**Minutes of the Strategic Planning Committee**

**Thursday, May 4, 2023**

**2:10 p.m. to 3:30 p.m.**

**T-13 Classroom**

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

**Absent:** Todd Hampton and Student Representative

G**uest:** None

**Review the Minutes from April 13, 2023 -** Minutes were approved with no changes.

**Evaluation of Effectiveness of APR Based Resource Allocation Requests**Xiaohong reviewed a PPT that will be presented to the Governance Council. All funded APR goals were reviewed for impact and effectiveness.

**Educational Master Plan – RFP Update**

A Request for Proposal (RFP) will be issued for hiring a consultant to assist with the development of the updated Educational Master Plan. The contents of the RFP will include proposer background information, a proposal questionnaire, a fee proposal, and the consultant services agreement. The proposed timeline for the EMP development is as follows:

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| **RFP Activity** | **Date** |
| District Issuance of RFP | Friday, May 19, 2023 |
| Site Visit (Optional) | Thursday, June 1, 2023  3:00 PM |
| Deadline for Submittal of Proposer Questions | Friday, June 9, 2023  3:00 PM |
| Last Day for District to Respond to Questions | Wednesday, June 14, 2023  3:00 PM |
| **Deadline for Receipt of Proposals** | Wednesday, June 21, 2023  3:00 PM |
| District review of Proposals (begins) | Monday, June 26, 2023 |
| Interview (Optional) | Wednesday, June 28, 2023 |
| Notice of Intent to Award Released | Thursday, July 6, 2023 |
| Board of Trustees meeting to consider award of Consultant Agreement | Wednesday, July 12, 2023 |

**Comprehensive Program Review**Xiaohong compiled a list of all goals submitted in the first cycle of Comprehensive Program Review. SPC members reviewed the list of goals and discussed ways to improve the Comprehensive PR process. Feedback from SPC will be shared with the Governance Council. Improvements discussed:

* Update the How to Guide with examples of ways to answer the questions on the report templates.
* Add a prompt for instructional programs to report and compare the number of graduates stated in the CCCCO program applications (baseline goal) to current data; identify activity to improve rates if lower than what was originally stated on the application.
* Add the Institution Set Standards to the Tableau student success data for comparison.

**Next Meeting: TBD**

**Respectfully submitted by Brandy Young**