**Minutes of the Strategic Planning Committee**

**May 3, 2024**

**2:00 p.m. – 3:30 p.m.
Cougar Room**

**Present:** Xiaohong Li, Vicki Jacobi, Amar Abbott, Paul Blake, and Rafael Andrade

**Absent:** Nick Valsamides, Tina Mendoza, Leslie Minor, Damon Bell, and Student Representative

**Guest:** Jaime Lopez (Designee for Leslie Minor)

**Approve the Minutes from April 5, 2024**Minutes were approved with no changes.

**One-Year Extension of the Strategic Action Plan (SAP)**

The committee unanimously decided to forward a recommendation to the Governance Council to extend the Strategic Action Plan term for one year. This will allow for the completion of the new Educational Master Plan (EMP) in November, which will be the overarching directive of the SAP. The EMP will be completed in November; work on the SAP will begin in Spring 2025 to be completed by the end of the semester.

**Committee Self-Evaluation 23-24**

The SPC Self-Evaluation was completed and will be forwarded to the Governance Council in fall 2024 for approval. Goal status for 2022-23:

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| 1. Continue to support the EMP development and make recommendations to the Governance Council regarding the 10-year EMP – IN PROGRESS
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| 1. Continue pilot program for Comprehensive Program Review – IN PROGRESS
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| 1. Draft a narrative for a process to evaluate SAP activities and develop a timeline for SAP activity implementation. - COMPLETED
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2023-24 Goals:

1. Continue to support the EMP development and make recommendations to the Governance Council regarding the 10-year EMP
2. Continue pilot program for Comprehensive Program Review
3. Facilitate the ACCJC Mid-Term Report
4. Facilitate the development of the new Strategic Action Plan

\*\* The committee discussed the possibility of having two-hour meetings as opposed to 1.5 hour meetings in order to ensure the completion of all tasks coming in 2024-25.

**Educational Master Plan Development Update**The Collaborative Brain Trust consultants have completed their first two listening session visits and have held two EMPC (Educational Master Plan Committee) meetings. Phase I is nearly completed. Phase II: Portfolio Development and Planning Assumptions will continue through the summer into fall. A joint meeting of the incoming and outgoing President’s has been confirmed for June 10th. On-site visits on October 17,18 and November 14, 15 have also been confirmed.

**Comprehensive Program Review Reports (CPRR)**

The pilot for Comprehensive Program Review will begin the final cycle year in the fall.

* 2024-25 all programs will have completed a Comprehensive report.
* Feedback has been positive; no major changes to the process will take place in the upcoming year.
* Minor changes to the templates will be made to enhance clarification.
* All CPRRs will be published to a shared drive. Division Chairs and VP’s have been asked to review all of their area reports prior to posting to the website.
* A CPRR Data Dashboard will be available in the fall.

**Next Meeting: (Tentative) September 6, 2024 – Location TBD**

**Respectfully submitted by Brandy Young**