



## Chabot-Las Positas Community College District Colleges' Educational Master Plans and District-Wide Strategic Plan

### Memorandum

**To:** Chabot-Las Positas Community College District Planning and Guidance Committee

**From:** Joan Chaplick, MIG, Inc.

**Subject:** Summary of Planning and Guidance Committee Meeting #1—September 16, 2014,  
1 p.m. to 3 p.m.

**Date:** October 6, 2014

**Participants:** Chancellor Jackson, Kathy Kelly, Jeff Kingston (representing President Russell), Rajinder Samra, Carolyn Arnold, Dr. Susan Sperling (by phone), Daniel Iacofano (MIG) and Joan Chaplick (MIG)

The following is a summary of the key discussion points and action items. A copy of the wallgraphic developed during the meeting is provided at the end of the document.

#### **I. Welcome and Introductions, Agenda Overview, Meeting Purpose and Committee Role and Purpose**

Daniel welcomed the group to the first meeting of the Planning and Guidance Committee (P&GC). Daniel reviewed the meeting agenda and described the planning process. He also reviewed two documents: 1) Roles and Responsibilities of the P&G Committee and 2) Principles of Effective Engagement. The first document clearly describes the role of P&GC members as process advisors; they do not have final approval over the Strategic Plan and Educational Master Plans that are the end products. The second document presented eight principles of effective engagement that will be the basis for all activities related to the planning process.

The end products of the process are: District-Wide Strategic Plan, Chabot College Educational Master Plan and Las Positas Educational Master Plan.

#### **II. Desired Outcomes from the Planning Process**

Participants were asked to identify their desired outcomes for the planning process. A key desired outcome is that the end products be actionable. We must be able to follow through and measure results. Goals and objectives need to be "SMART:" Specific, measurable, actionable, responsive and trackable. There needs to be a connection to the District plans.

Participants described the history of the previous strategic planning effort. Participants agreed that the process was unsatisfactory. The Committee will be vigilant in its efforts to ensure this process provides ample opportunities for input.

There was discussion of the program review process. Participants identified that it includes three specific challenging elements: 1) Need to help write; 2) Difficulty in finding the time to write; and 3) Perception that program reviews are considered an administrative exercise and are not used as a source of creative input.

It was recommended that MIG become familiar with program review documents at each college and how they are used. There is not a separate program review committee. The PRBC (Chabot College) and the IEC (Las Positas College) are comparable committees that look at program reviews. Current forms are due October 20.

It was noted that Chabot's program review process is going well and the measurements are working. Program review is not yet as successful at Las Positas in terms of the information it yields.

There is a need to get the colleges together, talk about goals and coordinate on the environmental scan data. Daniel noted that this is what happens at a planning charette, which is one of the key activities in the scope. Daniel also noted that it is important we are able to clearly distinguish between the plans. The Educational Master Plan articulates the overall vision and big goals; it is directional but not measurable. The Strategic Plan contains vision, mission and measurable goals.

Daniel explained that the Educational Plan includes a program that describes who you teach and what you teach. It is more content oriented. The Strategic Plan looks more at business systems and processes.

The group agreed the process would benefit from having MIG prepare a glossary of key terms related to the planning processes. These may include: mission and vision—which are elements of the Strategic Plan. Strategy is defined as an organized set of interventions. The group was reminded that these are living documents that will change over time.

Daniel described an example from Solano CCD where they looked at art programs and basic skills. They re-positioned their art programs to respond to being in the heart of digital film animation and created a stronger link to career development and workforce preparedness. It was suggested that this approach might be a good tool for identifying gaps in staffing and resources. The planning horizon for actions in the Strategic Plan was identified as follows: short (0-2 years), medium (3-5 years), and long-term (6-10 years). Five years is the timeline for a useable plan.

### **III. Discussion of District Strengths, Key Issues and Opportunities**

The group was asked to identify challenges facing the District, as well as key strengths and opportunities. They identified the following:

#### **Challenges**

- Lack of support
- Need to find out what needs to be done
- Leadership turnover—Las Positas has had five presidents, resulting in a lack of continuity.
- Chabot decentralized into divisions—this is good for their purposes but makes it difficult to organize college-wide.
- Division structure allows only one hour per month; more opportunities are needed for more formalized interactions.
- The move to block scheduling eliminated all our meeting time.

#### **Key Strengths**

- We have a lot of focused-attention efforts that take our specific population into account.
- We regularly collaborate and work cooperatively; we are creative and innovative.
- There are established levels of trust and people have demonstrated a willingness to sacrifice at the program or department level to achieve a larger goal.
- There is strong leadership that values and insists on listening to everyone and taking the time to slow down and consider options.
- People are very dedicated to their jobs. They get frustrated when they have to do other things or are not supported in what they do best.

#### **Opportunities**

- There are emerging opportunities that are not yet fully realized.
- There is an opportunity to increase the number of international students.
- Chabot has a high profile and is recognized nationally for special programs; people want to emulate our success.
- Good leadership allows us to think in other ways and provides resources to be creative.
- We have plenty of proof that when faculty are provided administrative and college-wide support, amazing things happen at the college.
- We have a great story to tell inside and outside of the college and we need PR and marketing people to put ourselves out there with a steady stream of articles.

