Strategic Plan Mid-Cycle Planning Retreat
Sponsored by
President Erlinda J. Martinez, Ed.D.
and
The Institutional Effectiveness & Assessment Committee
AGENDA
March 2, 2012; 8:00am-1:30pm; U-201A

Slide Show loop of photos

8:00-8:30  Reception and Coffee
8:30-8:45  Welcome from President Martinez
8:45-9:15  Orientation: Program Facilitators
  A.  History of the SAC 2007-2015 Strategic Plan
  B.  Accreditation/ Program Review and the Future of Institutional Effectiveness
  C.  Changes at the College since 2007
9:15-9:30  Instructions for Our Work for Today
9:30-10:00 TASK I: Work in Teams on Planning Alignment Documents
10:00-10:30  Report Out (five minutes per team)
10:30-11:30 TASK II: Work in Teams by Vision Theme
11:30-12:00  Break and Buffet Lunch
12:00-1:00  Report Out and Discussion
1:00-1:15  Wrap Up: Program Facilitators
  A.  What did we do today?
  B.  Follow-Up Activities
1:15-1:30  Final Word from President Martinez
Task Charts for Table Teams
DRAFT

Task I: Global view/analysis of comprehensive planning alignment
Task II: Utilize guiding questions to evaluate & assess the Strategic Plan (Review strategies from Strategic Plan Update S11; use ACCJC rubrics on planning and I.E. to assess Strategic Plan; use concept of “alignment and elegance” to recommend goals)
Future task: affirm action plans, evaluation measurement and timelines

Documents needed for each table:

BOT Vision and RSCCD Goals 2012-2013
District Strategic Plan
SAC Vision Themes
SAC Core Competencies
List of Plans at SAC
ACCJC Rubrics
Strategic Plan Update S11
**TASK I: Planning Alignment**

<table>
<thead>
<tr>
<th>Team</th>
<th>Document</th>
<th>Mission Alignment</th>
<th>Preliminary comments for improvement/action</th>
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<tbody>
<tr>
<td>Team I</td>
<td>District Vision</td>
<td>SAC Mission</td>
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<td>Team II</td>
<td>District Goals</td>
<td>SAC Vision Themes</td>
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<td>Team III</td>
<td>District Strategic Plan</td>
<td>SAC Strategic Plan</td>
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<td>Team IV</td>
<td>District Goals</td>
<td>SAC Core Competencies</td>
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<td>Team V</td>
<td>SAC Mission</td>
<td>SAC Vision Themes</td>
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<td>Team VI</td>
<td>SAC Vision Themes</td>
<td>SAC Core Competencies</td>
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**TASK II: Strategic Plan Evaluation**

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<thead>
<tr>
<th>Team</th>
<th>Vision Theme</th>
<th>Status of Theme on ACCJC Rubric</th>
<th>Preliminary Comments for future goals (do not need to be related to existing goals)</th>
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<tbody>
<tr>
<td>Team I</td>
<td>Vision Theme I</td>
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**Annotated AGENDA**

**March 2, 2012; 8:00am-1:00pm**

U-201A (procured by Sara: equipment, tables, centerpieces: large paper clip with student photos, name tags, list of attendees)

**Possible budget: “College Fund”**? Linda’s budget for reception/coffee (Sara & Linda will investigate)

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**Slide Show loop of photos as attendees enter and during reception and coffee** (Linda will confer with Media Services)

- **8:00-8:30** Reception and Coffee (Sara & Linda will research sources of funding, catering Sodexo)
- **8:30-8:45** Welcome and Purpose: President Martinez
  - A. History of the SAC 2007-2015 Strategic Plan (Bonnie will create some slides for President Martinez)
- **8:45-9:15** Orientation: Program Facilitators
  - A. Accreditation/Program Review and the Future of Institutional Effectiveness (Linda will address with some slides)
  - B. Changes at the college since 2007, e.g., demographics, Technology Plan, Program Review, Facilities Master Plan (Sara will address with some slides)
- **9:15-9:30** Instructions for Our Work Today (Bonnie will explain teams, roles, resources & props for product)
- **9:30-10:00** Task I: Work in Teams on Planning Alignment Documents (each table 9 people: 1-2 IE&A facilitators, 1 scribe, 1 time keeper, 1 “reporter”; tables will be given all needed documents and use Chart I) Proposed facilitators: Cecilia Arriaza & Sara Lundquist (Theme I: Student Achievement); John Zarske (Theme II: Use of Technology); Carol Comeau (Theme III: Innovation); Jim Kennedy & Denise Phillips (Theme IV: Community);
Ray Hicks (Theme V: Workforce Development); Paul Foster (Theme VI: New American Community) Nga Pham will serve as a resource and make copies of district documents. Linda and Bonnie will serve as “floaters” to answer questions at the tables.

10:00-10:30 Report Out (five minutes per team)
10:30-11:30 TASK II: Work in Teams by Vision Theme (Teams will also select two delegates to meet with IE&A members at the end of March to continue “future tasks.”)
11:30-12:00 Break and Buffet Lunch (working lunch)
12:00-1:00 Report Out and Discussion
1:00-1:15 Wrap-Up: Program Facilitators
   A. What did we do today?
   B. Follow-Up Activities
1:15-1:30 Final Word from President Martinez

*Invitees: Linda will ask President Martinez to invite Chancellor Rodriguez; Sara will continue to work with Loy Nashua to invite 8 students: 2 from SCE, 6 from credit program; Bonnie will work with Ray Hicks to fill empty faculty slots: 3 from each of 8 divisions, some veteran, some newer faculty, Academic Senate Executive Committee; Bonnie will continue to work with Cecilia Arriaza and Denise Phillips to invite 12 Classified colleagues: some from student services, some from academic affairs

Further IE&A Discussion:
   Who will be at each table?
   What technological and other materials will we need? (e.g., flipcharts, easels, laptops, tablets, pens, thumb drives; projector)
   Tasks for team facilitators
   Update about logistics from Sara and Linda (create folders, make large-sized documents to post around room, funding source for lunch, copying of documents for table teams)

bnj/result of 02-15-12 meeting: Sue Garnett, Bonnie Jaros, Sara Lundquist, Denise Phillips, Linda Rose,