

**Strategic Planning Committee
Minutes**

1:00 PM – 2:00 PM • Wednesday, February 20, 2019 • L405

Present:

Michael Carley, Kendra Haney, Catherine Hodges and Esmeralda Rodriguez

Absent:

Primavera Arvizu, Andrea Anaya, Anja Goebel and James Thompson

Guest:

Reagen Dozier

I. Call to Order

Mr. Carley called the meeting to order at 1:02 pm.

II. Approval of Agenda

Motion made to approve the February 20, 2019 agenda.

M/S/C: Kendra Haney/Catherine Hodges

III. Approval of Minutes

Motion made to approve the minutes from February 13, 2019.

M/S/C: Esmeralda Rodriguez/Catherine Hodges

IV. Discussion Items

A. LRC Program Review

Coordinator Dozier was present to answer questions and take note of corrections. This committee recommended the following changes:

1. Type out each acronym the first time it appears, correct minor grammar and sentence structure changes throughout document.
2. The committee stated the program mission statement accurately describes the program and is linked to the college mission statement. This section meets standards.
3. There are two new SLOs created by the Learning Center work group. SLO 1 has one cycle of assessment found within the Program Analysis and Trends section. SLO 2 uses the data generated by the CCSSE survey every three years, the data is also included. It is clear decisions are based on assessment results. There was some discussion if the assessment data needs to be included in this section. This section meets standards.
4. Analysis and Trends: An embedded tutor is a tutor that helps in the classroom. There will be two smart study rooms in the LRC. The assessment data does not include the DRC students because the DRC students have just started testing in the Learning Center. The DRC student data will be included in the next program review.

It was suggested that the CCSSE survey be included as an appendix to the program review. This will allow a reference to the survey questions mentioned under Learning Center Overview. It was recommended to mention in this section the time faculty serve in the Learning Center.

Each of the mentor programs is assessed in a different way because a different coordinator runs each program (Math by .., Language by Melissa Black and PASS by Ian Onizuka). The committee recommends the survey used for the Math Mentor data be included to differentiate between the two scales being used and clarify the data. Conclusions drawn are clear and evidence-based and reflect an in-depth discussion within the program citing specific examples.

This section meets standards.

5. All previous goals have been completed. The completed goals will drop off at the next assessment.

Goal 1 is an ongoing goal to adopt one way to assess and analyze data. The committee recommends to add under comments a description or explanation how to achieve this goal.

New goals are ambitious, clearly stated, a time frame is provided, and assignment of responsibility is evident. Goals are linked to concerns identified in previous sections.

This section meets standards.

6. Coordinator Dozier is asking for two positions; Learning Center Technician (full-time), and Director of the Learning Center and Library (full-time) in the staffing section.

Justifications are based on evidence and analysis in previous sections.

The section meets standards.

7. There are no facility, technology or safety/security requests.
8. There is not an increase or decrease to the budget.

This section meets standards.

The LRC Program Review meets assessment standards and is to be forward to CC for approval after corrections have been made.

B. Vision for Success Addendum

We do not have to do set metrics for all the goals. The committee reviewed all the goals to determine which goals we would set metrics for.

Goal 1: it was determined to use goals 1A and 1B.

Goal 2: will use both goals, 2A and 2B.

Goal 3: there is only one goal, 3A.

Goal 4: The state goal is 4C, still waiting for baseline data from the state to accurately set metrics. The committee decided to just use 4C.

Goal 5: must set metrics for goal 4 before goal 5 shows.

V. Announcements

VI. Future Agenda Items

A. PR Process Handbook

Adjournment:

Meeting adjourned at 1:59 pm.