AGENDA – Thursday, March 27, 2014
Sequoia, Room 1
2:10 – 4:00 pm

I. Call to Order

II. Approval of Minutes – February 27, 2014

III. Information/Discussion Items

1. Annual Report on the Strategic Plan
   a. Analyze Progress Updates
      i. Relevant or not?
      ii. What’s missing?
      iii. Complete, ongoing, eliminated, or move into program review
      iv. Review data- Did we achieve the objective?
      v. Develop next year’s action.

2. Master Plan Summit

IV. Action Items

   None

V. Other
I. Call to Order
Jennifer La Serna called the meeting to order at 2:15 pm.

II. Approval of Minutes
Lee McDonald moved to approve the minutes from Feb. 27, 2014; Omar Gutierrez seconded. Motion was carried by unanimous vote.

III. Information/Discussion Items
1. Master Plan Summit
   Jennifer discussed the Master Plan Workshop on April 23rd. The following groups will work with Dr. Conrad to discuss the next phase of the Master Plan:
   - Master Plan Task Force
   - Institutional Planning & Effectiveness Committee
   - Academic Senate Executive board
   - Deans Council

   The groups will look at data to identify challenges and develop the first draft of the district goals for the Master Plan.

   Jennifer also discussed the Master Plan Summit on May 3, 2014. The summit will be held in the Porter Field House from 8-1pm. Academic Senate, IPEC and Master Plan Task Force will co-sponsor the Master Plan Summit. Faculty, staff, administrators, board members, students, and the community will be invited to attend the Master Plan Summit.

   The Master Plan Summit Planning Committee will plan and coordinate the summit. Greg requested committee members to volunteer; Jesse Wilcoxson, Stephanie Collier, and
Ryan Barry-Souza volunteered to be a part of the Master Plan Summit Planning Committee. The membership will consist of:

- 2 Academic Senate (Thea Trimble and Joni Jordan)
- 2 Institutional Planning & Effectiveness Committee (Greg Turner and Jesse Wilcoxson)
- 2 Master Plan Task Force (Elise Garcia and Kelly Diaz)

2. **Annual Report on the Strategic Plan**

   Committee members worked in groups to analyze the progress updates on the annual report on the strategic plan. The groups analyzed the following for each of the actions:
   
   - Relevant or not
   - What was missing
   - If the action was completed, ongoing, eliminated, or should be moved to program review
   - Reviewed data and decided if the objective was achieved
   - Developed next year’s action
   - Summarized objective progress

IV. **Action items**

   None

V. **Other**

   Meeting adjourned at 4:01pm
   Next Meeting: April 10, 2014 in Sequoia, Room 1

Summary submitted by Khantee See