Strategic Planning Retreat Minutes
August 21, 2012
Los Angeles Southwest College

Meeting attended by:

Absent from meeting:

Guests:
Yasmin Delahoussaye, LACCD Vice Chancellor for Educational Services and Institutional Effectiveness

Date:
August 21, 2012

Time:
9:00 am to 4:00 pm (Meeting began at 9:11 am)

Location:
Courtyard Marriot in Culver City

Minutes submitted by:
Ivee Baquir-Streator

Agenda Topics

<table>
<thead>
<tr>
<th>Agenda Topic #1: Report from Dr. Daniels on Accreditation Visit Results and Plan to Meet Recommendations</th>
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<tbody>
<tr>
<td>Duration/People Responsible/ Deadline</td>
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<tr>
<td>Duration: 1 hour and 15 minutes</td>
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Discussion Process

- 2012 Accreditation visit results:
  - LASC on probation
  - Six recommendations
  - Accreditation Follow-Up Report due March 15, 2013
  - Evaluation Team will return to LASC in March/April 2013
- Dr. Daniels is presenting to the LACCD Board of Trustees on 8/22/12 to outline LASC’s accreditation response plan and budget
- Dr. Daniels provided an overview of each recommendation
- Key Strategies for Recommendations
  - Each recommendation has been assigned an administrator to serve as lead and a secretary to take notes and minutes
  - Faculty participation in key
- Accreditation timeline presented
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>July 23</td>
<td>Meeting with Chancellor</td>
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<tr>
<td>July 6-31</td>
<td>Meeting with Academic Senate Executive Committee, Budget Committee,</td>
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<td></td>
<td>AFT Faculty Guild Chapter President, Deans</td>
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<tr>
<td>October 31</td>
<td>1st draft completed and reviewed</td>
</tr>
<tr>
<td>November 10</td>
<td>First draft to writer</td>
</tr>
<tr>
<td>December 1</td>
<td>First draft returned from writer</td>
</tr>
<tr>
<td>December 10</td>
<td>Comments received from college</td>
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<tr>
<td>December 15</td>
<td>Comments inputted</td>
</tr>
<tr>
<td>January 10, 2013</td>
<td>Second draft from writer, disseminate to standard chair</td>
</tr>
<tr>
<td>January 20-25</td>
<td>All evidence checked</td>
</tr>
<tr>
<td>January 31</td>
<td>Final Progress Report ready for mailing</td>
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<tr>
<td>February 13</td>
<td>Double check report and evidence</td>
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<tr>
<td>February 15</td>
<td>Mail report</td>
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<tr>
<td>March/April</td>
<td>ACCJC Visit</td>
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- Questions regarding services for online students including:
  - How many students are entirely online?
  - How many do not come to campus?
  - Will land based students use online tutoring?

- Discussed budget and construction updates:
  - Budget considerations include: Furlough for classified, salary reduction for faculty, HRA cut in half. All must be negotiated
  - ASO budget will not be directly affected
  - Construction updates: Moratorium lifted; President will continue to send weekly construction updates to campus via email

**Conclusions**

- Budget Impacts – LASC is requesting approximately $280,000 in one-time funds from the District. The College will need to cover these costs after this year (2013-14 and beyond). Budget includes:
  - Increased reassigned time of 1.4 FTE for standard accreditation assignments.
  - Hire PIO for web and social media maintenance (will handle website, social networking) - $119,000 including benefits
  - Create of actual line item of $50,000 for library resources
  - Tutor Trac – ability to track tutors and students - $800/yr
  - Online counseling – staff time
  - Smart thinking – 24/7 online tutoring for students - $36,000/yr
  - Student Lingo – online orientations for students $7000/yr
  - SARS Upgrade – Student advising recording system (Ability to do scheduling, our server need to be upgraded), $2,700/yr
  - Website Design - $35,000

**Action Items**

- Detailed summaries of meetings needed
- Agendas and meeting minutes need to be posted on the website in a timely manner
- Address if online tutoring will include library

**Leads for each recommendation**

Deans Brasley and Cobian
### Agenda Topic #2:  
**Presentation by Dr. Delahoussaye on Student Success Task Force Recommendations and Impact on Students and Community Colleges**

**Discussion Process**
- Discussed the proposed system-level enrollment priority recommendations and addressed frequently asked questions
- District is implementing the following initiatives: First-year persistence model (similar to LASC’s Freshman Year Experience) and developmental math

**Conclusions**
- LACCD needs to determine third level of enrollment priority and which majors will be exempt from the 100 unit cap
- District and Colleges will have 120 days from the passage of legislation to implement new regulations, expected timeline is Spring 2013
- Additional recommendations are expected

**Action Items**
- N/A

**Duration:** 30 minutes

### Agenda Topic #3:  
**Presentation by La Vonne Hamilton on the Strategic Planning Process at LASC**

**Discussion Process**
- Discussed the purpose of strategic planning and how LASC’s plan must align with state and district plans
- Provided an overview of the strategic planning process at LASC

**Conclusions**
- N/A

**Action Items**
- N/A

**Duration:** 15 minutes

### Agenda Topic #4:  
**Interactive Game, Strategic Planning Bingo, to review key terms related to the strategic planning process at LASC**

**Duration:** 15 minutes

### Agenda Topic #5:  
**Evaluating the Strategic Planning Process at LASC**

**Discussion Process**
- Participants were divided into five groups. Each group discussed one of the five questions:
  1. What are the challenges or barriers that LASC faculty, staff, administrators, and students face when they have no meaningful and ongoing involvement in the development, implementation, and evaluation of the college’s strategic plan?
  2. What are the challenges or barriers that LASC faculty, staff, administrators, and students face when the strategic planning process is not efficient not effective in integrating unit and department plans?
  3. What are the challenges or barriers that LASC faculty, staff, administrators, and students face when they do not receive
adequate information to prepare for the planning process?
4. What are the challenges or barriers that LASC faculty, staff, administrators, and students face when the college does not use data to measure long- and short-term goals?
5. What are the challenges or barriers that LASC faculty, staff, administrators, and students face when there is limited or no access to the criteria, tools, and procedures in place to modify the strategic plan as it progresses?

- Members of the Achieving the Dream Data Team facilitated group discussions which included feedback on the challenges, strengths, and recommendations associated with their assigned question.
- Once small group discussions were completed, each group presented a summary of their discussions to the entire group.
- A survey was distributed to retreat participants to (1) assess their level of knowledge, involvement, and satisfaction with the strategic planning process and (2) provide feedback on the types of questions to include in a survey to the campus.

Conclusions

- Common themes emerged including the need for more communication across the campus and stakeholder groups and a lack of understanding of the strategic planning process.
- During the group reports, additional questions emerged regarding the role of the Strategic Planning Committee and the other college committees.
- Rather than spend the remainder of the retreat on evaluating the College’s progress on the first year implementation of the ICOP, additional time was allotted to discuss the strategic planning process.
- Retreat participants agreed to continue discussions on September 21, 2012 from 9 am to noon.
- Participant suggestions included providing training to the campus on the strategic planning process, revising the strategic planning handbook to simplify it and make it more accessible.

Action Items

- Distribute retreat minutes
- Analyze survey findings
- Analyze focus group findings
- Disseminate survey results and focus group findings
- Provide participants with information to prepare for the September meeting
- Attend September follow-up meeting

Dean Dueñas
Joan Lang
ATD Data Team
Dean Dueñas

Participants

Next meeting
September 21, 2012
Time: 9am -12pm
Place: CDC 228

Meeting adjourned at 3:52pm
(Draft of the minutes submitted by Ivey Baquir-Streator on 8/27/12)