**Minutes of the Strategic Planning Committee**

**Thursday, November 11, 2021**

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

**Cougar Room**

**Present:** Xiaohong Li, Damon Bell, Sharyn Eveland, Amanda Bauer, Amar Abbott, Leslie Minor,   
Paul Blake and Rafael Andrade

**Absent:** Tina Mendoza, Faith Angeles and Vicki Jacobi G**uest:** None  
**Secretary:** Brandy Young

**Review the Minutes from October 14, 2021**

The minutes were approved with no corrections.

**Briefly Update Planning Guide**The “At a Glance” table has been added to the Planning Guide and the updated guide will be posted to the website.

**Background Information and Comprehensive Program Review Models**

* Skyline College <https://www.skylinecollege.edu/programreview/cpr.php>
* Cuyamaca College <https://www.cuyamaca.edu/about-cuyamaca-college/planning/program-review.php>
* Peralta College: <https://web.peralta.edu/programreview/>

The committee continued discussing the need for a Comprehensive Program Review (CPR) process. The current process can be improved in these following areas:

* Allow for sufficient time to demonstrate the outcomes of the funded initiatives
* Look at outcomes for "special groups"
* Provide for integration of student service programs into educational programs
* Really report on outcomes
* Provide consistent incoming content (depth, brevity, wording...)
* Allow for off-cycle funding requests
* Facilitate the desired insight into the educational programs by VPI.  (Head nodding was observed for other departments but wasn't verbalized)
* Easily facilitate non-instructional programs as the current process is built around instructional programs
* Allow for SPC to review APR/needs assessment submissions for feedback (close the loop).

The committee voted and agreed to propose a 3 year cycle of Comprehensive Program Review. This proposal will be presented to the Academic Senate and the Governance Council for further discussion. A special meeting of the SPC will be scheduled to further the discussion of how to modify the current APR templates/forms to accommodate the CPR process and to finalize the details of a potential new template for an annual update.

**The next regular meeting is scheduled for December 9, 2021 at 8:00 a.m. in the Cougar Room.**

**Respectfully submitted by Brandy Young**