

Suffolk County Community College promotes intellectual discovery, physical development, social and ethical awareness, and economic opportunities for all through education that transforms lives, builds communities and improves society.

Central Administration
533 College Road
Selden, NY 11784-2899
(631) 451-4112

Executive Director Kaliah Greene gave an update on the Strategic Planning process:

79 focus groups were held: 36 students, 3 staff, 21 faculty, 8 administrators and 11 community partners

303 students, 114 faculty members, 24 staff members, 32 administrators and 74 community partners participated in focus groups

138 participants in online surveys

Kept track of number of participants and focus groups on a spreadsheet. Information on the spreadsheet included the date of the focus group, cohort of focus group (student, faculty, etc.), number of participants based off of the consent forms, name of facilitator and person who transcribed the recordings.

16 facilitators from different departments on all three campuses

4 transcribers including Executive Director Greene, Dr. Caroline Burns and OPIE office staff, Ms. Lauren Zunno and Ms. Kathleen Italiano

Gave outline of the Strategic Planning process to date:

- Started the process in January 2018; the SPC and other groups assisted in drafting the architecture
- Board of Trustees reviewed and approved the architecture in May 2018
- Stakeholder engagement began in Summer 2018, reached out to see what parts of the Suffolk Community would be interested in participating
- Focus groups began in Fall 2018
- Updates given to SPC, AAC and JPAC in Fall 2018 and Spring 2019 and implemented suggestions
- Conducted a SWOT analysis at Spring 2019 Professional Development Day; report was given to SPC, AAC and JPAC in Spring 2019
- Focus groups were completed later than planned because there were groups that were left off the initial list; finally wrapped up in August 2019. Wanted to also include the unions so a focus group was conducted with AME union representatives
- A Blackboard Community was set up for the SPC where all of the documents the subcommittees reviewed is located
- Executive Director Greene has been reviewing every single focus group recording and transcript to ensure they are accurate and true to the tone of what the group was saying
- Identifying information from focus groups transcripts was redacted, allowing group participants to speak freely and not compromise their trust in the confidentiality of the process

It was asked if software was being used for coding and if that data was available to the membership. Atlas is the coding software that is being used but the data was not available. Once the coding is finished, the report will be completed and given to Dr. Pedersen for review and revision before going to the Cabinet. The report will be available by the end of September.

It was asked how the Draft Strategic Plan Subcommittee Report on Mission, Goals, and Values was able to be created and disseminated to the SPC membership if the coding is not finished. Subcommittee members were given access to the transcripts and there was some back and forth communication that helped develop the document.

Dr. Jeffrey Pedersen facilitated a discussion about the Strategic Plan draft:

He advised that actual people reading and coding the transcripts are able to get the meaning of the document with the coding software being used to validate the peop . An example

For our purposes we need to know if

Dr. Jeffrey Pedersen briefly reviewed the Strategic Plan draft:

The Collegial/Collaborative approach has been chosen as the basis for document construction. SPC members were invited to volunteer for the various subcommittees formed for the Strategic Plan and all documents have been placed on the BlackBoard Community, which all SPC members have access to.

Confidentiality is being enforced so that all committee members feel free to express their honest opinions and ideas.

Validity and reliability is not a concern for the writing aspect of this project.

To avoid bias, several peer reviewers have been appointed to assist the writing of the Plan. Those reviewers are Professor Koukounas, Executive Director Greene, and Assistant Dean Matthew Okerblom. The SPC as a whole will review the final document to determine if it adequately represents the material gathered for the Strategic Plan.

There were several steps involved in crafting the document:

- Invite SPC members to join subcommittee
- Make materials available
- Solicit input from subcommittee members via response form, email, face-to-face meetings and phone conversations. Some good information came from them
- Craft piecemeal segments of the document to gather input on wording first on Values and Goals
- Build document over time sending multiple drafts to members for review
- Move on to definitions of Goals via input gathered from the subcommittee, focus groups, surveys, etc., using historic definitions used by the College, and being attentive to language used by Middle States, AtD, VFA and SUNY
- Create draft definitions
- Reach out to subcommittee members for review
- Edit definitions based on input

Objectives were crafted using recommendations of subcommittee members, objectives already in the current Strategic and Operational Planning, Middle States recommendations, materials gathered through focus groups and such, and activities already required by SUNY, Middle States, VFA, etc.

Sample key performance indicators are included in the document. The KPI subcommittee would review the document for recommendations for inclusion in the Strategic Plan.

Mission and Vision Statements from other community colleges were discussed. OurCraf

It was suggested that the transcripts coding should have been done before the draft was written. It was explained that the document is a starting place that will inform the process. The coding did not help