

Planning Guidance Committee (PGC) Meeting June 9, 2015

Attended: J. Jackson, B. Russell, R. Samra, C. Arnold, L. Dockter, B. Morrissey, C. Esposito-Noy

1. Clarify relationship between Ed Master Plan and District Strategic Plan: Initial understanding that Ed Master Plan would come first and district strategic plan would support both colleges' Ed Plans. Ed Master Plan is what we're going to do and strategic plan is how to implement. Previously understood that we start with Ed Master Plans first. Once Colleges made progress with Ed Master Plans, would move on strategic plans. There are activities that the district needs to attend to including community leadership without overshadowing colleges; plans for organizational structure based on School Services recommendations. Is there a district master plan? The idea in discussion with MIG was to put operational activities as part of strategic plan. Other was to address issues identified by colleges in Ed Master Plan. Terms used interchangeably that need to be clarified. District-wide strategic plan "surrounds" the 2 colleges' master plans and the district office (including M&O) strategic plan (district doesn't do an Ed Master Plan since we don't provide education). In the fall, we'll look at the entire process. Strategic Plan will operationalize what is outlined in Ed Master Plans. How to fit all the pieces together and what are our goals? (i.e., overall/district-wide goal is to increase transfer rates while each college has set their own transfer goals. District wide activity will support getting it done). Discussion:
 - a. CLPCCD Family of Plans illustration is not accurate: Would like another illustration to clearly show where there are college ed master plans and where there is one strategic plan.
 - b. Feedback from colleges, in some cases, wanted specificity. Some concern about too many goals in draft document.
 - c. What are our overarching goals and strategies for Ed Master Plan and Strategic Plan?
 - d. Faculty and staff willing to work on this over summer in preparation for fall
 - e. We don't need specific actions in plans; actions may change over time or in response to various goals.
 - f. Working document that provides overarching goals for colleges.
 - g. When we finish district-wide strategic plan, identifies what are our goals and how they support the colleges' ed master plans.
 - h. Ed Master Plan and Strategic Plan came out at same time and we need to pull back on strategic plan and identify and focus on one at a time.
 - i. We want to explain to MIG what our product will look like.
 - i. Need a meeting with MIG in order to address final product.
 - ii. Utilize fall 2015 college day or convocation to present a final product that is manageable, can be easily digested.
2. Ed Master Plan comment cards coming in now through June 15 and by June 30th would have all the feedback in order to help guide the development of district-wide strategic plan.
 - a. Who determines what goes in final product? Competing interests are coming through comment cards and not sure what will end up in plan.

- b. College leadership teams review the input and put forward plans (Laurie to discuss with Susan re: next steps at Chabot)
 - c. Show alignment between planning priorities and district-wide strategic goals at each college
 - d. How to get more buy-in= make it clear how current activities fit into one or more of these goals
 - e. Dr. J., CE-N, Daniel need to chat before 6/16 re: what we want to do at convocation, next steps, what should be presented at colleges at convocation; need MIG's assistance to create district organizational strategic plan for implementation (see LPC's 2008 Strategic Plan as a sample- sample for operationalizing).
 - f. Rajinder will send committee copy of 2008 strategic implementation plan that LPC did in past (provides a framework for us to use now).
 - g. Carolyn identified strategic plans and ed master plan= Ed master plan is broader college goals and strategic plans include measurable outcomes that are then supported by unit plans (specific activities in order to accomplish goals)
 - h. Whatever district is doing it supports both colleges
 - i. At LPC, integrative planning committee looks at all of the plans, state mandates, etc., and makes recommendations on what the following year(s) planning priorities should be.
 - j. At Chabot, reaching goals through strategies which include activities on how to reach goals
 - i. Would be helpful if colleges could illustrate their planning and allocation processes and how these processes feed into strategic goals.
 - ii. Dr. J and CE-N to discuss with MIG how they are using terms "strategic plans" and "educational master plans" because each college is using the terms differently based on historical definitions.
 - iii. Ed master plan= 10 years; strategic plan= 3 years= definitions and descriptions used by Chabot
 - k. Overarching goals and then strategies with plans (LPC)
3. Needs from MIG (Dr. J. and CE-N to ask):
- a. a glossary of terms from MIG that are being used in PPT
 - b. Agreed upon metrics
 - c. Look at presentation to Board on 6/16 to make sure it's accurate
 - d. What does district strategic plan include?
 - e. Framework for district-wide strategic plan, including colleges' strategic plans, district's organizational plan all need to be included
4. What will MIG do with comments? Dr. J and CE-N to discuss with MIG on how to do.
- a. LPC leadership retreat will develop plans and input and provide recommendations
 - b. Chabot recommended to look at plans and input and forward recommendations
 - c. After college input collected and reviewed by leadership team, PGC will review sections and report out on themes, commonalities, that fit within the 5 district-wide strategic goals

- d. Need MIG to put document together and get to us by June 30th (prepared for July 1st DO and M&O session); district “operational support plan” “surrounding” the colleges’ plans.
- 5. Feedback: LPC created online version of form that went directly to Rajinder. Respondents provided answers to very specific items. LPC held 7 conversations to discuss goals in order to get broad feedback. Comments included, “where’s the education in the ed master plan?” Identified specifically “education” as missing under broader goals within ed master plan (but can be found in the 5 strategic goals). Framed conversations around college’s vision and mission statements. “9 goals are too many!” Suggestions on how to combine goals from various plans. LPC will have internal conversation regarding feedback, what to do with it, why that type of feedback. May be part of managers’ retreat. “Telling our story” is something that we should be doing more frequently and we need to do a better job of it, hence was part of 10 EMP Rough Draft Framework Goals as outlined in MIG document. These came out before retreat but they were intended to be topics/themes for managing feedback (not really goals).
 - a. Dr. J. and CE-N to discuss with MIG prior to June 16th Board presentation: Not sure if colleges will use the 5 goals and will need to define locally.
 - b. Dr. J will reference Ed Master Plan in her convocation morning address
- 6. No next meeting set but recommended that we have a meeting prior to start of the fall semester; recommend first week of August for another meeting to include MIG. CE-N to find out when MIG is NOT available to meet with colleges this summer. What is MIG doing at this point and why reviewing program reviews? Colleges need to know what MIG is doing with that info. CE-N to get feedback on what MIG is focusing on (think it might be on facilities).

Notes from charts (June 9, 2015 PGC meeting)

District-wide Goals/Themes (as identified in Draft Strategic Plan):

- A. Educational Excellence
- B. Curriculum Relevancy
- C. Community Collaboration
- D. Supportive Infrastructure
- E. Organizational Effectiveness

Clarification of terms used by each college:

Chabot College's "strategic plans/initiatives" (1-2 years) supported by Ed Master Plan (3-5 years)

Las Positas College's "planning priorities" (1-2 years) supported by Ed Master Plan (3-5 years)

Illustrations to represent concepts:

