

**SAN DIEGO CONTINUING EDUCATION  
EXECUTIVE GOVERNANCE COUNCIL  
ACTION NOTES – SPECIAL MEETING**

**March 2, 2010**

**Members Present:**

1. Anthony E. Beebe, Ed.D., President, Continuing Education
2. Brian E. Ellison, Ed.D., Vice President, Instruction and Student Services
3. Bob Parker, Vice President, Administrative Services
4. Esther Matthew, President, Academic Senate
5. Paul Richard, Vice President, Academic Senate
6. Gretchen Bitterlin, Chair of Program Chairs, Academic Senate
7. Rita Avila, President, Classified Senate
8. Pat Fernandez, Past President, Classified Senate

**Members Absent:**

1. Holly Leahy, Vice President, Classified Senate

**Action Notes:** Action Notes from February 10, 2010, were approved *M/S/P Ellison/Matthew*.

**Reports and Recommendations**

**President's Report:**

President Beebe reported that the district is mapping our integrated strategic planning approach/process to reflect the planning-budgeting cycle. The purpose of this special EGC meeting is to focus on this topic and map Continuing Education's internal process. President Beebe presented a draft *Institutional Effectiveness Cycle, Swirl* diagram. The diagram captures the process Continuing Education is using in budget planning.

After a detailed discussion, the *Institutional Effectiveness Cycle, (Swirl)* diagram will be edited to include input provided by Council Members. This input included many suggestions from the Council creating a more straightforward and precise diagram. The diagram with changes will be presented at the next meeting.

President Beebe also shared the results of his Strategic Planning Survey of Continuing Education staff and faculty. It was noted that the top five strengths identified are:

1. Commitment to student success
2. Affordable Education
3. Dedicated, professional faculty and staff
4. Diverse and motivated students
5. Student success from any starting point

The top four future opportunities identified are:

1. Support and expand our strengths
2. Improve technology (two technology items merged)
3. Collaboration with community and district
4. Raise standards throughout Continuing Education

The top four future opportunities will be reflected as the new Continuing Education Cornerstones. The past Cornerstones will not vanish, they will continue for they are now institutionalized.

Administrative Governance Council Report:

No report.

Academic Senate Report:

Esther Matthew reported Academic Senate met on February 16. at the meeting Dean Robin Carvajal provided a presentation on Community Education; the SDCE Educational Master Plan was discussed, there was an ad hoc staff development fund committee report, a presentation was made by Marilyn Biggica on the Los Dos Chefs event in October; avocational, recreational, and personal development courses were discussed; and announcements regarding the budget and officer elections were made. was

Classified Senate Report:

No report.

Instruction & Student Services

No report.

Continuing Education Board Agenda Items

No report.

Finance & Operations

No report.

Human Resources & Contract Concerns

No report

Facilities & Police

No report.

National, State, Regional & Community Issues

No report.

Conferences, Events & Information

No report

Legal

No report.

Roundtable

No report.