STRATEGIC PLANNING AND ASSESSMENT
Minutes
Don 125 (Lecture Hall) – 07/25/2017

In attendance:
☒ Chad Hickox, Associate Dean of Academic Affairs (Chair)
☒ Jane Baker, Interim Dean/CEO
☐ Russ Fillner, Assistant Dean of Fiscal & Plant
☐ Elizabeth Stearns Sims, Assistant Dean of Student Affairs
☒ Mike Brown, Institutional Researcher
☒ Robyn Kiesling, Division Chair of Gen Ed & Transfer
☒ Tammy Burke, Division Chair of Trades & Technology
☒ Mary Lannert, Director of Continuing Education
☐ Patrick Turner, Director of Student Support Center
☒ Rick Henry, Faculty Senate President
☒ Brenda Johnson, Staff Senate President
☒ Quinn Kurokawa, Student Senate President

Recorder: Summer Marston, Assistant to the Dean/CEO

OLD BUSINESS
Introduce Work Plan

As discussed last meeting, SPA is reorganizing slightly. Mike now chairs IE Committee, so Chad will chair SPA. SPA has been meeting once a month; not action-oriented. At the last meeting, SPA formed a group to develop a work plan (see Attachment 1). SPA reviewed the following work plan:

1. **Review accreditation results/Y7 evaluation findings**
   
2. **Review Core Themes, Indicators, Data, and Definition of Mission Fulfillment**
   
   Ensure HC is using the best model/algorithm for the institution. Requires info from the first group.

3. **Review Assessment Plan**
   
   SPA will discuss instructional/noninstructional response to need for assessment. May build on annual assessment plan, supplement it, etc. Requires info from the first group.

4. **Review Program Review processes, forms, etc.**
   
   Now that the academic year has pretty much ended, Mike will compile a snapshot of data. SPA needs to ensure the correct data is being gathered.

SPA discussed the possible need to restructure the priorities, review assessment to ensure it is collaborative across the institution, and assess program review framework. Must conceptualize program review on an institutional level – HC is doing well at classroom level, fair at program level, but may be lacking at institutional level. SPA members discussed a strategy for approaching the work plan and determined would be best to start with #1, followed by #2, #3, and #4 after #1 is done. Items #3 and #4 need to be done together. Chad will divide SPA into four groups of three members; all groups will review #1 and compare notes, and overlaps and priorities will be addressed at a later SPA meeting.

Strategic Planning Review in May

SPA members agreed to add the SP Review as #5 to the work plan. SPA will review the gap analysis, goals, and suggested modifications gathered at the review, sift through them, and bring recommendations to College Council. The campus will be updated on the SP review and given a timeline at convocation. Also at convocation, changes to committee structure will be addressed, and review of committee charges. SPA discussed data Mike had initially planned to obtain from the SP Review and the necessity of gathering it if the SP is to be streamlined. Data may be helpful with streamlining.
NEW BUSINESS

Year Seven Noteworthy Findings
Will be reviewed and addressed as discussed above in the work plan. Will need to bring in key people from various areas of the college.

Attachment 3

OTHER ITEMS NOT ON THE AGENDA

Meeting Dates / Times
August convocation conflicts with SPA, so SPA will be rescheduled. SPA will continue to meet once a month, but move to Fridays from 9-11. Anticipate meetings will be 1-1/2 hrs, but blocking 2 hours for now.

DELIVERABLES

- Chad will divide SPA into four groups of three members; all groups will review #1 and compare notes, and overlaps and priorities will be addressed at a later SPA meeting.
- SPA will review the gap analysis, goals, and suggested modifications gathered at the SP review, sift through them, and bring recommendations to College Council.