**Minutes of the Strategic Planning Committee**

**January 9, 2025**

**2:00 p.m. – 3:30 p.m.**

**S-11**

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

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

**Guest:** None

 **Approve the Minutes from November 7, 2024 – Action Item**Minutes were approved with no changes.

**Educational Master Plan Development Update**The draft Educational Master Plan is in the final phase of editing. The Collaborative Brain Trust consultants will be on campus to meet with the President’s Cabinet and the EMPC members for a goal setting session. This six-hour session will be held on February 13, 2025. The final EMP will be approved by the Governance Council, Academic Senate, and Board of Trustees.

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

Progress on the Mid-Term report is on schedule with the proposed timeline. October 2024 – January 2025: Compile data and collect evidence of continuous improvement since last Comprehensive Review. The main focus of the report is to focus on innovative achievements since the last ISER. Suggested areas of achievement include:

* Dual Enrollment
* MESA
* Basic Needs/Veterans
* Bachelor’s program in Dental Hygiene
* Learning Center
* Outreach

To collect more information the IR Office will send out a form to departments prompting them to share their innovative achievements. Comprehensive Program Review reports will also be explored, and the topic will be discussed at the Managers meeting held on January 28, 2025.

**New Strategic Action Plan Update**The new Strategic Action Plan (SAP) will keep the same format as before. The IR Office has completed the qualitative data collection process. The quantitative data will be compiled after the completion of the Enrollment Management Plan and the Educational Master Plan in order to align goals. The components of Vision 2030 will also be incorporated. Baseline data will be shared with the SPC members prior to the next meeting. Once the committee has had time to analyze the data, the SAP improvement goals can be set.

**Mission Statement Review Process – Action Item**The SPC voted to recommend to the Governance Council that the Mission Statement review process take place in April 2026. This will keep with the 7-year timeline outlined in the Planning Guide. A survey will be administered to the campus to collect feedback on the Mission Statement content. The vote was unanimously approved.

**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 Substantive Change report is nearing completion. This information will be shared with the Governance Council, Academic Senate, and the Board of Trustees.

**Meeting Date and Time**An email will be sent out to SPC members to inquire if the committee will continue to meet the second Thursday of each month at 2:00 to 3:30 p.m. The committee has agreed to change the meeting location back to the Cougar Room upon approval from the President’s office.

**Next Meeting: February 20, 2025 – 9:00 a.m. to 10:30 a.m. in the Cougar Room**

**Respectfully submitted by Brandy Young**