

LOS MEDANOS  
COLLEGE

**Planning Committee  
MINUTES**

October 5, 2023 1:00 – 3:00 pm  
President’s Conference Room SS-409 & Via Zoom

**Committee Chair:** Ryan Pedersen

**Recorder:** BethAnn Stone

**Committee Members Present:** Mark Lewis, BethAnn Stone, Hudson Smith, Tatiana Pak, Bill Bankhead, Cesar Reyes

<i>Item #</i>	<i>Topic/Activity</i>	<i>Desired Outcome</i>	<i>Information Discussion Action</i>	<i>Lead</i>	<i>Notes</i>
1.	Welcome and Public Comment	➤ Listen to our college community	I	Pedersen	<ul style="list-style-type: none"> <li>• Ryan Pedersen welcomed the committee members to the October meeting.</li> </ul>
2.	AB2449	➤ Review and approval of AB2449 Teleconference Waiver Forms	I, D, A	Pedersen	<ul style="list-style-type: none"> <li>• No waivers submitted.</li> </ul>
3.	Agenda and Minutes from September 7, 2023	➤ Review and approval	A	Stone	<ul style="list-style-type: none"> <li>• The Committee reviewed and approved the agenda with no corrections (<b><i>T. Pak motioned, B. Bankhead seconded; approved 5-0-0</i></b>)</li> <li>• The Committee reviewed and approved the September 7, 2023 minutes with one (1) correction to correct the public statement from Bill Bankhead to read “Learning Aligned Employment Program” not “Learning Alive Program” (<b><i>M. Lewis motioned, C. Reyes seconded; approved 6-0-0</i></b>).</li> </ul>
4.	District Research Updates	➤ District updates	I, D	Blackthorne	<ul style="list-style-type: none"> <li>• No District Updates were provided.</li> </ul>
5.	Committee Membership <ul style="list-style-type: none"> <li>• Vacancies</li> </ul>	➤ Review and discuss committee member vacancies	I, D, A	Pedersen	<ul style="list-style-type: none"> <li>• The committee discussed the current vacancy of a Faculty/Academic Senate Representative and the upcoming vacancy of a second Faculty/Academic Senate Representative with Mark’s retirement at the end of fall. Additionally, the committee is still searching for two (2) more Student/LMCAS Representatives.</li> <li>• Some thoughts were to identify CTE Faculty to connect with workforce, and/or Counseling Faculty to connect with Counseling.</li> <li>• The committee discussed strategies for identifying Students as potential representatives. We may want to work with Faculty and Classified Professionals in Learning Communities (i.e. Umoja, Puente, Transfer Academy, etc.), EOP&amp;S, and/or Career Services. It looks great on resumes for students and its also an excellent skill builder.</li> </ul>

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**ACCREDITATION**

6.	Midterm Report 2024	➤ Review changes, implications and process	I, D	Pedersen	<ul style="list-style-type: none"> <li>• The committee reviewed and discussed the new ACCJC 2024 Standards. It was noted that there are approximately 100 less sub-standards in the new standards versus the old standards. The focus has moved away from process and is more outcomes based. The intent is to demonstrate more about what we are doing, the outcomes and assessment of what we are doing, and then what we plan to do.</li> <li>• There are a lot of prompts pertaining to Institution-Set Standards and how did we develop and approve them, did we meet or not meet our goals, what did we do next.</li> <li>• The committee reviewed the template and sections for responses, and the draft timeline developed by the Accreditation Steering Committee (ASC) for completion and approval of the Midterm Report next year. The Standard Team Captains will be working with teams and departments to write narrative to their Standards. Mark Lewis noted will update the incoming Academic Senate Co-Presidents on this item, and to connect with the P&amp;IE Office on accreditation.</li> </ul> <p><b>**Ryan Pedersen will go to the Academic Senate and Classified Senate on October 30<sup>th</sup> and November 16<sup>th</sup> to talk about the Midterm Report process and the new ACCJC 2024 Standards training. Ryan will also reach out to LMCAS to schedule meeting times this semester to provide the presentation and training.</b></p>
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**REPORT-OUTS ON WORK/PROJECTS**

