

San Bernardino Community College District – Educational Master Planning Project
 District Support Operations (DSO) – Kickoff Meeting with CBT

March 14, 4:00 -5:30 PDT

Meeting Outcomes	
◆	Build SBCCD – CBT relationship
◆	Hear DSO priorities for next 3-5 years
◆	Familiarize everyone with the project (approach, phases, timeline, and work plan)
◆	Confirm project deliverables
◆	Gain clarity on SBCCD’s integrated planning approach & terminology

AGENDA

- 4:00-4:20 Welcome by DSO Lead
 Introductions – DSO attendees & CBT Team
- 4:20-4:30 Setting the Stage for the EMP Project
 - Vision of DSO as a unit
 - Integrated planning as a multi-college district: SBCCD and its colleges
 - Status of SBCCD District Strategic Plan; Terminology
- 4:30-4:50 DSO Unit priorities for next 3-5 years (2 min per person)
 - Dual role of DSO: Support to District SP; Support to College EMPs
 - Role clarification: District & CBT Liaisons; SBVC & CHC Leads; CBT College Leads
- 4:50-5:00 Educational Master Planning (EMP) Project Overview & CBT Approach
 - Transparency; engagement; communication
 - Project Phases, Timeline, and Work Plan (see below chart)
 - Project deliverables: SBVC & CHC EMPs; Alignment of District SP, EMPs, & DSO plan
- 5:00-5:20 Project Logistics; Focus for Rest of Spring 2022; Site Visits confirmed: 4/5-6 & 5/11-12
 - DSO Unit Interviews & Listening Sessions (April and May)
 - Confirm Data Approach and Baselines
 - Overview of project surveys and stakeholder listening sessions
- 5:20-5:30 Q and A; Closing Remarks; Adjourn

Project Phases and Timelines			March Priorities
Pre-Planning	Kickoff Meetings (Data; District; Colleges)	Dec '21 – Mar '22	-> Completion of District Strategic Plan; DSO support of that plan -> Complete list of DSO individuals/depts for interviews and listening sessions -> Develop April 5-6 site visit schedule
Phase I	Discovery Phase	Dec '21 – May '22	
Phase II	Portfolio Development & Planning Assumptions	May – Sept '22	
Phase III	Goal-Setting & Recommendations	Oct – Nov '22	
Plan Completion	Board Approval	Dec 2022	