



Appendix II



Dear Skyline College Community:

Our College District is embarking on a strategic planning process this semester that will be concluded in the spring. This new process provides us with an opportunity to consider environmental trends that affect us; analyze student, demographic and workforce data; consider the changes the Colleges have experienced in recent years; and address the challenges we face ahead. Your involvement is both requested and critical in this strategic planning effort.

Early this semester, the District Strategic Planning Council heard from our planning consultant, Dr. Rick Voorhees, about options and alternatives for strategic planning. The process, endorsed by the Strategic Planning Council, puts the District on a “fast track” and will conclude with a written plan for review by all members of the campus community in late April. The process includes strategy sessions at each College at which the data and information produced as part of this process will be considered. Your participation and input are solicited. You will hear more about this process during the year; listed below is a preliminary calendar for the process:

- **Tuesday, September 30 at 2:00 p.m.:** Initial Strategy Session at Skyline College to review Planning Assumptions, Environmental Scan and other documents
- **October:** Environmental Scan, Planning Assumptions and other information reviewed and posted to webpage
- **November/ December:** Review internal and external data with Strategic Planning Taskforce
- **December:** Internal and external strategy sessions (external data). Dates and times to be announced.
- **Early February:** Internal and external strategy sessions. Dates and times to be announced.
- **Late March:** Internal and external strategy sessions (preliminary goals and strategies). Dates and times to be announced.
- **Late April:** Draft strategic plan ready for review
- **Early May:** Feedback finalized. Final plan delivered

You are invited to attend the Initial Strategy Session on Tuesday, September 30, from 2:00 – 4:00 p.m. in Room 6202-6206 at Skyline College where we will review the strategic planning process, planning assumptions and the draft environmental scan.

Your insights, ideas and vision will help us develop a data-driven strategic plan that will allow the College District and its stakeholders to meet the challenges ahead.

If you have any questions, or would like additional information, please contact Aaron McVean, Dean of Planning, Research and Institutional Effectiveness at office phone (650) 738-4454, mobile phone (530) 318-6117 or email mcveana@smccd.edu.

Mission:
To empower and transform a global community of learners.

**San Mateo Community College District
Planning Assumptions for Strategic Planning
September 2014**

Planning assumptions are statements that shape the planning process and create a shared future vision. The assumptions below will be used throughout the San Mateo County Community College District's Strategic Planning process.

1. The success of current and future learners is paramount.
2. The District's available resources will enable the Colleges to create new educational opportunities.
3. The District and Colleges will actively pursue a variety of strategies to assure the ongoing fiscal integrity of the operation, including new resource development.
4. Access and student equity are key values that drive development of academic programs and student services. Educational delivery modes must address the needs of all students, including underserved and underrepresented populations.
5. The District promotes the seamless integration of education at all levels--from K-12 through higher learning--and will actively pursue initiatives to eliminate unnecessary barriers.
6. The Colleges will continue to deliver relevant and effective programs for transfer education, workforce development and the acquisition of basic skills necessary to pursue higher learning.
7. The District will explore means to create clear and efficient pathways for students to attain their educational aspirations.
8. Through contract education and community education, as well as other program modes, the District is committed to serve the lifelong learning and personal enrichment needs of County residents.
9. The District will seek out and hire the very best faculty and staff and provide robust professional development opportunities that keep employees current in their fields of study and practice.
10. The District will continue to modify, renew and/or rebuild facilities and technology to support effective teaching and learning in the 21st Century.
11. The District values collaboration with other organizations in the community that support student success and educational attainment.
12. The District and its Colleges will continue to be accountable to taxpayers for effective deployment of resources.

13. The District is committed to being a central hub of intellectual, cultural, social, economic, and health and wellness programs and services that attract the San Mateo County community members to our campuses.
14. The District is committed to monitoring and reviewing its progress towards the accomplishment of Strategic Planning goals.