**Minutes of the Strategic Planning Committee**

**February 2, 2024**

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

**Present:** Xiaohong Li, Nick Valsamides, Vicki Jacobi, Leslie Minor, Tina Mendoza, and Sharyn Eveland

**Absent:** Amar Abbott, Damon Bell, Rafael Andrade, Paul Blake, and Student Representative

**Approve the Minutes from October 20, 2023 and November 17, 2023**Minutes were tabled due to the lack of committee member attendance.

**Strategic Action Plan – Remove Activities Column**To save space in the SAP dashboard the activities column will be moved to the main body of the report with greater detail in the status of the activity.

**Education Master Plan Update**The new Education Master Plan development is underway with the hiring of the Collaborative Brain Trust consultants. The development will take place in three phases with the first phase focusing on information gathering. The first series of information gathering meetings will be held on February 8 and 9th. The next series of meetings will take place on April 11 and 12th. The second phase of development will take place over the summer and into fall. The plan is expected to be completed by the first of year for implementation in 2025.

**Program Review Update**All program review reports were due on January 31, 2024. The reports will be reviewed by area administrators. No changes will be made to the Comprehensive Program Review templates at this time, but all feedback is documented for improvements to the form after the final pilot year is completed in fall 2024. Discussion and ideas were shared on how to elevate motivation to dig deeper in the data; give feedback and provide points of analysis for instructional program reports.

**Next Meeting: March 1, 2024, at 2:00 p.m. in the Cougar Room**

**Respectfully submitted by Brandy Young**