



Cañada College

**Extended Strategic Planning Committee
Strategic Planning Meeting Notes – Friday, March 9, 2007
1:30 to 5:00 p.m.
Woodside Village Church**

Facilitator: Peter Burchyns – San Mateo County Office of Education

Extended Strategic Planning Committee members present: Alicia Aguirre, Margie Carrington, Kevin Chappell, Dick Claire, Patty Dilko, Denise Erickson, Jenny Fichmann, Val Goines, Linda Haley, Pam Jones, Maria Lara, Phyllis Lucas-Woods, Marilyn McBride, Lina Mira, Thomas Mohr, Vickie Nunes, Rita Sabbadini, Lesli Sachs, Bart Scott, Terry Watson

Guests: Robert Hood, Maggie Souza

AGENDA ITEM	CONTENT	PRESENTOR
	At the beginning of the session Facilitator Peter Burchyns reviewed the <u>Proposed Ground Rules</u> for the meeting which were: <ul style="list-style-type: none"> • Stay focused • All participate – No one dominates • Work for consensus • One person speaks at a time • No cell phones 	Peter Burchyns, Facilitator
1) Desired Outcomes:	Participants discussed and agreed to: <ul style="list-style-type: none"> • Agree on the process/timeline for completing our work by May 2007 • Adopt a Mission Statement • Confirm the set of Core Values • Complete the work on defining goals • Identify the next steps the group will take 	Peter Burchyns, Facilitator
2) Activities I. 1:00 p.m. Introductions & Overview of Agenda II. 1:20 p.m. Review of Progress and Preview of Next Steps	Introductions were made and an agenda overview for the day was given . Introduced Peter Burchyns, our facilitator for today’s meeting and informed everyone that he has worked at the SMCOE since 1975, last serving as the Associate Superintendent of the Instructional Services Division before retiring in 2006. He is currently working part-time at the SMCOE, where he serves as the Special Advisor to the County Superintendent of Schools, Dr.	Peter Burchyns, Facilitator Thomas Mohr, Interim President

<p>III. 1:35 p.m. Review, Revise and Adopt Mission Statement</p>	<p>Jean Holbrook. He has had extensive experience in facilitating large scale, long-term efforts for various districts and in helping them to design and complete strategic planning efforts. Discussed that our Strategic Planning efforts have so far given us drafts of statements for our College Mission, Core Values, and Goals. We will be finalizing these statements and continue to move in order to finish our Strategic Plan by this Spring.</p> <p>The Mission Statement was reviewed. Questions asked:</p> <ul style="list-style-type: none"> • Who is the College? College was defined as everyone – faculty/staff/students • Programs are not mentioned in statement – programs are in the community <p>After discussion it was agreed by all to adopt the Committee draft of the College Mission Statement.</p>	<p>Strategic Planning Committee</p>
<p>IV. 1:50 p.m. Review, Revise & Adopt Core Values</p>	<p>In reviewing the Value Statements, members were told to ask themselves the questions:</p> <ul style="list-style-type: none"> • Does it ring true? • Does it capture the essence? • Is anything missing from it? • Is there anything that does not belong? <p><u>Below are drafts of the Value Statements submitted by the subcommittee of Strategic Planning which were reviewed and discussed:</u></p> <ol style="list-style-type: none"> a) creating an inclusive environment for teaching and learning by honoring, respecting, and embracing the diversity of cultures within our College and surrounding community; b) providing a personal, caring atmosphere that promotes student access, success, and efficacy; c) encouraging a passion for learning; d) demanding and insuring excellence in teaching and serving our students e) incorporating ethical approaches into all aspects of the educational process; f) striving to be a model college by responding innovatively to the changing needs of students, community, and industry; g) Practicing the inclusion of shared governance processes in all appropriate aspects of College life. <p><u>Below are the revised core values that were adopted at today’s meeting by members.</u></p> <ol style="list-style-type: none"> a) <i>Creating an inclusive environment for teaching and learning by honoring, respecting, and embracing diversity within our College and surrounding community;</i> b) <i>Provide a personal, caring atmosphere.</i> c) <i>Promote student access, success, self-efficacy, and passion for learning</i> d) <i>Encouraging a passion for life-long learning</i> 	<p>Strategic Planning Committee</p>

