

## Meeting Minutes

May 13, 2011, 10 am, ATTC 120

### **Members Present**

Charlie Ng, Cheryl Marshall, Damaris Castillo-Torres, Jackie Wingler, Keith Wurtz, Laura Gowen

### **Welcome & Introductions**

Charlie opened the meeting. No introductions were necessary.

### **Approval of Minutes**

The minutes of the April 29, 2011 were approved.

### **DSP Review and Feedback**

The committee decided by consensus to forward the revised DSP to the Chancellor for consideration and approval. It is thought that the Plan will go to the June board.

### **Final Quarterly Reports**

The committee reviewed the quarterly reports received for objectives. These reports will become an appendix to the 2010-14 Plan.

1.1.1 – Larry Cicalone: No questions.

2.2.1 – Cheryl Marshall: Cheryl advised that there may be some other activities at SBVC of which she is unaware. The committee added the words, “See above for how support and resources were made available for these activities.”

6.1.1 – Alisa Moore: Jackie noticed that this quarterly report did not address a community survey. The committee discussed this and thought that a focus group might be more effective than a survey. Charlie advised that he would request Alisa to contact Jackie directly to discuss.

6.2.3 – Cheryl felt this objective could be fleshed out a bit more when the committee reconvenes in the Fall. The committee asked that the following be added to this report: “Both colleges have MOUs in place with various ROPs, high schools and community groups to strengthen pathways.

Charlie will forward any other reports received to committee members via email.

### **Committee Self-Evaluation**

Forms will be sent out for completion, returned to Charlie, and compiled.

### **2011-12 Schedule**

Since there will be no Plan revision during 2011-12 and 2012-13, the committee's focus will be on goals and updates. It was decided to meet only 10 times during the year. Damaris suggested moving the meeting to earlier in the day in order to save people from driving to work and then having to drive to the District. The committee decided on holding the meetings on the fourth Friday of each month at 9:00 a.m. beginning on August 26. The workload and the rest of the schedule will be decided at that meeting.

Kelly Goodrich, Recorder