### **IV. Planning Process Overview**

Daniel reviewed the schedule and proposed that the Planning and Guidance Committee meet once a month.

Daniel shared that he has completed interviews with 6 of the 7 trustees. Unfortunately, one of the trustees is not available due to health issues. He described the interviews as being very productive, and he noted that the trustees were enthusiastic and very interested in the planning process.

The Environmental scan is a product of Phase 1. The planning charette is a key event of Phase 2. The findings of the draft environmental scan and initial outreach will be presented to the Board on November 18. No action needs to be taken; these findings are all informational. It was noted that the group will be bringing preliminary equity information to the Board.

There was discussion of the review and presentation of the draft plans. We may want to roll this into the convocation planning in August 2015. We could do a presentation at the Convocation and then set up comment stations to receive feedback on the drafts.

There were some suggestions about consulting with the master calendar posted at [www.laspositascolleges.edu/Mlg](http://www.laspositascolleges.edu/Mlg) will begin scheduling outreach activities.

Points of contact were identified at each college, as follows:

At Chabot:

- Kirti Reddy – Dr. Sperling’s assistant
- Dr. Stacy Thompson

At Las Positas:

- Kelly Abad
- Renee Kilmer

## **V. Next Meeting and Next Steps**

The next meeting will take place on Tuesday, October 28, from 3:00-5:00 pm.

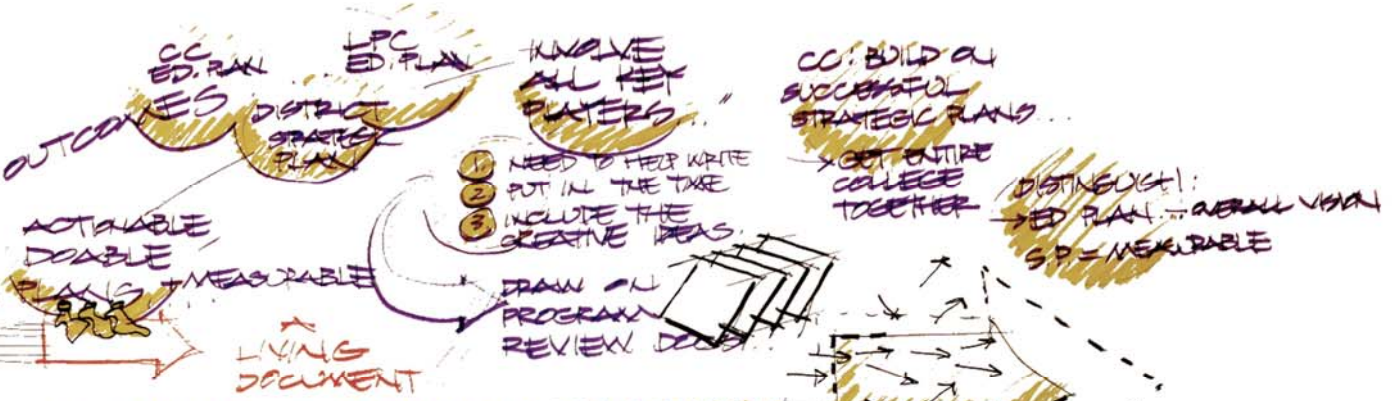
Next steps were identified as follows:

- MIG will schedule a call with Carolyn and Rajinder to review the Environmental Scan outline and discuss the approach to preparing the document.
- MIG will begin developing a proposed schedule of outreach activities for review by the Planning and Guidance Committee.
- MIG will provide direction regarding posting of materials on the District website to promote information sharing and transparency. Patty will be the point of contact.
- MIG will create a set of definitions for key terms including: Strategic Plan, Educational Master Plan, Vision, Mission, Goals, Strategies, and other frequently used terms.

CHABOT-LAS POSITAS  
COMMUNITY COLLEGE  
D.I.S.T.R.I.C.T



DESIRED  
SMART



**STRENGTHS      CHALLENGES      OPPORTUNITIES**

- |   |  |  |
|---|--|--|
| <p>CC</p> <ul style="list-style-type: none"> <li>▷ FOCUSED ATTENTION</li> <li>▷ COLLABORATION</li> <li>▷ LEVEL OF TRUST</li> <li>▷ GOOD LEADERSHIP</li> <li>▷ DEDICATION</li> </ul> | <ul style="list-style-type: none"> <li>▷ LACK OF SUPPORT</li> <li>▷ WHAT NEEDS TO BE DONE</li> <li>▷ LEADERSHIP TURN OVER</li> <li>▷ LOSS OF CONTINUITY</li> <li>▷ DECENTRAL. → GOOD BUT... DIFFICULT TO ORGANIZE</li> </ul> | <ul style="list-style-type: none"> <li>▷ KTL LEADERS HIGH PROFILE</li> <li>▷ TELL OUR STORY... TO OTHERS - TO OURSELVES...</li> <li>▷ PR. COMMUNICATIONS... + MARKING</li> </ul> |
|---|--|--|

PICK UP: 1ST YEAR EXPERIENCE

- INTER-DISCIPLINARY
- CROSS-DISCIPLINARY