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

Strategic Plan Coordinating Committee Meeting  
April 6, 2004, 2:00 P.M.

Minutes

Present:  
Joanne Bashford  Cathy Morris  
Gina Cortes-Suarez  Joe Okungbowa  
Nora Hernandez-Hendrix  Madeline Pumariega  
Ted Levitt  Greg Sharp

Not Present:  
Brian Avila  Karen Hays  
Mike Boulos  E.H. Levering  
Rene Garcia  Alexandra Rodriguez  
John Greb  Brian Stokes

1. The committee approved the 2/16/04 minutes.

2. The committee reviewed the updated goals and objectives. Diversity goals/objectives were incorporated in the plan at the request of the Executive Committee. Other additions/changes were made based on a review of the environmental scan issues and committee member feedback prior to the meeting. During the meeting, the committee incorporated diversity more broadly in the goals and objectives, removed the specific reference to the service excellence program, and made other changes to improve the clarity and focus of the goals/objectives.

3. The committee discussed how the goals and objectives should be shared and decided that they should be posted to the web and a link sent in a “Message from the College President”. In addition, the goals and objectives should be presented to College and Campus CASSC meetings, district area meetings, and administrative area meetings. Suggestions for changes or additions will be brought back to the committee. Volunteers to work on objectives will be referred to lead president/vice provost. **Joanne will prepare a powerpoint and handout to be used in the presentations, and will ask committee members to help with the presentations.**

4. The implementation plan was discussed and timelines adjusted to allow for a fall roll-out. The Strategic Plan will be presented to the District Board of Trustees at the May or June meeting. The Strategic Plan goals, objectives, and implementation plan will also be presented at the August administrators meeting as well as at campus convocations at the beginning of Fall Term. Strategic Plan goals and objectives should drive campus and area top priorities set during the August meeting, and be referenced in all annual area reports. This will be discussed further in future meetings. Work on strategies will be expected to begin in the fall term.
5. The committee briefly discussed the final form of the Strategic Plan. Ted shared examples from other Colleges. Suggestions for final form include short, concise publication describing the process, themes, goals, objectives, scan, etc. for wide distribution, a more detailed version, a PDF document or other presentation on the web, as well as CD versions with ‘presentation’ of the plan to be handed out at convocations. These ideas will be discussed at our next meeting.

6. Committee members will be contacted to schedule the next meeting.

The meeting adjourned at 4:00.