

Strategic Plan Development Project Team Charter

Background

The Southwestern Community College District's (SCCD) current strategic plan concludes at the end of 2025. This project team is being proposed to develop a new strategic plan in draft form that aligns with and supports implementation of SWC's Educational Vision Plan (EVP) 2030, adopted in April 2024. The project team's draft Strategic Plan will then be reviewed, revised, and adopted through the participatory governance process.

The EVP 2030 provides a broad vision for SWC's future as well as substantial detail through its five (5) goals, 21 subgoals, and 90+ performance metrics. The proposed intent in development of a new Strategic Plan is to support implementation of the EVP through concise articulation of EVP goals, selection of key performance metrics from the 90+ identified, and establishment of targets for key performance metrics.

Mission/Purpose

The project team is a cross-functional consultation group with the purpose of developing a draft of a new Strategic Plan aligned with and supporting the Educational Vision Plan 2030.

Parent Committee

Planning and Budget Committee (PBC)

General Areas of Consultation

The project team will include necessary cross-functional expertise from across the District.

Responsibilities

Project team members are responsible for attending meetings, reviewing materials, and providing the input and expertise necessary to develop a new draft Strategic Plan.

Areas of Review/Knowledge Base

- Education Vision Plan 2030
- Institutional Planning
- Diversity, Equity, Inclusion, and Accessibility
- Accreditation Standards
- Data Analysis

Membership

- Marg Sousa (Academic Senate Rep)
- Tanya Haddad (Academic Senate Rep)
- Rebekah Stassinopoulos (Academic Senate Rep)
- Michelle Montano (Academic Senate Rep)
- Patie Bartow (Academic Affairs Rep)
- Itzel Seidel (Student Affairs Rep)
- Carlos Aguirre (Business and Financial Affairs Rep)
- Angela Riggs (Human Resources Rep)
- Bill Abasolo (Dean of Institutional Research and Planning)
- Janelle Williams (Executive Officer of Equity and Engagement)
- Jennifer Lewis (SCCDAA Rep)
- Peter Vu (CSEA Rep)
- Allie Jordan (SCEA Rep)

The team will have up to three (3) team members who serve as Project Stewards to perform administrative tasks and lead team meetings. The Project Stewards will be (a) the Dean of Institutional Research and Planning, (b) a Faculty Representative team member, and (c) the CSEA team member.

Major Deliverables

- Draft New Strategic Plan aligned with the Educational Vision Plan 2030

Timeline

Project Begin date: September 2025

Project End date: November 2025

Budget and Resources

The Office of Institutional Research and Planning will provide any necessary materials, including a sample draft of a new Strategic Plan for the project team to review, revise, and reorganize as necessary to develop a final draft for submission to the participatory governance process. No additional budget or resources will be required.

Meeting Frequency

Six (6) meetings, scheduled approximately once a week, as follows:

- Meeting 1: Review project team charter and proposed framework for developing draft of new strategic plan. Confirm future meeting dates. (45 min)
- Meeting 2: Review prior strategic plan results and review Educational Vision Plan 2030 goals, subgoals, and performance metrics. (90 min)
- Meetings 3-5: Review/develop/revise draft new strategic plan goals and targets (60 min each)
- Meeting 6: Review/revise/approve final draft of new strategic plan (60 min)

Method of Action

The project team will reach agreement through consensus with all member voices having equal opportunity to be heard. If consensus cannot be reached, majority vote of members present will be required for approval of any proposal.

Date Approved by the Shared Consultation Council: September 10, 2025

Signatures

SWC Superintendent/President /SCC Co-Chair



Academic Senate President /SCC Co-Chair