**Minutes of the Strategic Planning Committee**

**February 20, 2025**

**9:00 a.m. – 10:30 a.m.**

**Cougar Room**

**Present:** Xiaohong Li, Amar Abbott, Leslie Minor, Adam Bledsoe, Candace Duron, Mike Giacomini, and Rafael Andrade

**Absent:** Tina Mendoza, Vicki Jacobi, and Student Representative

**Guest:** Krystal Allikas

**Approve the Minutes from January 9, 2025 – Action Item**Minutes were approved with no changes.

**Educational Master Plan Development Update**The Collaborative Brain Trust consultants met with the President’s Cabinet and the EMPC members for a goal setting session. This six-hour session was held on February 13, 2025. The draft EMP has been shared with the campus community and all feedback will be compiled and shared with the Governance Council. The final EMP will be presented to the Governance Council, Academic Senate, and Board of Trustees in April for approval.

**Mid-Term Report – Due October 15, 2025**

Progress on the Mid-Term report is on schedule with the proposed timeline. The IR Office will send out reminders to all departments prompting them to share their innovative achievements using the Reflections on Improvement forms.

**Program Review Evaluation Impact Study Presentation**Tabled. This item will be presented at the March 2025 SPC meeting.

**Institution Set Standards (ISS)**

Each year the College reviews and sets the goals for the ISS which is a requirement for the ACCJC Annual Report. The proposed goals for 2025/2026 year are as follows:

|  |  |
| --- | --- |
| Course Completion: Floor Goal 66%  Stretch Goal 72% | Certificates w/16 + Units Floor Goal 50  Stretch Goal 150 |
| Associate Degree Floor Goal 380  Stretch Goal 519 | Transfer Floor Goal 150  Stretch Goal 222 |
| Dental Hygiene Floor Goal 85  (Clinic Board) Stretch Goal 100 |  |

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| --- | --- | --- | --- |
|  |  | Floor Goal | Stretch Goal |
| Employment Rate for CTE4,3,2,1 | Business and Commerce, General | 65.0% | 73.5% |
| Health Occupations, General | 73.5% | 91% |
| Dental Hygiene | 73.5% | 95% |
| Early Childcare ED | 70.0% | 73.5% |
| Administration of Justice | 73.5% | 85% |
| Engineering and Industrial Tech | 73.5% | 85% |

**SAP 2023-24 Data Review, Presentation and Approval**The current status of the SAP Indicator Dashboard is as follows:  
Lagging Indicators:

* Degrees Awarded – Decreased from 539 to 511. This goal is in “yellow” status since there was a decrease, although the goal of awarding 501 degrees was still met.
* Certificates Awarded – Increased from 125 to 158. Goal met.
* Transfers – Decreased from 244 to 203. Goal not met, “red” status.
* Average number of units accumulated – Goal met.
* Job Placement Rate – Goal met.
* ISLOs – Decreased from 74.7% to 74.1%, goal set at 84.5% - Red status.
* Equity gaps – Yellow status- Outcomes vary.

Leading Indicators:

* Three Leading indicators are under “red” status.
  + Students enrolling in 15+ credits – decreased from 16.1% to 15.5%.
  + Financial Aid Recipients at 84% - Decreased from 79% to 66.4%
  + CTE earning 9+ CTE units – Decreased from 6.2% to 6.0%
* All other Leading indicators are in good status – meeting the goal.

There was no voting action on this agenda item.

**Substantive Change – Distance Education**There is a new requirement from the ACCJC that mandates colleges to submit a Substantive Change report if the college has 50% or more students enrolled in at least one online course. Taft College has identified that there are 52% of students enrolled in at least one online course. The draft Substantive Change report is completed. The Distance Education department, among others, will review before submission. This information will be shared with the Governance Council and the Academic Senate.

**Comprehensive Program Review Process**The pilot three-year Comprehensive Program Review cycle has been completed. The following recommendations will be included in the review process:

* Upon completion of report forms, Program Contacts will email the forms to [ir@taftcollege.edu](mailto:ir@taftcollege.edu).
* All forms will be housed in a shared drive, accessible to Vice Presidents for review. The goal is to make sure all submitted forms are accounted for and not lost.
* A text field will be added to the end of Comprehensive Review and Annual Update forms for correspondence and feedback provided by the area Vice President. By adding the text field, any recommendations made by the Vice President will be documented within the form. Recommendations will be forwarded back to the report author for review. Once recommendations are addressed, the forms will be resubmitted back to [ir@taftcollege.edu](mailto:ir@taftcollege.edu) and added to the shared drive.
* After the Governance Council has completed the ranking process, the ranked goals (spreadsheet) will be shared with the Program Contact. The following additional information will be included on the spreadsheet:
  + Funding sources identified by the Budget Committee
  + Funding source manager contact information.
* The Superintendent/President will notify Program Contacts if the goal will be funded. It will be the responsibility of the Program Contact to reach out to the funding source manager to implement the funding of the goal.

**New Strategic Action Plan Data Review and New Indicators**

This agenda item was tabled due to lack of time.

**Next Meeting: Mach 13, 2025 – 2:00 p.m. to 3:30 p.m. in the Cougar Room**

**Respectfully submitted by Brandy Young**