

# Districtwide Strategic Planning Committee

October 26, 2023

9 a.m. – 10:30 a.m.

Zoom

## Meeting Minutes

<b>Members Present</b>	Michelle Fischthal (Chair), Hai Hoang, Andrew Hoffman, Neill Kovrig, Jessica Luedtke, Pablo (Paul) Martin, Daniel Miramontez, Sean Ryan, Richard Weinroth, María-José Zeledón-Peréz
<b>Not Present</b>	Kurt Hill, Sahar King, Nancy Lane, Susan Murray, Susan Topham
<b>Guests</b>	Natalia Córdoba-Velásquez Alarcón, Symone McDaniels, Jaime Sykes Seiverd, Stacy Teeters

### Agenda Item 1: Welcome, Introductions, Agenda and Minutes

<b>Discussion</b>	<p>Call to Order: 9:03am</p> <p>Welcome of attendees. Icebreaker occurred: Participants were asked to share their name, Campus/Area, and a favorite artist in the genre of their choice.</p> <ul style="list-style-type: none"><li>a. Approval of agenda: M/S/C Richard Weinroth and Sean Ryan.</li><li>b. Approval of <a href="#">Meeting minutes- May 1, 2023</a><ul style="list-style-type: none"><li>- Committee requested to postpone the approval of minutes to the November meeting.</li></ul></li></ul>
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Action Items	Person Responsible	Deadline
Add May 1 <sup>st</sup> minutes to the next meeting agenda for approval by the committee.	Ginger Davis	November 30, 2023

### Agenda Item 2: Review of District Committee Description

<b>Discussion</b>	<ul style="list-style-type: none"><li>a. The Committee's Overarching Purpose and Goals<ul style="list-style-type: none"><li>- Reviewed the districts governance structure. Tier one- District Governance Council (five sub councils); Tier two- three committees: Marketing and Outreach, District Technology, The Strategic Planning Committee</li><li>- The current committee description and functions were reviewed.<ul style="list-style-type: none"><li>o Current Committee Description: <i>The District Strategic Planning Committee will serve as the districtwide vehicle for initiation and coordinating districtwide strategic planning in order to ensure good</i></li></ul></li></ul></li></ul>
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	<p><i>communication and effective oversight of planning processes, as well as an effective, complementary balance in planning activities between the District as a whole and the colleges. (<a href="#">Administrative &amp; Governance Handbook, pg. 42</a>)</i></p>
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Action Items	Person Responsible	Deadline
None	N/A	N/A

### Agenda Item 3: Review Functions of the Strategic Planning Committee

<b>Discussion</b>	<p>a. Functions and Responsibilities</p> <ul style="list-style-type: none"> <li>- Current committee function: <i>The District Strategic Planning Committee is a standing committee composed of individuals who will function as a knowledgeable, collegial planning group that will support and review the outcomes of the institutional planning processes of the colleges; will review the needs of the San Diego community and region in relationship to districtwide planning; and will recommend planning outcomes that should be related to annual budgets, both at the institutional and districtwide levels. The District Strategic Planning Committee will report to the District Governance Council and the Chancellor’s Cabinet. (<a href="#">Administrative &amp; Governance Handbook, pg. 42</a>)</i></li> </ul> <p>b. Identify changes or evolutions in functions since the previous year or based on emerging district needs.</p> <ul style="list-style-type: none"> <li>- Clarifying Together Activity occurred. Attendees were moved into two breakout rooms to review and refine the committee’s description, function and to identify additional committee membership.</li> <li>- After the activity occurred, the committee reconvened and a brief report out of highlights from each breakout room was given.</li> </ul>
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Action Items	Persons Responsible	Deadline
Create a space for additional input to be provided by committee members; make it available for 1 week.	Michelle Fischthal, Jaime Sykes Seiverd	October 26, 2023

