Miami-Dade College
Office of the Associate Provost for Institutional Effectiveness

Strategic Plan Coordinating Committee Meeting
July 30, 2003, 2:30 P.M.
Minutes

Present: Joanne Bashford  Ted Levitt
         Mike Boulos    Maggie Manrara
         Rene Garcia   Cathy Morris
         John Greb     Alex Rodriguez
         Nora Hendrix  Brian Stokes

Not present: Gina Cortes-Suarez  Joe Okungbowa
             Karen Hays      Madeline Pumariega
             E.H. Levering   Greg Sharp

1. The committee discussed the two theme options, and after considering a number of revisions agreed to the five theme option with a few modifications. The five themes will be: 1) Access to the College; 2) Student Achievement and Success; 3) Serving the Community; 4) Resource Development and Utilization; 5) Employees and the College

2. The Delphi process was discussed at length and the group agreed to ask all respondents to identify one primary goal for each of the themes in Round 1. It was agreed that managers should be asked to meet with their faculty/staff to discuss themes and goals before individuals submit their responses. In Round 2 responses will be combined as appropriate, sorted in descending order by frequency submitted and presented to the original group for them to select the top 3-5. From these selections, the committee will review and identify the top two goals for each theme. In Round 3, employees will be asked to identify the strengths, weaknesses and threats the College can expect in working toward the goals.

   Ideas to include students in the process were discussed, and it was agreed that focus groups with SGA’s will be held early in September. Goals identified through the focus groups will be presented to all full time employees, as well as the SGA participants, as part of Round 2 to ensure consideration. Rene will check with SGA to find out when they will be meeting at the beginning and help coordinate focus groups early in the term.

3. Strategic goal examples were discussed. It was agreed that the introduction to the Delphi survey should be revised to include the College mission and vision statements, more detailed direction about what respondents should do, and emphasize long-range broad goals for all facets of the College (not just academics). After discussing example goals for specific themes, it was decided that a few example goals should be given at the top of the document, but not
listed under each theme. **Committee members were asked to send one good example goal to Joanne.** Three will be selected to include in the Delphi survey.

4. Various ideas were discussed for communicating the Strategic Planning process to the College including presentation at the August managers meeting (Joanne will be doing), publicizing in College Forum and other venues, Message from the College President, and asking Campus Presidents to include in Campus Convocations. Also, the possibility of having Coordinating Committee members visit breakout sessions after the August managers meeting for 5 minute talk will be explored (Joanne will call Marie). **Ted, Joanne and Mike will draft a communication plan to spread the word widely.**

5. Ted gave a brief update on the environmental scanning process and templates were discussed.

6. The next meeting will be held at the end of August. Joanne will schedule with members.

The meeting was adjourned at 4:30.