7.	Use of Survey Data <ul style="list-style-type: none"> <li>• Meeting Updates</li> <li>• Next Steps</li> </ul>	➤ Review and discuss projects and updates from team ➤ Discuss and determine next steps	I, D, A	Reyes/ Pedersen	<ul style="list-style-type: none"> <li>• The project team will work on identifying groups to send survey summary and suggested agenda item for relevant committee meetings.</li> <li>• Develop a pre-cursor or conversation prior to sharing data widely to avoid any discomfort or feeling defensive particularly for those survey results that “call out” or mention specific programs.</li> <li>• The team will work to develop a standardized <i>Survey Summary Template</i> for sharing, collaborating, discussing, and using data to</li> </ul>
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					<p>make informed decisions. This template may also help to frame presentations so the audience can clearly recognize what they should do with the results and why the results matter to them. Additionally, the team will analyze who the survey audience is for specific surveys, and develop a plan to go to Senates to share.</p> <ul style="list-style-type: none"> <li>• The P&amp;IE Office will collaborate with the project team on the development of the <i>Survey Summary Template</i>.</li> </ul>
8.	<p>Program Review</p> <ul style="list-style-type: none"> <li>• Meeting Updates</li> <li>• Next Steps</li> </ul>	<ul style="list-style-type: none"> <li>➤ Review and discuss projects and updates from team</li> <li>➤ Discuss and determine next steps</li> </ul>	I, D, A	Trager/ Pedersen	<ul style="list-style-type: none"> <li>• The project team met and is seeking to make program review as painless as possible, reduce length of template and make prompts more meaningful. The team will continue forward with the development of a Program Review Process Proposal draft (i.e. how often PR is done, outline of process including timeline, closing the loop, alignment with ACCJC/Vision for Success/Learning, Major &amp; Career Pathways/SEAP).</li> <li>• Feedback indicated from committee was to draft a proposal that includes all of the elements of PR and not just process (i.e. timeline, templates, alignments, etc.).</li> <li>• The P&amp;IE Office will provide information and updates to the team pertaining to the alignment of program review between LMC and our sister colleges.</li> </ul>
9.	<p>Institutional Effectiveness &amp; Goal Setting</p> <ul style="list-style-type: none"> <li>• Meeting Updates</li> <li>• Next Steps</li> </ul>	<ul style="list-style-type: none"> <li>➤ Review and discuss projects and updates from team</li> <li>➤ Discuss and determine next steps</li> </ul>	I, D, A	Pak/ Pedersen	<ul style="list-style-type: none"> <li>• The project team will update the alignment chart (crosswalk) of EMP goals with SEA Goals, Institution-Set Standards, and Vision for Success metrics; and within the alignment include mandated metrics for EMP goal across all plans it is aligned to. The team will also develop choices for a process to set Institution-Set Standards metrics/targets, then take the options to the College and Senates, then Senates select the best option or it goes to SGC for selection.</li> <li>• The P&amp;IE Office will send the link to the Institution-Set Standards webpage(s), and locate and send the Word or Excel version of the <i>EMP Goal Alignment Crosswalk</i>.</li> <li>• The P&amp;IE Office will request College Assembly time pertaining to Institution-Set Standards and options for the process to set the standards/metrics/ targets. The P&amp;IE Office would start with the history of the process, then the Project Team would discuss the “cafeteria of options” to set the standards/metrics and methodology to use to develop the stretch goals.</li> </ul>

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**CAMPUS COMMUNICATION/CONSTITUENCY REPORTS**

10.	<p>Campus Communication/Constituency Reports</p> <ul style="list-style-type: none"> <li>a. Academic Senate</li> <li>b. Classified Senate</li> <li>c. SGC</li> <li>d. TLC</li> <li>e. PDAC</li> <li>f. ...</li> </ul>	<p>Actions and Notable Items to Report from Planning Committee to Constituency; or from Constituency to Planning Committee</p>			<p><b>*The committee is still seeking representatives to fill the open seat for Faculty/Academic Senate this semester and another open seat for next semester; and the two open seats for Students/LMCAS. **Ryan Pedersen will go to the Academic Senate and Classified Senate on October 30<sup>th</sup> and November 16<sup>th</sup> to talk about the Midterm Report process and the new ACCJC 2024 Standards training. Ryan will also reach out to LMCAS to schedule meeting times this semester to provide the presentation and training. ***BethAnn will update the report templates and send out a summary of today’s report-outs, committee input, and next steps. Prior to the November committee meeting the teams should schedule a 30-minute meeting with the P&amp;IE office to ascertain team needs for resources, materials and support. The teams should work on their project assignments and prepare to present drafts and/or updates at the November meeting.</b></p>
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11.	<p>Meeting adjourned at 3:31 p.m. <b>(B. Stone motioned, B. Bankhead seconded; approved 5-0-0)</b></p>
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Fall 2023 Meeting Dates: November 2<sup>nd</sup>, December 7<sup>th</sup>