# **Los Medanos College Planning Committee**

# **Accomplishments 2020-2021**

Planning Committee 5.6.2021

## **Demographic Summary**

1. The Committee has a total of 11 members and one chair: 3 faculty, 3 classified, 3 managers, and 2 students.
2. The Committee met 6 times in 2020-2021: Sept, Oct, Nov, Feb, April, and May.
3. The attendance rate in average was 60% to 82%.
4. We had a hard time to recruit our student representative and continue working on it with our Student Life office.

## **Planning Committee Charges 2020-2021 and ACCJC Standard**

1. Review the existing **planning processes** and make adjustments to ensure that LMC pursues an "integrated" planning strategy to integrate all college planning. (IB4, IB6, IB8, IB9)
2. Develop a process and timeline for the implementation of **the Educational Master Plan** 2020-2025. (IB4, IB5, IB6, IB7, IB8, IB9)
3. Review, evaluate and/or modify the **program review process** in collaboration with shared governance committees. (IB1, IB2, IB5, IB7, IB9)
4. Utilize **eLumen** (technology) to streamline planning and program review processes.
5. Define and develop the structure of **institutional effectiveness and the culture of inquiry** by continuous improving and standardizing College Data Coaches Tableaus (data dashboard), and metrics. (IB1, IB3, IB5, IB6, IB9)
6. Provide information on **the ACCJC Standards** related to the Planning Committee charges. (IB4, IB6, IB7, IB8, IB9)

(Approved 9.3.2020)

## **Planning Committee Goals 2020-2021**

1. Planning Process
   * Continue monitoring our Planning Cycle
   * Update Planning Calendar
2. Implementation of the EMP 2020-2025 process
   * Develop the implementation process
   * Develop the timeline for implementation
   * Integrate College plans and initiatives to this process (i.e., SEM, Student Equity Plan)
3. Program Review
   * Review/Revise/Develop Year 5 template
4. eLumen
   * Implement College Plan module
   * Implement Program Review module
5. Institutional Effectiveness
   * Define metrics
   * Develop Tableau--Data Dashboard
   * Set up Data Coaches to increase capacity
6. Accreditation
   * Provide information on the ACCJC Standards related to the Planning Committee charges

## **Planning Committee 2020-2021 Accomplishment**

1. Review the existing **planning processes** and make adjustments to ensure that LMC pursues an "integrated" planning strategy to integrate all college planning. (IB4, IB6, IB8, IB9)

* The Committee revised its charges and aligned them to ACCJC Standards
* The Planning Committee revised its agenda template to align with its charges and goals:
  + Planning Process
  + EMP Implementation Process
  + Program Review
  + eLumem
  + Institutional Effectiveness
  + Accreditation
* The Committee approved “LMC Planning Timeline and Milestones” that guides the committee’s work for the next 3 years.

1. Develop a process and timeline for the **implementation of the Educational Master Plan** 2020-2025. (IB4, IB5, IB6, IB7, IB8, IB9)

* Established possible EMP Action Steps via Gallery Walk
* Created a cross walk map to align college plans and committee goals/charges with EMP Goals and Objectives
* Defined Progress Measure, identified the committee, group, and/or office responsible for monitoring the progress in meeting the measures, established month to share the results with the Planning Committee.

1. Review, evaluate and/or modify the **program review process** in collaboration with shared governance committees. (IB1, IB2, IB5, IB7, IB9)

* Program Review Year 5 2021-2022 templates approved—Instruction, Student Services, Learning Communities, Administrative.
* Completed and Approved Program Review Procedure (via Governance approval)

1. Utilize **eLumen** (technology) to streamline planning and program review processes.

* Completed Program Review Year 5 2021-2022 templates in eLumen after approval
* Identified program review lead and/or department chairs
* [Developed training materials](https://www.losmedanos.edu/planning/programreview-process-2022.aspx)
* Completed Program Review Pilot in the month of April 2021
* Completed the design of College Plan model to capture EMP implementation. Will pilot it in early fall 2021.
* eLumen Curriculum and CSLOs and PSLOs are led by Dean Nikki Moultrie. Curriculum module has been implementing. Assessment (CSLOs and PSLOs) module has been set up and will be piloted in a bigger scale in fall 2020.
* Worked closely with instructional site’s eLumen—Curriculum and Assessment
* Continue working with student services’ Learning Support Outcomes in eLumen

1. Define and develop the structure of **institutional effectiveness** and the culture of inquiry by continuous improving and standardizing College Data Coaches Tableaus (data dashboard), and metrics. (IB1, IB3, IB5, IB6, IB9)

* Applied IEPI PRT grant, approved by the state in January 2021, and received it in February 2021. <https://www.losmedanos.edu/planning/insteffect.aspx>
  + [LMC Data Coaches Program](https://app.mural.co/t/4cd5443/m/4cd5443/1610044865938/a4a65eebe10e1daf8eed416aa088fe32641a7bf1) implemented in January 2021 and concluded in April 30, 2021.
  + [LMC Data Coaches Posters Presentation](https://app.mural.co/t/4cd5443/m/4cd5443/1615677740964/fe61ae2f414dc50755fa3d158413c6470f45f9f0)
  + Established [Data Dashboard Website](https://www.losmedanos.edu/planning/datadashboard.aspx): including many Tableaus and Visualizations from UC, CSU, and CA Chancellor’s Office.
  + Technical supports on EMP Implementation process, data coaches program design, and eLumen.
* Employee Engagement Survey
  + Established timeline
  + Reviewed survey items via governance process for feedback
  + Review results
  + Established protocol of disseminating results and possible actions from reviewing the results

1. Provide information on the ACCJC Standards related to the Planning Committee charges. (IB4, IB6, IB7, IB8, IB9)
   * College completed its ISER and submitted it in July 2020.
   * College received a commendation

Standard III.A.14 (College Commendation 1): The Commission commends the College for its robust offering of professional development opportunities in support of its mission, vision, values, and strategic initiatives based on the use of data throughout College processes, including equity-centered practices.

* + College received 5 Recommendations related to the Board.
  + The District and the colleges are working on the Follow-Up Report 2021 due to ACCJC on October 1, 2021.