

Meeting came to order at 2:30.

Members present: Silvia Zapica, Kurt Ewen, Jeff Cornett, Nick Beckas, and Becky Gallup. Members missing: Paul Licata, Julie Phelps, Maryke Lee and Susan Kelley.

Kurt and Jeff were introduced to the group. Jeff wanted to be sure that people knew his title was Director of Institutional Research.

A lengthy discussion occurred regarding the broad outlines of what should be done to evaluate the strategic plan once it is created and approved by the Board of Trustees. Broad agreement was reached on the following issues:

A process would need to be established to review the progress towards the goals and this process should include at least yearly reports by the governing councils responsible for overseeing the implementation of the various goals as well as a yearly re-appraisal of what needs to be done to improve progress toward achieving these goals. Evidence will need to be produced that we have evaluated progress, made specific suggestions for reaching the goals. The evaluation must include suggestions for improvement and steps to achieve these improvements.

Kurt Ewen suggested the following plan, which is copied directly from his document:

***Evaluating the Implementation of the Strategic Plan
Within a System of Shared Governance***

Assumptions

1. The Strategic Plan will yield 5 goals that will be distributed among the governing councils for implementation.
2. For assessment / evaluation purposes, the goals will be broken down into objectives/outcomes with measurable indicators.
3. Using our system of shared governance to implement the strategic plan will require the creation of process for shared / public accountability.
4. The assessment and evaluation process of the strategic plan should be consistent across the College, user friendly and public.

Yearly Evaluation Cycle

- Yearly Evaluation Cycle
 1. Within the first 2 months of the yearly evaluation cycle an implementation plan and timeline is developed / approved for each objective/outcome of the strategic goals by the governing council responsible for the goal. These plans

and timelines will all be posted to a web / network based database. The completion of the input process is monitored by the Planning Council.

2. During the 6th and 7th months of the evaluation cycle an implementation report is posted to the database indicating notable progress or setbacks associated with the implementation of the plan. The completion of the input process is monitored by the Planning Council.
3. In the 11th month of the evaluation cycle a report on the measurable results associated with the implementation plan and the lessons learned from the process. The completion of the input process is monitored by the Planning Council.
4. At the conclusion of the yearly evaluation cycle a Big Meeting is held in which the governing councils report their progress, lessons learned and self-evaluation to each other. Reports serve as the basis for substantive discussions about the results, next steps and adjustments for the year to come.
5. Within the first 2 months of the next evaluation cycle an adjusted implementation plan and timeline is developed / approved for each objective/outcome of the strategic goals by the governing council responsible for the goal.

Kurt and Jeff left and we discussed the other responsibility of the design team, which is creating a formative and summative evaluation of the planning process that went into creating the plan. It was decided that at this time not much could be done since we did not have data from the other taskforces regarding their efforts. Also, we would need to review the information received about the evaluation of the big meeting. We decided to set the time for the next meeting of the design team at the next Evaluation Taskforce meeting. At that time we would have a better idea about what we would be doing.

We asked the following individuals to check out and report on the websites Susan Kelley sent us that had information about the planning efforts of other colleges.

Maricopa—Nick Bekas and Becky Gallup
Sinclair—Maryke Lee and Paul Licata
Richland—Julie Phelps and Silvia Zapico
Baldrige—Tom Byrnes
Kellogg—Jeff Cornett and Kurt Ewen

Meeting adjourned at 4:30