

LOS MEDANOS
COLLEGE

**Planning Committee
MINUTES**

February 6 2014 2:00 – 4:00 pm
Conference Room CO-420

Committee Chair: Kiran Kamath

Recorder: BethAnn Robertson

Committee Members Present: Bob Kratochvil, Ruth Goodin, Carol Hernandez, Gail Newman, George Mills, Cecil Nasworthy and Ryan Pedersen

Committee Members Not Present: Miguel Mauricio, Rashaad McAlpin

Expanded Membership for Strategic Planning: Silvester Henderson, Brianna Klipp. Gregory Stoup (by phone)

Guests Present: Nicole Almassey, Kevin Horan, Two (2) POLSC students (*Milton Clarke's course*)

CURRENT ITEMS						
<i>Item #</i>	<i>Topic/Activity</i>	<i>Desired Outcome</i>	<i>Information Discussion Action</i>	<i>Lead</i>	<i>Time (mins)</i>	<i>Follow up</i>
1.	Public Comment	Information	I			No public comment
2.	Agenda Minutes from January 16	Review and approve	A	Kamath		<ul style="list-style-type: none"> • Agenda reviewed and approved (8-0-0) • January 16, 2014 Minutes reviewed and approved (7-1-0)
3.	Accreditation – Standard I	Discussion and input to Standard I Committee (Review 2 nd draft on Accreditation website)	I, D	Horan	20-30	<ul style="list-style-type: none"> • Kevin Horan and Sharen McLean co-chair the Standard. • Kevin explained the process the Committee followed. Several committee members authored different sections of the first draft and gathered information and feedback from the campus community. • Kevin Horan and Sharen McLean worked on the second draft and then sent the draft to the authors on the committee for feedback and comments prior to submission. • Over 120 pieces of evidence were collected during the writing process and saved on InSite. • Comments/Feedback for Standard I:

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						<ul style="list-style-type: none"> ○ Generally well written and some references to information is very similar to other Standards. ○ The “Self-Evaluation” information section on page 26 change to “instructional assessment”. ○ Page 17, item #4 list in the document a plan for making this a priority. Mention a program that demonstrates how we are addressing this priority (i.e. Umoja). Include methods for increasing improvements in addressing this priority. “An overview of the plan to address these priorities is being developed.” ○ Some data can be obtained to prove we are addressing all four (4) of the 2012-14 Interim Strategic Priorities. ○ Any further input or feedback regarding Standard I should be given directly to Kevin Horan and/or Sharen McLean before 03/01/14.
4.	2014-2019 LMC Strategic Planning	<ul style="list-style-type: none"> ● Discuss and finalize retreat dates and times <ul style="list-style-type: none"> - February 24, 1:30 to 5 pm (LMC Community) - March 7, 9 am to 12 noon (External Community) - March 28, 1 pm to 4:30 pm (LMC Community) ● Discuss format of the retreat(s) ● Share information gathered from 	D, A	Kamath	60	<ul style="list-style-type: none"> ● Gregory Stoup has offered to facilitate the retreats for LMC. There are three (3) retreat dates to be finalized and a college assembly will be held following the retreats. The first retreat will overlap with the Academic Senate meeting. ● The March 7th date is changed to March 3rd for 3 hours sometime between 1 pm and 6 pm. ● The Classified Senate is encouraging Classified Staff to attend the March 28th retreat date. It was suggested this date be a “Management Called” meeting. ● We may look at the vision and values. Some words in the District’s vision should be reflected in LMC’s vision: excellence, equitable, student success and learning).

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		<p>Opening Day (see handout)</p>			<ul style="list-style-type: none"> • The three (3) retreat dates are finalized and approved as follows: <ul style="list-style-type: none"> ○ February 24, 2014 1:30-5:00 pm <i>(LMC Community)</i> ○ March 3, 2014 3:00-6:00 pm or 2:00-5:00 pm <i>(External Community)</i> ○ March 28, 2014 1:00-4:30 pm <i>(LMC Community)</i> • The first retreat will include defining words and terms, data of LMC (i.e. Environmental Scan) and the “Opening Day Big Ideas” (handout) will be used as a starting point. This document will be uploaded to the Planning Committee website and one hard copy will be placed on every table. Possibly conduct a short survey after the first retreat. The idea is to think “big sky” then move the groups closer to defining words (i.e. what does success mean?). • The second retreat will be used to hone the results of the first retreat; concepts and community feedback. • The third retreat will be used to “tighten” everything up and achieve a sense of core values. • Invitations for the retreats will be sent to the entire campus via e-mail. Following the e-mail invitation the Strategic Planning Steering Committee will divide the list(s) and phone invitees on the list(s). Everyone is welcome to attend all three (3) retreats. • The list of community members will added to by the Strategic Planning Steering Committee. • Will need 2-3 scribes for each retreat. Using name cards/assigning tables will assure diversity of ideas at each table. A set of questions will be sent in
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						<p>advance of the retreats for attendees to think about beforehand.</p> <ul style="list-style-type: none"> • Kiran will send a draft list to Planning Committee members via e-mail and will work with Greg on developing the first retreat agenda and bring to the 2/19/14 meeting. Include on the agenda to clearly define objectives and activities to meet those objectives; decide specificity on quantifiable numbers (metrics or no metrics).
5.	Overview of District Draft Strategic Plan	Develop understanding of District plan for future alignment of LMC plan (see handout)		Stoup	10	<ul style="list-style-type: none"> • The District Strategic Plan is 85% complete with the current draft. An e-mail blast will be sent for final thoughts on the draft after feedback from DGC. • The strategic priorities are broad so as to leave room for the colleges to determine their goals in alignment with the District's.
6.	Employee Satisfaction Survey Results	Share with Committee	I	Kamath	5	<ul style="list-style-type: none"> • The Employee Satisfaction Survey was sent to part-time and full-time faculty, classified staff and managers (total sent = 491) and 108 responses were received. The results will also be posted on the Planning website. • Comments/Feedback: <ul style="list-style-type: none"> ○ Disappointed with Classified participation (only ¼ of total Classified Staff participated). Does the lack of participation indicate a lack of satisfaction? ○ Some Classified may have felt the majority of the questions did not speak to them or what they do. ○ A suggestion to achieve a higher response rate is to hand surveys out on Opening Day or a Monday meeting or to use clickers with employees on Opening Day with the questions on the big screen and responses are given then.

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7.	Program Review Survey Instrument	Finalize Survey Instrument (see handout)	D, A	Kamath Kratochvil McAlpin	10	<ul style="list-style-type: none"> ● Review, comments and feedback of the Program Review Survey: <ul style="list-style-type: none"> ○ Reframe phrasing of #1; remove “active participant”. ○ Insert a multiple-choice question for #2 to on how they participated in program review. Include various levels of participation as choices and an “other-please specify” option. ○ Add “not applicable (N/A)” to every question. ○ Add a question about the training. For example, did the college provide adequate training in terms of content and availability? ● Please e-mail Kiran Kamath with any additional feedback or comments on survey as soon as possible. Anticipating survey roll-out for Wednesday February 12, 2014.
8.	Other					
9.	Future agenda items: <ul style="list-style-type: none"> ● Mid-year progress check on Planning Committee charges ● Develop sustainable Program/Unit Review Validation Process ● Program Review for Learning Communities 	Committee suggestions	D	All	5	No additional suggestions at this time.

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