Minutes

Present: Joanne Bashford  Cathy Morris
        Toni Bilbao       Madeline Pumariega
        Gina Cortes Suarez Rebecca Rivera (by phone)
        Rene Garcia       Ana Romero
        Karen Hays        Greg Sharp
        Ted Levitt        Brian Stokes

Not present: Nora Hernandez Hendrix Alex Rodriguez
             E.H. Levering      Joe Okungbowa

1. The committee approved the minutes from the 10/4/04 meeting as written.

2. The committee received updates on action steps noted in the minutes and discussed options for communicating progress on the plan. The committee agreed to the following:

   • The Strategic Plan website will be updated to include information about theme area committees (members and summary/highlights of work to date and/or action plans). Joanne will request summary/highlights from each theme area leader who can work with their coordinating committee liaison to prepare.

   • A News & Notes issue will be devoted to updates on the Strategic Plan using summaries prepared as noted above. Ted Levitt will prepare, targeting the first week of April to send.

   • Articles will be written for the College Forum – one short article for each theme area. Rene and Joanne will work with theme area liaisons and Nicole Gerard to develop and publish articles.

   • The Strategic Plan PDF document will be added to the About MDC section of the College’s homepage with a link to the Strategic Plan website. Cathy will have the document added to the site.

   • An annual update will be prepared and published in a format similar to the Strategic Plan. The committee will determine the most appropriate time to publish and work with theme area committees to prepare.
• The idea of posters with strategic goals and objectives was suggested in the 10/04 meeting and again in this meeting. *Ted and Rebecca will discuss further before our next meeting.*

3. The committee heard updates from Rene Garcia on the Access to the College theme area committee’s work. They have developed an action plan with specific steps assigned, report dates, etc. and steady progress is being made. Theme area committee members are also taking an in-depth look at how the college serves “adult” non-traditional students by completing a Council for Adult and Experiential Learning (CAEL) survey and obtaining benchmark and best practice information from other institutional survey participants. The committee discussed one of the objectives under the Access theme at length (enhancing access through a variety of modalities….), MDC’s role and opportunities in providing non-traditional formats and modalities, and our responsibility for marketing these options. *Madeline will use comments from the committee to help shape the theme area committee’s work on this objective.*

The committee also heard an update from Ana Romero on the Serving the Community theme committee. They have gathered information about what is already happening and have agreed on several action projects to fulfill objectives. Highlights of future actions include developing and implementing a more systematic process for internships and job placements; developing a process for collecting employer feedback on the preparation of MDC graduates; and working with IR on a community satisfaction assessment.

Joanne and Greg gave brief updates on the other three theme committees. It was agreed that theme area committees should provide highlights or summaries of work to date in writing before the next meeting. *Joanne will request.*

4. Cathy and Joanne shared the MDC Core Indicators Report that was presented to Executive Committee recently. Some of the indicators were chosen to serve as global measures of progress on strategic plan goals. The committee suggested that the report be presented to the deans groups for feedback on how it could be used most effectively. *Joanne will ensure that the report is presented to each of the deans groups.*

*The need for theme area committees to identify additional, more specific measures of progress was acknowledged and theme area liaisons will work with their committees to do this.*

The meeting adjourned at 4:40.