1. Welcome and Introductions

2. Agenda approval

3. Approve minutes from Strategic Planning Committee Meeting on November 8, 2012

4. Update on 2012-2013 Integrated College Operational Plan

5. Revisit Strategic Planning Process Improvement Recommendations:
   a. Consolidation of College Committees
   b. Revision of Strategic Planning Handbook

6. Next/regular meeting is on February 7, 2013 from 11:00 am to 12:30 pm, President’s Conference Room

7. Adjourn
<table>
<thead>
<tr>
<th>NAME</th>
<th>CONSTITUENCY</th>
<th>Sign in Here</th>
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<tbody>
<tr>
<td>Felicia Dueñas</td>
<td>Administrative Co-Chair</td>
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<tr>
<td>Tamura Howard</td>
<td>Academic Senate Co-Chair/Department Chair</td>
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<td>Leonard Apenahier</td>
<td>Academic Senate</td>
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<td>Darren Cifarelli</td>
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<td>Academic Senate</td>
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<tr>
<td>Sandra Lee</td>
<td>AFT/Faculty</td>
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<td>Marian Ruane</td>
<td>AFT/Faculty</td>
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<td>Kimberly McBride</td>
<td>AFT/Faculty</td>
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<td>Trudy Walton</td>
<td>Executive VP</td>
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<tr>
<td>Ferris Trimble</td>
<td>VP Administrative Services</td>
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<tr>
<td>Elmer Bugg</td>
<td>Dean (Teamsters)</td>
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<tr>
<td>Jerome Robertson</td>
<td>AFT/Classified</td>
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<td>Joan Lang</td>
<td>AFT/Classified</td>
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<td>Local 721 Supervisory</td>
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<tr>
<td>Chris Ozan</td>
<td>Group Rep (Classified Managers, Local 45 Crafts, and Local 99 SEIU)</td>
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<tr>
<td>Ali El Krim</td>
<td>ASO</td>
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<tr>
<td>La Vonne Hamilton</td>
<td>Institutional Researcher (Non-Voting)</td>
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<tr>
<td>Ivey Baquir-Streator</td>
<td>Secretary (Non-Voting, Minutes)</td>
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**Guests – Print your name below**

- Paul De La Cerda, Acting Dean
- Vibha Gupta
- Leon Scott
- Robert Romero Ebbow, Academic Senate
- Alice Marie Callender, Nat. Science
- Oscar Cabán, Student Services
## Los Angeles Southwest College
### Strategic Planning Committee Minutes
#### December 6, 2012

### Meeting attended by:
- Felicia Dueñas
- Tamura Howard
- Darren Cifarelli
- Elmer Bugg
- Kimberly McBride
- Joan Lang
- Leon Scott-Wells (representing ASO)
- LaVonne Hamilton

### Absent from meeting:
- Marian Ruane
- Trudy Walton
- Chris Ozan
- Sandra Lee
- Ferris Trimble
- Leonard Apenahier
- Jerome Robertson

### Guests:
- Oscar Cobian
- Alistaire Callender
- Paul De la Cerda
- Vibha Gupta
- Robert Ebow

### Date:
- December 6, 2012

### Time:
- 11:00 am - 12:30 pm (Meeting began at 11:18 am)

### Location:
- Vice President’s Conference Room

### Minutes by:
- Felicia Dueñas

### Agenda Topics

#### Agenda Topic #1: Agenda Approval
The following item: Educational Master Plan was added to the agenda and the agenda was approved by consensus.

#### Agenda Topic #2: Approval of 10/4 Meeting Minutes
The minutes were approved by consensus with no corrections.

#### Agenda Topic #3: Update on Integrated College Operational Plan (ICOP)

**Discussion Process**
- The ICOP was approved by College Council. We are now waiting for the President’s approval.
- On a related note, the College has not met its Program Review timeline. Many program reviews and department plans are outstanding and this is holding up the budget allocation request process.

**Conclusion**
- N/A

#### Action Items
- Once program reviews and IDPs are received, the Office of Institutional Research will compile resource requests and forward to the Budget Committee. The hope is that we can complete this by January or February at the latest.

