



Santa Monica Community College District
Strategic Planning Task Force
MEETING -SEPTEMBER 21, 2007
MINUTES

A meeting of the Santa Monica Community College District Strategic Planning Task Force was held on Friday, **September 21, 2007** at Santa Monica College, Drescher Hall Room 300-E (the Loft), 1900 Pico Boulevard. Santa Monica, California.

I. Call to Order: 1:35 p.m.

II. Members Present

Administration: Randy Lawson
Management Association: Kiersten Elliott
Steve Myrow
Academic Senate: Richard Tahvildaran-Jesswein
Faculty Association: Bill Price
Kathy Sucher
CSEA: Leroy Lauer
Vivian Rankin-Scales
Bernie Rosenloecher
Associated Students: None
Facilitator: Bill Reckmeyer
Staff Support: Lisa Rose

III. Minutes of Strategic Planning Task Force meeting of July 20, 2007: The minutes were reviewed and amended as suggested (section IV - Vision, Mission and Goals).

Kathy Sucher requested, and it was agreed, that an amendment be made to the fourth paragraph in the narrative for *Student Learning and Achievement*, as follows (the addition is underlined):

SMC needs to ensure that a student's first contact and each subsequent contact make each student feel welcomed and wanted. Understaffing, frustrated staff and faculty, confusing procedures, and a cluttered, confusing "too-many-clicks" website contribute to frustrated students who, all too often, choose simply to give up. A clean, well-maintained campus environment, less reliance on temporary employees and part-time faculty, pleasant faculty and staff interactions, clear mapping and directions, and user friendly procedures can contribute to making potential students enrolled students. To accomplish our student success goals, the SPTF has identified just a few examples of student success concerns needing attention and resources:

IV. Mission, Vision, Goals and Values

Mission: The mission of community colleges is mandated by state law. Individuality can be distinguished by articulating the vision, goals and values.

Vision: The vision should be directional - where the college is headed in the next five years.

Goals/ and Values: The goals and values should be linked to the strategic planning priorities. The goals and values will change more often, but need to last 5-6 years.

Development of the Mission, Vision, Goals and Values

- It was suggested that the Mission, Vision, Goals and Values incorporate the institutional student learning outcomes (SLOs) developed by the SLO Task Force.
- The Board of Trustees Goals and Priorities should be considered when developing the Mission, Vision, Goals and Values.
- Suggested structure: Motto ← Mission ← Vision ← Goals and Values
- No more than 5 strategic goals (plus or minus 2) should be identified.
- The Mission, Vision, Goals and Values should reflect the District's commitment to collaboration, transparency, the greater good, and the institution as a whole.
- The goal is to have a polished first draft of the document to distribute campus-wide by the end of the fall semester. The same collaborative communication process of last spring will be used to gather input from the college community. Constituency groups will be asked for endorsement. The final Mission, Vision, Goals and Values will be available for the institutional flex day on March 4, 2008.

It was agreed that a work group be formed to work on drafting the Mission, Vision, Goals and Values. Richard Tahvildaran-Jesswein agreed to coordinate the work group comprising Vivian Rankin-Scales, Katharine Muller, Bernie Rosenloecher, Kathy Sucher and Jason van Buren to develop a draft to be presented at the meeting on October 19th. The tentative date of the first meeting of the work group is Wednesday, October 3rd (in the afternoon).

V. Activities for 2007-08

The following four work groups that developed the narratives will be reconvened to develop suggested strategic goals - no more than 5 (plus or minus 2):

- Student Learning and Achievement:, Kathy Sucher, Richard Tahvildaran-Jesswein and students
- Innovation and Leadership in Serving Students: Nancy Grass Hemmert, Katharine Muller and Mona Martin
- Improve Collegiality and Communication: Steve Myrow, Bernie Rosenloecher and Vivian Rankin-Scales
- Funding and Resources: Randy Lawson, Kiersten Elliott and Bill Price
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The drafts will be reviewed and fine-tuned at the next meeting on October 19th and distributed campus-wide by the end of October for feedback with responses due by Thanksgiving. The top three or four strategic goals will be determined, distributed to the SPTF one week in advance of the December meeting and discussed on December

7th. The goal is to have a polished version by the beginning of the spring semester to be announced at institutional flex day on March 4th.

VI. Adjournment: 3:10 p.m.

Strategic Planning Task Force Meetings schedule, through June
2008:
Fridays, 1:30-3:30 p.m., Drescher Hall 300-D (the Loft)

2007

October 19

November (no meeting)

December 7

2008

January 18

February 22

March 21

April 18

May 30

June 20 (hold)

SMC STRATEGIC PLANNING TASK FORCE

Calendar of Activities 2007-2008

September 21, 2007	<u>SPTF Meeting</u> <ul style="list-style-type: none"> ♦ Revised Strategic Issues Narrative (Student Learning and Achievement) ♦ Reviewed and Discussed Vision, Mission and Goals. Established work group to draft for discussion at meeting on October 19th ♦ Discussed Activities for 2007. Reconvened narrative work groups to develop strategic goals in four categories
October 5	Work group meets to discuss Mission, Vision, Goals and Values
October 5-17	Mission, Vision, Goals and Values work group will develop a draft to present at the meeting on October 19th
September 24-October 17	Narratives work group to draft 5 (plus or minus 2) strategic goals for their respective categories to present at the meeting on October 19th.
October 19, 2007	<u>SPTF Meeting</u> <ul style="list-style-type: none"> ♦ Review draft of Mission, Vision, Goals and Values ♦ Review suggested strategic goals for four strategic categories
End of October	Campus-wide distribution of survey of suggested Strategic Goals; responses due by Thanksgiving (November 21, 2007)
November	No meeting of the SPTF <ul style="list-style-type: none"> ♦ Review feedback from campus-wide survey on suggested Strategic Goals ♦ Identify top three or four strategic goals
December 7, 2007	<u>SPTF Meeting</u> <ul style="list-style-type: none"> ♦ Discuss feedback from campus-wide survey ♦ Discuss top three or four strategic goals
End of Fall 2007 Semester	Prepare polished version for campus-wide distribution: Mission, Vision, Goals and Values
Winter Break	Five (plus or minus 2) strategic goals will be identified
January 18, 2008	<u>SPTF Meeting</u>
February 22	<u>SPTF Meeting</u>
February	<u>Public Forum</u> <ul style="list-style-type: none"> ♦ Mission, Vision, Goals and Values

	♦ Strategic Goals
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Beginning of spring 2008	Prepare polished version ♦ Strategic Goals
March 4	<u>Institutional Flex Day</u> Preview to college community ♦ Mission, Vision, Goals and Values ♦ Strategic Goals

Spring 2008	Develop Strategic Action Plans
March 21	<u>SPTF Meeting</u> ♦
March 18	<u>SPTF Meeting</u>
April 8	<u>SPTF Meeting</u>
May 30	<u>SPTF Meeting</u>
June 20	<u>Hold</u>
End of Spring	Develop action plans for the strategic goals identified Fall 2007

2008-09	Implementation phase of the action plans for the strategic goals
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