

**Strategic Planning Committee
Minutes**

1:00 PM – 2:00 PM • Wednesday, April 24, 2019 • L405

Present:

Primavera Arvizu, Michael Carley, Kendra Haney, Catherine Hodges and Esmeralda Rodriguez

Absent:

Andrea Anaya, Anja Goebel and James Thompson

Guest:

Arlitha Williams-Harmon

I. Call to Order

Mr. Carley called the meeting to order at 1:03 pm.

II. Approval of Agenda

Motion made to approve the April 24, 2019 agenda.

M/S/C: Catherine Hodges/ Kendra Haney

III. Approval of Minutes

Minutes are not completed.

IV. Discussion Items

A. Finance and Administrative Services Program Review

VP Dr. Williams-Harmon was present to answer questions and take note of corrections. The committee recommended the following changes:

1. Program mission meets standards as it accurately describes the program. This section meets standards.
2. Within the first paragraph under SAOs, please replace “district” with “college” on second line, fourth word and “the” with “that” second to last line. SAOs are clearly stated. The SAOs are different than from the last program review; please explain why they changed. The committee recommends adding a couple of paragraphs about how SAOs are assessed, timeline, cycle of assessment, data, what was learned, and how the program changed based on the assessments. After corrections this section will meet standards.
3. Analysis and Trends: Include what has changed over the last three years, include changes in Safety and Security such as new position, training workshops, crisis response plan, crisis response team, etc. and relationship with other departments. Cite sources for graphs.
Under program strengths, talk about all the services the bookstore offers to students. Discuss response to campus and community needs based off survey results. Within areas for improvement, discuss the issues and resolution of the emergency interfacing systems with the district. Move up Open education Resources to the first time OER appears.
The program has reviewed trend data and beside the aforementioned changes the conclusions drawn are clear and evidence-based. This section after corrections meets standards.

4. Please separate previous goals from new goals. Completed previously established goals can be dropped off at next program review. Goal 3 please change timetable to Fall 2019 instead of 2018-2019 and change to revised.
Goals are clearly stated, a time frame is provided, and assignment of responsibility is evident. This section meets standards after changes.
5. Two replacement positions are being requested, please provide justifications for each position. The positions are based on evidence in previous sections. After corrections this section meets standards.
6. No facilities, IT or safety and security requests.
7. Changes in the budget are justified and itemized. The only recommended correction is to move the budget section above the justification section. This section meets standards.

The Finance and Administrative Services Program Review meets assessment standards pending corrections and is to be forward to CC for approval.

- V. **Announcements**
- VI. **Future Agenda Items**
 - A. **PR Process Handbook**

Adjournment:

Meeting adjourned at 1:49 pm.