### Agenda Item 4: Review Membership

<b>Discussion</b>	<p>Using Mentimeter, attendees were given an opportunity to provide anonymous feedback to the following question:  <b>Has anything shifted since our discussion in May related to committee membership? Is anyone missing who should be</b></p>
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	<p><b>included? <i>Let's hone in on specific roles who should be represented on the committee (e.g. ASG representation)</i></b></p> <p>Some responses include:</p> <ul style="list-style-type: none"> <li>- ASG representation would be great but I think we need to pay them for their time and support them in their role</li> <li>- ASG Presidents or other executive member representative</li> <li>- VC Representative or designee</li> <li>- Add Educational Services VC as they work with the VPSS and VPI</li> <li>- Be aware of how many people we are adding to our committee; try and keep it streamlined</li> <li>- Include students</li> <li>- Add Rep from People Technology and Resources VC</li> <li>- Someone working with the Curriculum committee</li> <li>- Like the idea of rotating taskforce membership depending on project/task needs of this group</li> <li>- It's important to have all voices heard, but I think we need to be mindful of where in the process/what tier those voices are heard: local college &gt; this committee &gt; DGC/Bot</li> <li>- Director Institutional Effectiveness and Research, District Office</li> <li>- Accreditation Liaison/faculty leads?</li> <li>- Student Trustee?</li> <li>- ALOs are the IE Deans at the Colleges</li> <li>- Mentee #1 Keep the committee to the leads for planning and key planners involved at the colleges and district operationally we do the work behind the scenes</li> </ul>
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Action Items	Person Responsible	Deadline
Send changes to existing membership titles and names to Ginger.	All Committee Members	ASAP

**Agenda Item 5: Review District Strategic Plan Goals**

<b>Discussion</b>	<p>The 2023-2030 District Strategic Goals were reviewed.</p> <p>Goal A: Student Success and Well Being</p> <p>Goal B: Academic Excellence</p> <p>Goal C: Workforce Development</p> <p>Goal D: Financial Health</p> <p>Goal E: State of the Art Facilities</p> <p>Goal F: Institutional Resiliency</p>
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Action Items	Person Responsible	Deadline
None	N/A	N/A

## Agenda Item 6: Overview of the Last Meeting

<p><b>Discussion</b></p>	<p>A overview of the themes developed from the May 1<sup>st</sup> feedback session was shared by Research and Planning Analyst, Jaime Sykes Seiverd in the following visual:</p> <div data-bbox="516 380 1263 808" data-label="Diagram"> <p><b>Strategic Plan Implementation</b></p> <p>Integrate resources, initiatives, goals, and communication lines as well as statewide initiatives and facilities plans into implementation process.</p> <p><b>1. Define</b> Where we are in relation to SP  <b>Resources:</b> What can help us get where we plan to be  <b>Implementation Goals:</b> resources, clear, specific, measurable, actionable, attainable, and related to SP goals  <b>Roles:</b> committee and actor responsibilities, creating accountability process  <b>Timeline:</b> take into goals and roles  <b>Evaluation Plans:</b> must be in step with goals and timeline as well as being into communication line</p> <p><b>2. Collaborate</b> Share resources, issues, college or committee goals, and plans</p> <p><b>3. Communicate</b> Create channels, communicate obstacles, celebrate successes, practice radical honesty about progress and work towards solutions together</p> <p><b>4. Mobilize</b> Diversify the SP committee and include students</p> <p><b>5. Humanize</b> Create buy in and involve everyone in implementation      Ensure this is a compassionate and accessible process to all</p> </div> <p>Director of Institutional Effectiveness and Research, Natalia Córdoba-Velásquez Alarcón spoke to the crosswalks being created.</p>
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Action Items	Person Responsible	Deadline
None	N/A	N/A

## Agenda Item 7: Next Steps and Planning for the Year Ahead

<p><b>Discussion</b></p>	<p>A Mentimeter engagement question was given:  <b>The Road to Implementation was created based on last meeting’s Menti responses. Is there anything that needs clarification? Is anything missing?</b></p> <p>When the committee reconvenes, ideas from the description and function document will be pulled, the committee will revisit the map outlined and continue discussions on committee membership.</p>
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Action Items	Person Responsible	Deadline
Send an email to the committee (include links to mentimeter questions and google docs) for additional input from all members; make available for one week.	Michelle Fischthal	October 26, 2023

**Agenda Item 8: Closing Remarks and Adjournment**

<b>Discussion</b>	II&E will be reaching out to reschedule the November 30 <sup>th</sup> meeting due to Chancellor Search Interviews occurring that week.  Meeting adjourned at 10:39am.
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<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Cancel the November 30 meeting and coordinate a new meeting date.	Ginger Davis	ASAP

**Next Meeting: Thursday, November 30, 2023  
10 a.m. – 11:30 a.m., Zoom**

Submitted by: Ginger Davis, Executive Assistant

Approved on: 11/30/23