<p>V. Discussion & Adoption of Goals 4-5-6 Note: Goal 4 has been divided into three separate goals 4: ...Basic skills/ESL.... 5: ...Transfer students.... 6: ...Vocational</p>	<p>e) <i>Demanding and insuring excellence in teaching and supporting our students</i> f) <i>Incorporating ethical approaches into all aspects of the educational process;</i> g) <i>Striving to be an innovative college by responding to the changing needs of students, community, and industry</i> h) <i>Practicing the inclusion of shared governance processes in all appropriate aspects of College life.</i></p> <p><u>Draft of Goal Four currently reads:</u> Improve success, retention, and persistence of students in basic skills classes, including English as a Second Language. <u>Draft of Goal Five currently reads:</u> Improve the persistence and rate of transfer ready students, encourage their vision for academic success, and promote a love of learning. <u>Goal Six (workforce)</u> – The language for Goal Six was not available at this time.</p> <p>Goals Four and Five were discussed, revised, and adopted to read: <u>Goal Four:</u> <i>Improve success, retention, and persistence of students who are in basic skills classes, including English as a Second Language.</i> <u>Goal Five:</u> <i>Improve the persistence and transfer rate of students enrolled in transferable courses.</i></p>	<p>Strategic Planning Committee</p>
<p>VI. Discussion and Adoption of Goal 7 (...Entrepreneurial)</p>	<p><u>Goal Seven currently reads as follows:</u> Increase entrepreneurial actions across the College by seeking new revenue sources. After discussion, it was decided that no changes needed to be made to Goal Seven and it was adopted as is.</p>	<p>Strategic Planning Committee</p>
<p>VII. Discussion and Adoption of Goal 8 (...Local districts)</p>	<p><u>Goal Eight currently reads:</u> Continue to strengthen relationships with the local school districts. After discussion, Goal Eight was revised and adopted to read: <i>Develop and strengthen external collaborative relationships and partnerships</i></p>	<p>Strategic Planning Committee</p>
<p>VIII. Discussion & Adoption of Goal 9 (...Delivery options)</p>	<p><u>Goal Nine currently reads:</u> Re-examine the format and delivery options for all courses. After discussion, it was decided to strike Goal Nine and develop two new goals for Professional Development (dealing with professional development for faculty and staff – Academy for Excellence) and Student Engagement (dealing with student services). Strategic Planning members volunteered to serve on sub-committees that would draft these new goal statements. Members for the sub-committee drafting the Professional Development Goal are Denise Erickson, Patty Dilko, Lesli Sachs, and Maria Lara. Members for the sub-committee drafting the Student Engagement Goal are Kevin Chappell,</p>	<p>Strategic Planning Committee</p>

	<p>Katie Townsend-Merino, Lina Mira, and Linda Haley. The sub-committees are to send a draft of their goal statement to the President’s Office by March 19th where they would then be sent to the Strategic Planning members for their review.</p>	
<p>IX. Summary of Mission, Values and Goals</p>	<p>Strategic Planning Committee adopted the Mission Statement and Core Values. The committee agreed on ten Goals, dropping one and adding two. Three Goals will be reviewed at the next meeting –Workforce/Vocational, Professional Development, and Student Engagement.</p>	<p>Peter Burchyns, Facilitator</p>
<p>X. Next Steps in the Strategic Planning Process</p>	<p>At the next meeting, the Committee will come to an agreement on the remaining three Goals and set strategies (general approaches and more detailed action placing specifics as to: who, how often, and how measured). It was suggested that the Committee break into three groups, divide the Goals, and set strategies. Once the Strategies are completed, they will be given to our Administration who will work on the Action Plan during the summer.</p>	<p>Strategic Planning Committee</p>
<p>XI. Debrief</p>	<p>Members were asked for their thoughts on the facilitation of today’s meeting. Everyone agreed that the facilitation was effective and kept them on track accomplishing everything on the agenda.</p>	<p>Peter Burchyns, Facilitator</p>
<p>XII. Adjournment</p>	<p>Proposed dates for the remaining Strategic Planning Process was suggested by facilitator, Peter Burchyns: March 9th Strategic Planning Committee meet to discuss Mission/Values/Goals March 15th College Council review feedback March 21st Strategic Planning Committee - Strategies (draft) April 9th College Council review feedback April 18th Strategies (finalize) April 19th - 26 Staff drafts Strategic Plan May 2nd – Review/Revise/Adopt Strategic Plan May 3rd – Review/Feedback May 16th – Revisions (if needed) May 17th – College Council to Adopt Strategic Plan</p> <p>The next Strategic Planning Meeting is scheduled for Wednesday, March 21st. It was suggested that this meeting be rescheduled to Monday, March 26th from 1:30 to 4:30 p.m. as almost half of the committee members are not available on March 21st. The meeting was adjourned at 5:00 p.m.</p>	<p>Peter Burchyns, Facilitator</p>