



Strategic Planning Advisory Committee

Meeting Minutes

September 16, 2014

12:00 pm - 1:20 pm

PL-401

In Attendance:

Terry Rizzo (Co-Chair)	Matias Farre
Samuel Sudhakar (Co-Chair)	Beth Jaworski
Monica Alejandre	Muriel Lopez-Wagner
Jonathan Anderson	Connie McReynolds
Alfredo Barcenas	Laurie Smith
Sharon Brown-Welty (Skype)	Jeff Tan
Kathy Ervin	Julie Lappin

Discussion Items

A. General Comments

Discussion: Our goal is to develop a team to ensure a final draft Strategic Plan is presented to President Morales by the end of May 2015. The Plan needs to be implementable and usable. Our team will be informal and conversational to create an environment that will allow for the success of the draft. There will be four Town Hall meetings (October, January, March and May) and multiple open forums to share our thoughts. We'll meet with various constituents and the consultant during this process to obtain their feedback. We want collaboration with faculty, staff, students and other groups. We are one campus with multiple sites. SPAC is invited to a WASC meeting on October 1st.

B. Work Plan

Discussion: We have a work plan skeleton to follow. The consultant will be here in a few weeks and we'll have our first Town Hall meeting. We'll begin to get answers to what our strengths and weaknesses are, our points of distinction, and the forces that affect campus by meeting with small groups. The feedback provided by the small groups will need to be analyzed by SPAC, including looking for patterns. We will start a discussion to clarify the Vision and Mission Statements and our strategic position by releasing a survey of three questions. We will decide if we need to create new Vision and Mission Statements. Engagement by the community will be important, and we should consider superintendents of schools, mayors, veterans groups, etc.

Action: The questions for the first survey will be drafted and sent to the SPAC for your comments.

C. Overview of Working Groups

Discussion: We can expect demanding meetings and we'll need to stay task-directed and focused. We will need a quorum to meet. Muriel is working on identifying a Research Committee, who will be tasked with completing an environmental scan so we can use our knowledge to inform the strategic planning process. A listserv has been created for SPAC and our website will be up by October 1st. We envision a tool on the website in which individuals can provide feedback to us. This process is about teamwork. We need SPAC's assistance in engaging the campus community. A strategic plan is only as good as the people who created it. It is easy to come up with a plan, but we need buy-in from our university or it will be a document that sits on the shelf. The university will allocate resources to accomplish the plan. This plan will be a roadmap for the university for the next 5 years. The draft strategic plan will have goals complete with metrics and an implementation plan will be created. Various surveys will be sent out.

D. Roundtable

- How do we reach students and obtain the input from those who are less empowered?
- This plan will connect both campuses and rejuvenate relationships.
- There should be paper surveys provided as well as electronic.

E. Next Committee Meeting

SPAC meeting (October 2, 1 – 3 pm)