I. A motion for nominations for the co-chair position was brought to the table by Lester Primus. Emma Colon nominated Paul Creech and Cindy Adams nominated Joan Marchessault. Paper ballots were collected and Joan Marchessault won the nomination. A letter from the President will be sent to Joan asking her to accept the position of co-chair.

II. The Data Summary sheet was reviewed by the committee. Lilliam Martinez expressed concern in the lack of numbers used in the surveys and suggested that there be a separate column for strength and weaknesses. Jenny Wang reported that there was a 20% return rate on the student survey. Changes are as follows:
   a. Title – Achieving the Dream-Data Team Analysis, in the Discussion Facts section “…new students take” was changed to “new students and degree seeking students take”
   b. Title – Community College Survey of student engagement, Date section, added March – 04.

III. Strategic Planning Document – IRMC will have an overall plan and the Strategic Planning committee will work with the IRMC to set goals between
January 06 and September 06. Jenny Wang suggested a column for status, accomplishment/achievement. Doris Arrington suggested there be a column that measures satisfaction, showing continuous improvement. Cindy Adams would like the “Responsibility” section to be defined as to whom the responsibility falls on, a name of a person rather than group.

IV. Focus Groups – committee agreed that there have been a number of surveys given with respect to SWOC, Achieve the Dream, and the committee will table the focus groups for now.

V. Mission Statement – discussion regarding changes to the revised Mission Statement and a decision that an additional revision will be sent to the sub committee. Evelyn Farbman will be invited to join the sub committee in discussing the wording for the mission statement. Tabled until next Strategic Planning meeting.

VI. Goal Setting – Tabled until the next Strategic Planning meeting.

VII. Next meeting is February 16, 2006 at 8:30am in the PCR.