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**YCCC Strategic Planning 2015-2016**

**Meeting Notes, February 25, 2016 (DRAFT)**

**Strategic Planning Members (**[x] **: indicates attendance)**

[x]  Nicholas Gill (Chair)

[x]  Maria Niswonger

[x]  Tami Gower

[ ]  Dana Petersen

[ ]  Brittany Heaward

[x]  Audrey Gup-Matthews

[x]  Angela Nadeau

[x]  Jason Goldstein (non-voting member, note-taker)

[ ]  Student representative (not appointed)

Community members in attendance: None

Meeting recorder: Jason S. Goldstein

**1. Call to order and roll call**

Nick: called meeting to order at 10:05 AM (need to confirm with Dana Petersen about his participation onward)

**2. Correction of minutes from previous meeting (Feb-09, 2016)**

Motion to accept minutes and agenda for Feb-25, 2016, approved.

**3. Updates**

Nick – Diane Vickrey and Jim McGowan are willing to meet with the SPC (March 17, 2016, tentatively)

Angela – Will be on medical leave for 4-6 weeks (likely to miss two meetings)

*Discussion*: Perhaps a proxy to fill in. According to the bylaws, attendance is mandatory and a member may need to be removed for long-term absences. The Committee made a motion to ask the Academic Dean to appoint a temporary (proxy) member in Angela’s absence. The Committee accepted this motion.

**4. Old business**

None to report (but see updates).

**5. New Business**

**5.1 Discuss ideas/goals for pending MCCS visit (“If you don’t know where you are going”) presentation (D): What would we like MCCS to do and how should the SPC prepare?**

*Discussion succeeded, the committee noted:*

* + - It would be beneficial to utilize the input (data, charts, etc.) ahead of time for purposes of its usefulness and to build some support internally.
		- Check with Erin to see if she has summarized this information so it may be used by the SPC.
		- Consider ideas on ways to incorporate and discuss the input from MCCS and how it applies to the goals and strategic planning for YCCC – Perhaps a series of mini meetings or town hall-style meetings.
		- Consider following up on enrollment growth, career choices, or other factors to focus on a particular suite of ideas or initiatives.
		- Work with the community on their discussions and meld together the SPC’s discussions thus far (from last April) into a single document/meeting/report?
		- It was encouraged to ask Diane and Jim to facilitate rather than present – but focusing on a selected number of topics that mesh with the continuity of last April’s meeting
		- We need to focus on peoples’ time to provide the right timing and to meet the goals that are set out.
		- It was mentioned that the President indicated that measuring and showing progress is an important aspect of this goal to meet.
		- Types of meeting formats were discussed (town hall meetings/retreats/etc.)
		- Important to host a March SP event but it needs to be focused (e.g., data-driven decisions). Important to call it a ‘Workshop’ so that those attending are participating and to possibly offe a follow-up.
		- One proposed strategy: Summarize last April’s meeting in a concise way and flesh out topics (and data) from the Break-out Sessions
		- Another proposed strategy: Summarize and discuss “Connecting MCCS Strategic Goals with YCCC Strategic Goals” table and seek input from the community.

*Proposed Actions:*

* Nick will check with Erin about summarized data from the MCCS presentation and break-out meetings and a visual representation about how this all connects.
* Develop and solidify a plan for a potential March event.

**5.2 Review of ‘Core Concepts’ (Comparing AMR Study, Master Planning and Internal Metrics) (from Feb-09, 2016 meeting) (D)**

*Discussion succeeded, the committee noted:*

* With respect to Section 2B (AMR Data Integration) -- Important to use all data sources to ultimately make data-driven decisions. Emphasis should be on utilizing a broader amount of data (e.g., ‘Data Integration’).
* Also important to evaluate data related to student success based on the types of formats and schedule (late start vs. summer vs. full semester). Need to look at the whole picture.
* Brings up strategies to collect data in a cohesive and unbiased way.
* Student success (and how we measure this) is very important to keep in-mind although demographics can and will change.
* One way to look at the AMR study is that we should be planning for future students – the traditional (current) plan is focusing on non-traditional (work force) students. This is something that needs to be considered and evaluated.
* We want to look at ALL the data to base our outlook for student success and the kinds of students we have now and those for the future.
* Would it be appropriate for YCCC to use the same metrics as the MCCS system (e.g., environmental scan) or other (Muskie School, U.S. Census Bureau, etc.)? It appears that it would be beneficial. Still, we need congruent institutional data in addition.
* Trying new things requires accepting and learning from failure and trying to capture the market to increase student success.
* Using data from successful models (e.g., looking at similar schools) can provide valuable input for planning future objectives.
* What are the tangible things that we change and have the tools and resources to do so?
* It is imperative to mesh the goals of both MCCS and YCCC.

*Proposed Action:*

* None right now.

**5.3 Review Goal Alignment for YCCC Plan with the current MCCS Plan (D)**

*Discussion succeeded, the committee noted:*

* Pointing out Goal SD3: There is no analogous goal in the MCCS plan but it is a strategic direction for YCCC.
* What demographic are we marketing especially in considering the new building (proposed opening in the fall semester, 2017).
* How should we be treating our non-credit programs? Perhaps Jim and Diane may be able to provide some input and help to talk about this (work force-related development) – A possible topic for the March event.
* Examining the MCCS vs. YCCC goals: propose to eliminate Goal SD3 because it is more than likely to not succeed. Perhaps rephrase ‘promote and access’
* Eliminate current SD3 goal and include the access piece as part of SD2. Motion to change – all approved (renumber accordingly).
* Direction towards aligning YCCC goals into MCCC goals.
* Examined the word ‘pursue’ from Goal SD1.
* Examined the word ‘engagement’ from Goal SD2.
* Goal SD1 could be combined with SD2.

*Proposed Action:*

* Make corrections to this document as suggested above.

**6. Announcements**

* None.

**7.** **Public Comment**

* None

**8.** **Adjournment**

* + Meeting adjourned by Nicholas Gill at 11:35 AM