**Minutes of the Strategic Planning Committee**

**Thursday, April 13, 2023**

**2:30 p.m. to 4:00 p.m.**

**Cougar Room**

**Present:** Xiaohong Li, Todd Hampton, Tina Mendoza, Damon Bell, Amar Abbott, Sharyn Eveland, Rafael Andrade, Vicki Jacobi, and Paul Blake

**Absent:** Leslie Minor and Student Representative

G**uest:** None

**Review the Minutes from March 2, 2023 -** Minutes were approved with no changes.

**Comprehensive Program Review Feedback**

Ten Comprehensive Program Review reports were submitted for this pilot cycle. Xiaohong stated that everyone did a fantastic job of completing the reports. Key point of discussion on the evaluation component of the report:

* The evaluation piece of the Comprehensive PR will be for internal use only. It will not be posted on the website.
* Some program author’s recommended to change the goal form submission date back to the end of January. The SPC agreed to not make any changes to the due date in order to align with the timeline of district budgeting. Once Comprehensive PR Annual update forms have been implemented, it will be easier to allocate funding to goals.
* A timeline of Comprehensive and Annual Program review due dates and a status update will be distributed at the Program Review Overview meeting during inservice.
* It was suggested a rubric or checklist for reviewing reports be used by SPC members to compile feedback to be shared at the Governance Council.

**Next Steps – Advancing Goal Request Forms for Funding**

The process of submitting goal forms and what happens to those goal form requests was discussed and clarified for the committee members.

1. Goal forms are submitted by program contacts to the IR Office.
2. Forms that are not personnel related are compiled into a spreadsheet.
3. The spreadsheet is shared at Governance Council.
4. Governance Council scores the goal forms using a rubric.
5. Scores are compiled into a ranked list.
6. The list is shared back with Governance Council.
7. The list is forwarded to the Superintendent/President.
8. The Superintendent/President along with budget managers and VPs review the list and decide which ranked goals are feasible for funding.
9. Program Contacts are notified if their goal will be funded.
10. Once goal is funded, the impact of that goal should be measured for effectiveness and reported out in the next cycle of program review.
11. The IR Office presents a report on the impact of funded items to the Governance Council.
12. Program Contacts should continue to measure the goal for effectiveness and make improvements to their programs.

**Educational Master Plan – Process for Update**

The SPC voted to make a recommendation to the Governance Council to hire a consultant to assist with the development of the Educational Master Plan. Vote was unanimous in favor of the recommendation.

**Next Meeting: Friday, May 4, 2023, at 2:10 p.m. in the T-13.**

**Respectfully submitted by Brandy Young**