

Ventura County Community College District

Chancellor's Consultation Council/Strategic Planning Workgroup

Multi-Purpose Room
255 West Stanley Avenue, Suite 150
Ventura, CA 93001

September 19, 2008 - 8:30 a.m.

Meeting Notes

Attendees: Robin Calote, P. Scott Corbett, Richard Dawe, Richard Durán, Pam Eddinger, Clare Geisen, Sue Johnson, James Meznik, Patricia Parham, Peter Sezzi, Margaret Tennant

1. Draft Master Plan Review

The Chancellor's Consultation Group constitutes a planning group for the Board, and the plan for today is to finish the shelf document to align the campus goals under Board's objectives. Dr. Dawe is working with Board to set a firm date for a planning session. At the planning session, members of the Chancellor's Cabinet will come before the Board to share accomplishments, etc. The Board will then spend time at various points during the year in strategic planning. The Chancellor is planning to schedule three times per year to discuss strategic planning with the Board. Planning discussions will be held at the end of the winter term, and further planning in the summer will allow for one full cycle before the accreditation auditors arrive.

The document serves as a master plan for the district and the colleges, and to set a historical context for moving forward as a district. The plan will serve two purposes: it is required for accreditation, and, more importantly, as a district plan to coordinate efforts and resources to serve students. Cabinet members have made prior reviews of the document, and are now completing the objectives and goals section. Dr. Dawe thanked the campus presidents for completing their portions of the outcomes sections, and reiterated that the outcomes are what we will be held accountable for and therefore must be measurable accomplishments.

There are thirteen objectives, which will remain as currently labeled as the Board provided the input. There will be a final review and approval of the master plan by the Board at the October planning session. Dr. Dawe would like to have final review and comments returned to him within one week (by September 26). The document now has responses for each entity aligned under the corresponding goal.

Under the areas for the responsible entities, the document indicates the highest responsible party, assuming that the other responsible personnel answer to the highest authority.

Sue Johnson would suggest looking closely at the dollar impact of the activities, especially in the implementation portion of the activity. The team may find that some of the goals may not be attainable due to financial barriers. This section should have accurate information, to avoid conflict if the team is unable to meet a goal due to financial restraints and the master plan indicated the project had low or no cost associated with it. For the cost sections, the costs should be defined to include associated expenses with accomplishing the goal to include staff time, etc.

As this is a transition document, it is useful for accreditation. However, this is not the ideal way of completing the Master Plan, so the team should think about what would be the plan for moving toward doing this process properly. It is suggested that team members start to think about what they would like to see as an integrated document that is connected to the District's Master Plan and the Board's objectives.

Dr. Calote stated that the challenge has been and will continue to be that the Board meets about once a year or more to discuss planning, but the team continues on with their own planning outside of the Board's directives. Dr. Meznik indicated that he anticipates the Cabinet will advise the Board of their activities at the planning session, and does not expect much change to be made to the objectives section. The Cabinet can then spend the coming year looking at the data; in this way the Cabinet becomes the body that helps the Board form their future vision. In the future, it is hoped that this process will be done in the summer so the campuses have time to implement the Board's directives during the coming year.

The final portion of the master plan that will be brought to the Board at the planning session will be a recap of accomplishments. The Board may be asked their opinion of the most important accomplishments, and then a process and cycle will be established with the information provided.

Action Item: Lynn-Marie Glaze will send an electronic copy of the Master Plan to Consultation Council members, after incorporating today's changes.

Brian Hu, Director of Institutional Research, is working with research staff on the campuses to form a group to provide information regarding the data needs of the campuses to be able to provide more tailored data for the District. The group will be laying the groundwork for a data mart (or data warehouse) with shared information and consistency in data and reports across the district. These efforts will allow us to define what information is needed to enhance data capabilities. From the data warehouse, we will have clean data snapshots and all entities can draw from the same source of

information, which should allow for more creativity in research and assist in budgeting. Dr. Hu will be focusing on formative data to be included in the data mart, because through consistency comes creditable data.

The Consultation Council will be asked for input on what types of information should be included in the data mart, and the process should evolve fairly quickly. Brian will be providing some items at the district level that will be useful and summative.

This subject of the data warehouse will be added to a future Consultation Council agenda, and Brian Hu will attend to provide additional information regarding the plans for this project.

1. Next Meetings:
 - October 3
 - October 24