#### Agenda Topic #4: Revisit Strategic Planning Process Improvement Recommendations
- Due to the limited time available, this meeting will focus on two recommendations: review of college committees and planning handbook. In the spring semester, the committee will discuss developing trainings and workshops to educated campus on the planning process and ways to promote and sustain the ongoing assessment of the strategic planning process.
4.a. Consolidation of College Committees

Discussion Process

- In past meetings, college constituents agreed that there are too many committees given the number of full-time faculty and their participation in campus-wide committees. Dr. Howard posted the descriptions of various college committees on the wall. Meeting attendees were asked to review the committee descriptions and provide feedback on:

1. Which committees can be eliminated or combined to reduce the number of committees on campus;
2. Whether there should be restrictions on the size of committees;
3. Which ones should be shared governance committees?

Elmer Bugg suggested that we replace the term shared governance with collegial governance.

Conclusion

- Attendees made the following recommendations:

<table>
<thead>
<tr>
<th>Committees To Be Eliminated</th>
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<tbody>
<tr>
<td>1. Honors Committee</td>
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<td>2. Calendar – Its current charge reflects tasks completed by the District</td>
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<tr>
<td>3. Academic Senate Institutional Planning – duplicates Strategic Planning. SPC Academic Senate representatives need to provide updates to Senate</td>
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<table>
<thead>
<tr>
<th>Committees To Be Consolidated</th>
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<tbody>
<tr>
<td>1. Combine (a) Staff Development and (b) Travel and Conference Committees and rename Professional Development Committee</td>
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<tr>
<td>2. Absorb Human Resources Committee into the Education Master Plan Committee</td>
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<tr>
<td>3. Combine (a) Facilities Planning and (b) Technology Committees and rename Facilities and Technology Planning Committee</td>
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<thead>
<tr>
<th>Committees To Be Reclassified as Ad Hoc Task Force</th>
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</thead>
<tbody>
<tr>
<td>1. Nominations and Elections – Ad Hoc Task Force of Academic Senate Executive Committee</td>
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<tr>
<td>2. Academic Rank</td>
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<tr>
<td>3. Professional Standards/Issues – Need to revisit this</td>
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<tr>
<th>Committees To Be Reclassified as Subcommittees – Subcommittee membership would be a subset of the larger committee membership</th>
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<tbody>
<tr>
<td>1. Make (a) Distance Learning and (b) SLO Committees subcommittees of the Curriculum Committee</td>
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<tr>
<td>2. Make Achieving the Dream a subcommittee of the Student Success Committee</td>
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Elmer Bugg clarified that Career and Technical Education is not a college committee and that it is an advisory committee to the Dean.

- There was some concern that creating task forces and subcommittees may discourage participation in these groups because they would not be counted toward faculty committee requirement.

- Expand the charge of the Social/Traditions/Retirement Committee to include diversity (gender, culture, ethnicity) and domestic violence.
- Awareness, include an ASO representative, and work with Professional Development to provide trainings.
- Expand the make-up of Student Success to include Student Services and ASO representatives.
- The following committees were identified as ones that should be college governance: Strategic Planning, Budget, Education Master Plan, Facilities, and Professional Development.

**Action Items**
- Recommendations will be presented to the Academic Senate.

### 4.b. Revision of Strategic Planning Handbook

**Discussion Process**
- Felicia Dueñas presented an outline and beginning draft of a Planning Handbook. The draft includes information on the broader planning process to include processes involved in mission statement review, education master plan, program review, etc. Each component of the planning process would have its own section and would include information on the purpose, most relevant ACCJC standard, and process and timeline.
- Suggestion to add list of committees to Appendix.

**Conclusion**
- More time is needed to conduct a thorough review of the existing handbook and reorganization of its current contents and development of the various sections of the handbook.

**Action Items**
- Continue development of planning handbook.

### Agenda Topic #5: Education Master Plan

**Discussion Process**
- Dr. Bugg reported that the Education Master Plan (EMP) Committee will be convened soon. Its first charge will be to extend the current Education Master Plan through June 2013 as it has expired. Its second charge will be to review the current Education Master Plan process.

**Conclusion**
- N/A.

**Action Items**
- Invitations to the EMP Committee meeting will be sent out.

**Next meeting:**
- February 7, 2013, 11am – 12:30 pm, President’s Conference Room.
- Meeting adjourned at 12:27pm.