide*
* *Providing CPR Template?*
* *Examples*
* *Task Force? (SPC members?)*

**Whiteboard photos next page.**

**The next meeting is scheduled for November 11, 2021 at 8:00 a.m. in the Cougar Room.**

**Respectfully submitted by Brandy Young**