**Minutes of the Strategic Planning Committee**

**April 5, 2024**

**2:00 p.m. – 3:30 p.m.   
Cougar Room**

**Present:** Xiaohong Li, Vicki Jacobi, Tina Mendoza, Amar Abbott, Leslie Minor, Sharyn Eveland,

Paul Blake, Damon Bell

**Absent:** Nick Valsamides, Rafael Andrade, and Student Representative

**Approve the Minutes from March 1, 2024**Minutes were approved with no changes.

**Institution Set-Standards 2024 – 25 - Proposed**Stretch Goals are set using a 6-year average of the actual count or percentage. Floor goals remain the same each year with the exception of the Associate Degree for this year. A suggestion was made to begin using the Completion Index method for setting the floor goal for degrees. The full ISS report can be found on the IR website.

* Course Completion Rate \* Employment Rate for CTE
  + Floor – 66%

|  |
| --- |
| Business and Commerce, General Floor – 73%  Stretch – 75% |
| Health Occupations, General  Floor – 73% Stretch – 91% |
| Dental Hygiene Floor – 73%  Stretch – 95% |
| Early Childcare ED Floor – 73%  Stretch – 85% |
| Administration of Justice  Floor – 73%  Stretch – 85% |

* + Stretch – 72%
* Certificates with 16 or more units
  + Floor – 31
  + Stretch – 50
* Associate Degree
  + Floor – 380 raised from 340
  + Stretch – 519
* Transfer
  + Floor – 170
  + Stretch – 242
* Dental Hygiene (Clinical Board)
  + Floor – 85%
  + Stretch 100%

**ACCJC Annual/Fiscal Report Update**The Annual and Fiscal Annual reports have been completed. They will be Board approved on April 10th and submitted by the due date of April 12th.

**Program Review – Recommendations for Instructional Template**

* Clarify the language on the Instructional template in the SLO spreadsheet section
* The IR Office will send out the CORs to programs
* Page 9 – Equity – Add checklist of equity questions; tutoring, syllabus
* Change the word “needs” to “efforts”
* Add categories/checklist for SCFF; how programs are contributing to the effort
* Add a checkbox for pre-requisite or co-requisite and advisories to COR review; provide narrative box

**Other**

Recommendations for Governance Council

* Adopt the usage of the Completion Index to update the Strategic Action Plan and provide date for program review – comparison to expected completers
* Setting ISS Floor Goals – Discussion on how they are determined
* Requesting interpretation of FTES and budget with operational funding

**Next Meeting: May 3, 2024, at 2:00 p.m. in S-11**

**Respectfully submitted by Brandy Young**