



COLLEGE ADVANCEMENT MEETING

2/22/2010

3:00 – 4:30pm

Location: AGB
President's Large
Conference Room

Facilitator: Estella Castillo-Garrison

Attendees: Michelle Anstadt, Morgan Barrows, Dixie Bullock, Ana Maria Cobos, Eric Garant, Jerry Hannula, Jennifer Hedgecock, Michael Hoggatt, Leslie Humphrey-Quirk, Hiro Konishi, Jennie McCue, Sophie Miller, Terence Nelson, James Pyle, Jan Ventura, Nina Welch, Adam Williams

Pre-meeting:

Please read: CAPG Emails

Please bring: (recommended) Binder for paperwork

AGENDA ITEMS

Topic	Presenter	Time allotted
✓ Welcome	Chair	
✓ Review of Collaborative Norms	Committee	
✓ Planning & Budget Steering Committee (PBSC) Report	Chair	
✓ Review, Revise, & Finalize Strategies	Committee	
✓ Survey\Reflection Timeline	Chair	
✓		
✓		
✓		
✓		

OTHER INFORMATION

Next Meeting: Monday, March 8th – AGB, President's Large Conference Room

Observers:

Resources:

Special notes:

Seven Norms of Collaboration

1. Promoting a Spirit of Inquiry

Exploring perceptions, assumptions, beliefs, and interpretations promotes the development of understanding. Inquiring into the ideas of others before advocating for one's own ideas is important to productive dialogue and discussion.

2. Pausing

Pausing before responding or asking a question allows time for thinking and enhances dialogue, discussion, and decision-making.

3. Paraphrasing

Using a paraphrase starter that is comfortable for you – “So...” or “As you are...” or “You’re thinking...” – and following the starter with an efficient paraphrase assists members of the group in hearing and understanding one another as they converse and make decisions.

4. Probing

Using gentle open-ended probes or inquiries – “Please say more about...” or “I’m interested in...” or “I’d like to hear more about...” or “Then you are saying...” increases the clarity and precision of the group’s thinking.

5. Putting ideas on the Table

Ideas are the heart of meaningful dialogue and discussion. Label the intention of your comments. For example: “Here is one idea...” or “One thought I have is...” or “Here is a possible approach...” or “Another consideration might be...”.

6. Paying Attention to Self and Others

Meaningful dialogue and discussion are facilitated when each group member is conscious of self and of others, and is aware of what (s)he is saying and how it is said as well as how others are responding. This includes paying attention to learning styles when planning, facilitating, and participating in group meetings and conversations.

7. Presuming Positive Intentions

Assuming that others’ intentions are positive promotes and facilitates meaningful dialogue and discussion, and prevents unintentional put-downs. Using positive intentions in speech is one manifestation of this norm.

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**Saddleback College 2010-2013 Strategic Plan
APPROVED GOALS & CA Idea Sheet**

A. Improve Student Preparedness

Saddleback College will ensure that students gain the foundational skills necessary to complete college level work and achieve career goals.

1. 80% of all students who seek certificates, associate degrees, and declare transfer as a goal will be assessed, placed and complete a professional educational plan.

A1a. Strategy: Maintain existing Matriculation funding.
A1b. Strategy: Update Matriculation Center with computerized assessment stations.
A1c. Strategy: Enhance My Academic Plan (MAP) to ensure accuracy and ease of use in order to fully implement the utilization of MAP across all college programs and services.

2. Increase by 5% the number of individuals with an indentified career goal who receive career assessments and job acquisition skill development services.

A2a. Strategy: Establish a Division of Economic and Workforce Development. (Other 2 strategies may fall under this umbrella)
A2b. Strategy: Develop a comprehensive Career Technical Education focus.
A2c. Strategy: Develop a Contract /Continuing Education program that will focus on business partnerships with emphasis on workforce and professional development.

3. Improve the progression rate of students in Math, English and the ESL program sequence from levels 300 to 200 and from 200 to transfer courses by 5% in each level.

A3a. Strategy: Identify target population and fully implement a program to prepare them to be successful in Math, English, and ESL.
A3b. Strategy: Establish a marketing plan to assist basic skills instructors with message development that is targeted for desired audience.
A3c. Strategy: Offer comprehensive support services integrating targeted orientation, counseling, and tutoring for re-entry adult students assessing in math, English and ESL courses below the transfer level.

B. Excel In College Transfers

Saddleback College will increase student transfers to four-year colleges and universities.

1. Improve by 5% student transfers to four-year institutions.

B1a. Strategy: Offer support programs that assist students from disadvantaged educational and socioeconomic backgrounds in reaching their transfer goals.
B1b. Strategy: Establish system to identify and support student populations who have been unsuccessful in reaching their intent of transferring to a university.
B1c. Strategy: Implement the Statewide Pathway program from high schools to Saddleback College to four-year colleges. (Tactic: more courses will be articulated with high schools as well as four-year colleges)
B1d. Strategy: Develop a plan to increase the number of high school employees that would recommend Saddleback College as an option that is equal to or better than a four year college.

2. Improve by 15% the number of students classified as transfer ready.

B2a. Strategy: Implement up-to-date student directed technological services in the Transfer Center.

3. Increase by 20% the number of students in the Honors Program.

B3a. Strategy: Identify target population of students eligible for Honors Program and encourage their participation.
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C. Enhance Resources

Saddleback College will improve its ability to expand and develop alternative sources of revenue to support college priorities.

1. Increase external foundation contributions to \$1 million annually

C1a. Strategy: Establish a comprehensive Alumni Database to increase contacts and support.
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C1b. Strategy: Establish new business partnerships to increase giving campaign.

C1c. Strategy: Develop additional community outreach and individual partnerships.

C1d. Strategy: Develop a plan to increase grant applications in a variety of areas.

C1e. Strategy: Organize Hold 2 major events to bring community on to campus and increase external revenue streams.

C1f. Strategy: Offer naming or sponsorship opportunities through the foundation.
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C1g. Strategy: Implement a planned giving campaign.

2. Realize a minimum of \$1 million in savings per year through the implementation of college efficiencies.

3. Meet funding requirements to fulfill the “20-year Facilities and Scheduled Maintenance Plan”.

C3a. Strategy: Replace existing Science Math building. (Tactic?)

C3b. Strategy: Update air conditioning and ventilation systems across campus. (Tactic?)
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C3c. Strategy: Develop a plan to increase grant applications to support projects.
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C3d. Strategy: Develop alternative funding sources to support projects.
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D. Foster Innovation

Saddleback College will employ innovative teaching and technology to enhance instruction and student services.

1. Double the training services offered to faculty in the areas of teaching innovation and best teaching practices.

D1a. Strategy: Implement a reporting process for faculty who have attended teaching innovation or best teaching practices training to report changes made to their teaching practices.
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D1b. Strategy: Implement standardized training processes and procedures for CTE faculty.
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D1c. Strategy: Develop a plan to increase the number of students engaged in service learning.

2. Improve by 20% the efficiency of college-wide communications and marketing strategies through a centralized system.

D2a. Strategy: Implement a plan to increase community relations with an informational portal.
D2b. Strategy: Create an innovative Visitor’s Center to serve as a “front door” to the campus that displays college advances (technology and teaching) and increases community relations/visibility.
D2c. Strategy: Following development of innovative teaching and technology, develop marketing and communications plan to promote community awareness of said innovation.
D2d. Strategy: Offer additional outreach visits to specific classrooms within high schools that target honor, TPP, and CTE students.