

LASC STRATEGIC PLANNING COMMITTEE

Meeting Minutes for March 16, 2009

1:30 PM – 3:00 PM

Location: PCR

Chaired by A. Moore

Present: Co-chairs A. Moore and D. Walden, L. Brinson, I. Gebru, R. Lau, A. Reed, J. Robledo, V. Smith, K. Stiger, S. Turner-Odom, and Y. Tucker

1. Members were asked to introduce themselves and the areas they represent. A. Moore pointed out that the Academic Senate was short by one rep. A. Reed agreed to secure the appointment.
2. D. Walden covered the charge of the Strategic Planning Committee as per the Strategic Planning Handbook as contained in Section I and the Glossary.
 - a. Action—SPC requests that D. Walden email them a copy of the Strategic Planning Handbook
3. The Committee agreed to recommend to the President and Academic Senate a change in the committee composition for both the SPC and Budget Committee. The composition of the SPC and Budget Committee as stated in the Glossary would be changed as follows:
 - a. Delete classified manager and program manager from the lists and replace as below:
 - i. For the SPC: Two Group Representatives (One representative of the Classified Managers, Program Managers, Local 721 Supervisory, Local 45 Crafts, and Local 99 SEIU shall meet together and choose the designees from among their constituencies.)
 - ii. For the Budget Committee: One Group Representative (One representative of the Classified Managers, Program Managers, Local 721 Supervisory, Local 45 Crafts, and Local 99 SEIU shall meet together and choose the designees from among their constituencies.)
4. An explanation was given for the need to include eleven institutional plans in the future planning.
 - a. These plans are: Career & Technical Education Plan, Enrollment Management Plan, Educational Master Plan, Facilities Plan, Fiscal Plan, Human Resources Plan, Program Review Objectives, Staff Development Plan, Student Success Plan, Technology Plan, and Marketing Plan.
 - b. In the ensuing discussion it was pointed out that currently there are no formal Fiscal or Human Resources plans.
 - c. Also, program review objectives are taken from instructional and non-instructional program reviews so “Program Objectives” are not really plans but taken from plans, i.e., program reviews.

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- d. Also, more discussion is needed in whether to consider the College Marketing Plan as an input in integrated planning or whether it is an outcome resulting from the Integrated Strategic Plan.
 - e. Action: The SPC needs at least one liaison (possibly an ad hoc member) for each of these committees for the following reasons:
 - i. Ensure the various committees are fully informed regarding overall College planning and also to keep the SPC informed as to what is happening on the various committees.
 - ii. As such each liaison would take full responsibility for understanding each of the plans and keeping the Committee updated on that committee's activities
 - f. District Planning Committee (DPC): The President has appointed A. Moore and D. Walden to serve on the DPC.
 - i. As such they are charged with providing the DPC with LASC planning inputs (as requested) and keeping the SPC updated with the DPC's work.
5. 2008-2009 ICOP Actions:
- a. SPC co-chairs will meet with the College VPs to determine the persons responsible for each objective in the ICOP.
 - b. The SPC will form task-forces of its members to work with individuals designated by the VPs responsible for the ICOP objectives in order to develop an action matrix consisting of the following elements:
 - i. ICOP objective, activities needed to reach the objective, persons responsible, timeline for completion, and means for measuring the outcomes of the objective.
 - c. At its next meeting the SPC will develop a matrix to monitor and evaluate the ICOP objectives
 - i. We need a process in place that will do the following:
 - 1. Ensure that planning teams have objectives that fit the College Integrated Strategic Plan
 - 2. Ensure that progress is made toward accomplishing their objectives
6. Mission Review Actions:
- a. The co-chairs will send the current mission statement to the College Council for review with a recommendation that the current mission statement is sufficient to continue driving the College's planning through this next fall.
 - b. During Fall 2009 the SPC co-chairs will, as stated in the Strategic Planning Handbook, convene the Mission Review Committee to review and, if needed, revise the College Mission Statement.
 - i. Also, the review of the mission statement should be off-cycle with accreditation self-study so as to not divert resources and to avoid the appearance of reviewing only for accreditation.

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7. The SPC co-chairs will edit the Strategic Planning Handbook in the following areas in order to adjust to the Handbook's approved annual timeline:
 - a. Ic: "The SPC meets as needed with the bulk of its annual activity taking place in the spring semester and follows the annual planning timeline as outlined in this handbook."
 - b. IVd: "It is recommended that this orientation and training take place in mid to late fall of each year so as to not conflict with the major planning cycle which takes place each spring."
8. Public comments: None
9. Next Meeting: Monday, March 30, 2009, 12:30 PM – 1:30 PM in the Video Conference Room
10. Adjourn: 3:05 PM

Respectfully submitted by Dan Walden