

## LASC STRATEGIC PLANNING COMMITTEE

### MINUTES

April 22, 2009, 1:00 PM – 2:30 PM

Location: PCR,

Today's Co-Chair: A. Moore

Members present: A. Moore, A. Reed, R. Ebow, S. Lee, T. Howard, S. Turner-Odom, L. Doffoney, Y. Tucker, V. Smith, D. Walden, K. Stiger, A. Gebru, L. Brinson.

Members absent: R. Lau, J. Robledo, and L. Hamilton

1. Approved Agenda.
2. Approved minutes from March 30, 2009 with a special request that minutes and agenda to be sent to all SPC members ahead of all future meeting.
3. We received an update on the recommendation sent to the president and senate to change the SPC and Budget Committee memberships to include all campus constituencies in the membership of the SPC. On April 17, 2009, the Academic Senate approved a change in the membership of the Strategic Planning Committee. The Presidential approval was granted on April 25, 2009. This was done to ensure inclusion of all campus constituencies in the membership of the SPC. The new constituencies are Local 721 Supervisory, Local 45 Crafts, and local 99 SEIU.
4. The SPC agreed to recommend to the Senate and President to change the Strategic Planning Handbook Glossary to comply with the AFT contract. That change would designate that membership of the College Council reflect 3 AFT Faculty and 3 Academic Senate representatives instead of the current 6 Academic Senate members.
5. The SPC agreed to recommend to the Senate and President to change the Strategic Planning Handbook in section VII.iii. to state that area VPs would deliver the NIPRs and IDPs to the Office of Institutional Planning and Research (OIPR) instead of delivery to the SPC. The SPC would access these documents from the OIPR.
6. Discussion on the development of the College Fiscal and HR Plans. The committee was shown a copy of draft Fiscal Plan outline as well as a timeline for its development. Some members expressed concerns that the timeline maybe too aggressive and yet if drawn out into the summer will leave many faculty out of the process and not be a true shared governance process. There was also some concern that the outline did not contain any assessment or review information as to how effectively funds were used and that the SFPS, which are a major component of the College budget, do not appear anywhere in the plan.
7. Members viewed the draft of the Strategic Planning website which is scheduled to “go live” on Friday, April 24<sup>th</sup>. It contains links to all of the committees that prepared plans that feed into the strategic plan so all of those committee web pages are being updated as well.
8. Co-chair Allison Moore discussed the progress on a functional map of the college which will be an overall description and guide to the college and contain a listing of all of the campus committees, maps and organizational charts as well as “maps” of common college processes, such as the faculty hiring process and the reimbursement process. This document is formatted in the same manner as the one prepared at the district level and is meant to provide thorough information on how the college is run and to provide a guide to

getting things done on campus. At some point, it will contain live links so that users will be able to click on referenced forms to go right to them from the document. A draft of the functional map will be submitted to the SPC for approval. It will then be circulated to the campus community for comments and corrections. After that, it will be forwarded to the College Council for approval and if they approve it, it will be forwarded to the President for his approval. It will be “final” at that point but will remain a work in process as more functions are mapped out and added to the document. The first version will be complete before the end of the semester and it will be placed on the website.

9. Co-chair D. Walden provided a review of the current responsibilities before the SPC in keeping with the planning timeline which current calls for the SPC to begin developing the 2009-10 ICOP
  - a. Steps in the process to develop the ICOP
    - a) Develop three task forces from the membership of the SPC assigned to the following tasks
      - 1) Review and report on the program and department objectives as stated in the current NIPRs and IDPs in light of the following criteria:
        - i. The objective or resource being requested must be in consonance with the college strategic plan
        - ii. The resource being requested must be tied to an objective from the same program/area/department
        - iii. The objective or resource must be relevant to either enhancing, maintaining, or restoring that program’s service or quality
        - iv. The rationale for adopting the objective or granting the resource request should be strong enough to make the case for adoption
      - 2) Review and report on the status of the assigned 2008-09 ICOP objectives
    - b) Using the information provided by the task forces the co-chairs develop a draft of the 2009-10 ICOP and email all SPC members that draft and all supporting rationale and materials for review and feedback
    - c) SPC meets to finalize its draft of the ICOP
    - d) ICOP is sunshined to the College
    - e) SPC finalizes its draft of the ICOP and forwards to the College Council
10. The three task forces to begin the process of the developing the 2009-10 ICOP are as follows:
  - a. Instructional objectives as drawn for the recent mini program review updates and the IDPs. Members are: T. Howard, S. Turner Odom, L. Brinson, and S. Lee
    - i. This group is meeting Wed. 1-3pm in the CDC conference room
  - b. Non-instruction program review objectives. Members are K. Stiger, Y. Tucker, and A. Reed
    - i. This group is meeting Monday, April 27 in Cox 418
  - c. Assessment of the 2008-09 ICOP objectives. Members are: L. Doffoney, A. Gebru, and V. Smith
    - i. This group is meeting Wednesday, April 29 in Ms Doffoney’s office
11. The timeline for finishing the ICOP is as follows:
  - a. Task-forces are to report back the results of their completed task to the co-chairs of the SPC by Wednesday evening May 6.
  - b. Using the information from the task forces, the co-chairs develop a preliminary draft of the ICOP and email that draft for feedback to the members of the SPC prior to its next meeting
    - i. As much as possible the SPC members are to bring their feedback to the next meeting.

- c. The SPC meets to finalize its first draft of the ICOP on May 11 @ 1PM in the PCR
  - d. The ICOP is sunshined to the campus May 12-19.
  - e. SPC finalizes its draft of the ICOP and forwards to the College Council on May 26.
12. Next meeting: May 11 @ 1PM in the PCR
  13. Adjourn