

**DRAFT**  
**DVC Institutional Planning Committee**  
**Special Meeting**  
January 25, 2011  
Business Services Conference Room  
3:00pm – 4:30pm

**In attendance:** Lupe Dannels, Mohamed Eisa, Dennis Franco, Peter Garcia, Beth Hauscarriague, Susan Lamb, Chris Leivas, Despina Prapavessi, Rudolph Rose, Kim Schenk, Ben Seaberry, Emily Stone, Ted Wieden

**Note taker:** Shemila Johnson

Meeting called to order at 3:05pm

**1. Welcome and Introductions**

- Everyone introduced themselves and the role they serve/ represent on the various college-wide committees.

**2. Review of Meeting Outcomes**

- 1) College-wide planning 101
- 2) What needs to happen to accomplish integrated plan development
  - Benchmarks and deliverables

Peter says is starts in dialogue and for the IPC co-chairs to have certain groups well informed of the plans. Inform one another of consistent trends/threads/dissonance that's occurring. Each dialogue is independent and must have a central spot for connectivity. Group members think the Integration Council is that central spot. Does planning drive program review or vice versa? Plans are dynamic, not static; they are made to be revised and adjusted. Leivas imparts, when conducting program review you should review strategic plan and vice versa, it's circular and interrelate. Peter suggests communicating:

- Dialogue
- Values
- Sufficient trust/forgiveness to proceed

\*Future meeting outcomes:

- 1) Glossary of Planning terminology
- 2) Plan development calendar
- 3) Implementation and Evaluation calendar

**4) Discuss what is needed to accomplish integrated plan development and annual benchmarks and deliverables.**

Mohamed provided an overview of College Wide Planning and the planning process. He explained that there are nine (9) plans throughout the college, in addition to a District plan. We will do our planning in 2013, by 2014 our plan and District should be cohesive. Enrollment Management Plan was put together at the last minute to meet a particular purpose, it needs revising per Eisa and Beth. The Student Equity plan is on track to be updated and completed

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this year (2011). The Workforce Development Plan is the new plan for the college. All the plans share a commonality, the planning process (which consists of- see attachment).

The 9 steps Eisa explained are as follows: (see handout for detail on each step)

1. Organize
2. Select planning group
3. Review and update the mission, vision and values
4. Analyze Data and Identify Issues
5. Est. Goals/Strategies
6. Action Plan
7. Validation, Endorsement and Approval (IPC will use rubric to validate each plan)
8. Implement Strategic Plan
9. Complete Annual Assessment (re-evaluation of plan)

Lupe shares that the initial BSI plan was a 5 year plan, the plan extends through 2013.

The entire group feels there is connectivity missing between the nine college plans. The ED Master plan conflict: one document says 5-yr plan, second document says 10-yr plan. Discrepancies within identical charts were noted by the group as item to be clarified. Leivas shared with the group the facilities plan meeting of goals for the commons project. Do we focus on how the plans should be tied together? Do we need all of the plans (master plan and subsets of it)? We need to know for sure ACCJC expectations for the plans. Seaberry comments that the Technology plan referenced the college plan for every strategy. Linking program reviews is critical to our plans. How do we ensure the connectivity with regards to the new governance structure?

Prapavessi asks: do we change the structure? Seaberry says we need to re-do this model. The information needed is as follows:

- Need to know which plans we are legally mandated to have?
- Need content necessary for the plan.
- Planning has to be institutional lifestyle. Streamline the process. What the state is saying about who they want us to serve is necessary for us to pay attention to.
- Asking of leadership groups: senates, councils, etc.
- Are we having the right dialogues so our plans can be tested?

We need to have an end result: Garcia suggests putting out the IPC's goals for outcomes, expectations, etc., but dependent on other groups.