

## **LASC STRATEGIC PLANNING COMMITTEE**

### **Minutes**

**February 22, 2010, 1:00 PM – 2:30 PM**

**Location: PCR**

**Members Present:** Sabrena Turner-Odom, Dan Walden, LaShawn Brinson, Greg Sandoval, La Vonne Hamilton, Kathaleen Stiger, Mary Callahan, David Romero, Valorie Smith, Allison Moore, Robert Ebow, Marian Ruane, Sandra Lee, and C Buggage.

**Members Absent:** Tamura Howard, and Reggie McCoy, and Yvette Tucker

- 1. Call to Order:** Meeting called to order by co-chair, Sabrena Turner-Odom
- 2. Approval of Agenda:** Agenda approved as written
- 3. Guest speakers:** None
- 4. Approval of Minutes from previous meeting:** Minutes from 10/19/09 meeting approved as written.
- 5. Old Business**
  - a. LaVonne (get report from here by email) reported on the progress of The Student Engagement Survey's (CCSSE) 15 questions were added to the survey by a campus task force.
- 6. New Business**
  - a. The New Planning Timeline was reviewed as presented by the assigned task force. The SPC co-chairs agreed to forward the timeline to the Academic Senate and College President with a recommendation for adoption (see attached).
  - b. 2010-2011 ICOP (Walden) / The SPC discussed the fact that the new planning timeline, if adopted, would create an ICOP for 2011-2012. Therefore, discussion ensued as to what to do about the 2010-2011. The SPC agreed to form a task force charged with looking at the possibility of using the 3<sup>rd</sup> year implementation plan for the 2008-2011 Integrated Strategic Plan to be used as the 2010-2011 ICOP. The task force members are Sandra Lee, Greg Sandoval, and Dan Walden and asked to complete their work and report back at the March meeting.
  - c. Instructional Program Reviews which, according to the new timeline, should be done in July 2010. Therefore the SPC co-chairs should work with the NIPR committee to schedule training in late June or early July for initiators completing NIPRs.
  - d. A task force was created to analyze a mid-year assessment of the ICOP and report back at the March meeting. The members are Sabrena Turner-Odom and Marian Ruane.
  - e. Data is still being compiled on campus committees by Sabrena Turner-Odom who agreed to bring a status update to the March meeting.

**7. Next/regular meeting is Monday, March 15, 2010**

**8. Adjourn**

## **LASC ANNUAL PLANNING & BUDGETING TIMELINE**

July 1 – July 23	Conduct Non-Instruction Program Review (NIPRs) Process
July 24 – July 31	NIPRs with Budget Allocation Requests (BARs) finalized and delivered to Deans
August 1 – August 15	Deans review NIPRs and BARs and deliver to VP
Aug 31 <sup>st</sup>	College Council delivers new Strategic Plan to President (interim dates to be developed by the SPC)
Aug 31 <sup>st</sup>	SPC completes self-evaluation process for LASC committees based upon the activities of the previous year and makes suggestions for changes to the planning process
Sept 15 <sup>th</sup> – Sept 30 <sup>th</sup>	Instructional Program Reviews (IPRs) with Budget Allocation Requests (BARs) finalized and delivered to Deans
Oct 1 <sup>st</sup> – Oct 7 <sup>th</sup>	Deans review IPRs and BARs and deliver to VP
Oct 7 <sup>th</sup> – Oct 21 <sup>st</sup>	Instructional Department Plans (IDPs) completed and delivered to Deans who review them and forward to VP
Oct 22 <sup>nd</sup> – Nov 1 <sup>st</sup>	VP reviews NIPRs and deliver to SPC VP reviews IPRs and IDPs and deliver to SPC
Nov 1 <sup>st</sup> – Dec 1 <sup>st</sup>	SPC develops ICOP and delivers it to the campus community for feedback
Dec 1 <sup>st</sup> – 7 <sup>th</sup>	Feedback is received on the ICOP from the campus community
Dec 14 <sup>th</sup>	SPC delivers its final version of the ICOP to the College Council
Dec 21 <sup>st</sup>	College Council delivers the ICOP to the President
Feb 11 <sup>th</sup>	President delivers approved ICOP to the Budget Committee along with the Budget Allocation Requests
Feb 26 <sup>th</sup> (Prelim Allocation rec'd from DO on Feb 5 <sup>th</sup> )	Budget Committee delivers a draft of the prioritized Budget Allocation Requests to the College Council for feedback
Mar 1 <sup>st</sup>	College Council delivers its feedback on the budget allocation requests to the Budget Committee
Mar 9 <sup>th</sup>	Budget Committee delivers its final recommendations regarding allocation requests to the College Council for the new fiscal year
Mar 26 <sup>th</sup>	College Council delivers budget to the President Every three years, the SPC begins the process to develop the Strategic Plan (in Spring 2010, process to develop Strategic Plan for 2011 – 2014 begins)
April	Initiate Instructional Program Review Process which will be finalized in the fall
Jun 1 <sup>st</sup>	Budget Committee reviews tentative budget and makes recommendations to the College Council
Jun 15 <sup>th</sup>	College Council delivers its feedback on the tentative budget to the Budget Committee
Jun 22 <sup>nd</sup>	Budget Committee delivers its final recommendations regarding tentative budget to the College Council for the new fiscal year
Jun 30 <sup>th</sup>	College Council delivers budget to the President