




To: Melinda Nish, Ed.D.  
Superintendent/President

From: Linda Gilstrap & Randy Beach   
Strategic Planning Committee Co-Chairs

CC: Rosalva Garcia

Date: 5/8/2013

Re: Information for upcoming SCC Meetings

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Comments: Per your request, please find the following information for the Strategic Planning Committee, an SCC Standing Committee:

1. Committee template
2. Current committee membership
3. Tentative 2013-2014 meeting calendar
4. Paragraph explaining major issues dealt with this year and any goals identified for next year.

This committee is not part of the prioritization process.

Please feel free to contact me at ext. 6614 if you have any questions.

LG:af

Strategic Planning Committee		
Mission/Purpose	Strategic Planning Committee is a standing committee of the SCC that makes recommendations to SCC regarding strategic planning and incorporation of processes for review and approval.	
Parent Committee	Shared Consultation Council	
Standing Subcommittees	None	
Major Responsibilities and Reports	<ul style="list-style-type: none"><li>Ensures the annual review of the mission, vision, and values (Policy/Procedure 1200) and makes recommendations, if necessary, to the SCC.</li><li>Ensure an effective strategic planning process, including development of a 3-5 year strategic plan with measurable goals, objectives and timelines.</li><li>Conduct an annual review of the strategic plan and recommend updates, as needed, based on the evaluation of goals, objectives and priorities.</li><li>Develop, implement and monitor a timeline that ensures strategic planning is in alignment with budgeting process.</li><li>Conduct a full re-evaluation of the Strategic Plan every 3-5 years.</li><li>Provides input for the following documents:<ul style="list-style-type: none"><li>ACCJC Self-Evaluation Standards:<ul style="list-style-type: none"><li>I Institutional Mission and Effectiveness</li></ul></li></ul></li><li>Policy/Procedures 2510</li></ul>	
Chair/Co-Chairs	Administrative: Dean of OIE Non-Administrative: Academic Senate President or designee	
Recorder:	Administrative Secretary II, Office of Institutional Effectiveness	
Additional Office & Support Staff	Office of Institutional Effectiveness	
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Administration	-	
Academic Senate	1	One faculty representative
SCCDAA	1	One dean or director representative
CSEA	1	One classified staff representative
ASO	1	One student representative
Confidentials	1	One confidential employee representative
SCEA	-	
Non-Voting Resource Members		
Office Represented	Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)	
Institutional Research, Planning and Grants	Linda Hensley, Director of Institutional Research, Planning and Grants Mink Stavenga, Accreditation Liaison Officer Ben Seaberry, Director of IT VPAA, VP of BFA, VPHR, VPSA	
Meetings		
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	2 <sup>nd</sup> and 4 <sup>th</sup> Friday per month, 11 am to noon (September 2013 through May 2014) Two times a month during academic year and summer meetings as needed.	
Method of Action	Consensus	
Brown Act Compliant?	No	
Month of Annual Self-Evaluation and Goal Setting	April	

Last Updated: 5/3/13



*Strategic Planning Committee  
Membership Roster 2012-13*

Committee Member

Linda Gilstrap

Randy Beach

Alfredo Farah

Beatrice Zamora-Aguilar

Jessie Reyes

Vacant

Joyce Bayles

Linda Hensley

Mink Stavenga

Constituent Group

Committee Co-Chair

Committee Co-Chair

Confidentials

SCCDAA

CSEA

ASO

Academic Senate

Resource Member

Resource Member



*Strategic Planning Committee  
Meeting Schedule 2013-14*

Fall 2013

September 13  
September 27  
October 11  
October 25  
November 8  
November 22  
December 13

Spring 2014

January 10  
January 24  
February 14  
February 28  
March 14  
March 28  
April 11  
April 25  
May 9  
May 23

Meeting Time 11:00am-12:00pm  
Room: S209 C. Chavez Bldg





***Strategic Planning Committee***  
2012-13 Statement of Work and 2013-14 Goals

The Strategic Planning Committee (SPC) was convened beginning in March 2013 to identify its scope of work; the committee's first task involved the development of a presentation to facilitate a review of Policy 1200 Institutional Mission, Vision and Values by the Shared Consultation Council (SCC) at its retreat in August 2013. Also, at the direction of the SCC, the SPC has begun reviewing the Educational Master Plan (EMP) to develop short-term action plans to address eminent needs as identified in the EMP and to cross reference those needs with our Strategic Plan, Strategic Priorities, Strategic Goals, and Strategic Objectives. In 2013-14 the SPC will recommend its short-term action plans to SCC, continue to review the Strategic Planning process, and facilitate the annual review of the Strategic Priorities by the college.