

**Planning Committee
MINUTES**

February 19, 2014 3:00 – 5:00 pm
Conference Room CO-420

Committee Chair: Kiran Kamath

Recorder: BethAnn Robertson

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

Committee Members Not Present: Carol Hernandez, Miguel Mauricio, Rashaad McAlpin and Cecil Nasworthy

Expanded Membership for Strategic Planning Present: Gregory Stoup, Silvester Henderson and Linda Kohler

Expanded Membership for Strategic Planning Not Present: Brianna Klipp

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 February 6, 2014	Review and approve	A	Kamath		<ul style="list-style-type: none"> Agenda reviewed and approved. (6-0-0) Review and approval of February 6, 2014 minutes is tabled until the next meeting.
3.	Review of retreat dates, timeline, and meetings	<ul style="list-style-type: none"> Calendar the dates and participate in the retreats Reschedule March 14 meeting 	D, A	Kamath	5	<ul style="list-style-type: none"> Review of revised <i>LMC Strategic Plan 2014-19 Timeline</i> (see handout). Kiran will work with Bob on finalizing a time for the external community retreat on March 3rd. The March 14th meeting is rescheduled to March 10, 2014 10:00 a.m. to 11:30 a.m. BethAnn will locate a conference room for the meeting and send an Outlook meeting request to the committee.
4.	Retreat #1	Discuss and finalize retreat agenda Issues to consider: <ul style="list-style-type: none"> Potential changes to current Vision and Values during the self-evaluation process and impact on report Metrics – to include or not in the strategic plan 	D, A	Stoup Kamath	60	<ul style="list-style-type: none"> Review <i>Strategic Planning Retreat #1</i> handout. A sign-in sheet with the attendees' names and table assignment will be at the front of the entrance into L109. Each table will have a number assigned to it and the table assignment for that table. A copy of the LMC Mission, Vision and Values for every attendee will be placed at each table. One copy of the <i>Strategic Planning Opening Day-Big Ideas</i> will be placed at each table. The LMC Interim Strategic Plan will be on the screen for all to view. Each table will have a set of 5x8 index cards and pens for writing ideas. BethAnn and Jennifer Adams will walk around and take notes to capture ideas that may not be documented on the index cards. Refreshments will be served.

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						<ul style="list-style-type: none"> • Following the retreat BethAnn will collect the index cards and type them into a document. • Greg will develop a word-map from the <i>Strategic Planning Opening Day-Big Ideas</i> and during the retreat attendees will add definitions. Greg will format a list of questions for the tables to assist in brainstorming ideas. Greg will also pull together some data points from the Environmental Scan, LMC data and the Scorecard. The Scorecard could be the metrics. Greg will also send a one sheet Scorecard developed from Canada College. • The first retreat will be engaging and will start with a broader discussion, then the domain will begin to narrow to more specific strategic priorities/directions by the third retreat. Develop organizing principles and prioritize (less is more). The domains would include, but is not limited to, lifelong learning, access, success, transfer and continuous improvement. • It was suggested that we follow the Ed Code during the Strategic Planning Retreats and process. • If it is concluded by the College that a revision of the Vision and Values is necessary, we must be aware of the upcoming Accreditation Self-Study Report and any addendums and/or revisions that may need to be made. • During the discussions about the strategic directions, consider if the issue is a “given” and therefore does not need to be stated, or if it should be stated so that it is not missed. • Kiran will send an e-mail reminder to encourage the campus community to sign-up. In the e-mail, inform the campus community to review surveys, data and research (include the link to the Planning/Data & Research webpage) prior to the retreat. • A survey will done after the second retreat to broaden the input into the planning process.
5.	List of participants to invite personally	Make personal invitations so that the participation is robust. (handout emailed earlier)	D		10	<ul style="list-style-type: none"> • The <i>LMC Strategic Planning Retreats Invitees List</i> (see handout) has been divided into four (4) groups: Faculty, Classified, Managers and Student Representatives.

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						<ul style="list-style-type: none"> • Silvester Henderson will extend personal invitations to the Faculty on the list. • George Mills and Linda Kohler will extend personal invitations to Classified Staff on the list. • President Bob Kratochvil will extend personal invitations to the Managers on the list. • Kiran and/or BethAnn will contact Brianna Klipp regarding personal invitations to Student Representatives.
6.	Program Review Survey Instrument	Final Survey Instrument (see handout)	D, A	Kamath Kratochvil McAlpin	10	<ul style="list-style-type: none"> • Review final draft of the <i>Program Review Survey Spring 2014</i>. • For questions #1 and #2 insert phrase “(check all that apply)” and format it so multiple options may be selected. • An e-mail will be sent to campus community tomorrow with link to complete survey. Link will also be provided in the Program Review Submission Tool. Survey will close February 28, 2014.
7.	Other					<ul style="list-style-type: none"> • Greg stated the results from the Technology Use Survey that was conducted with LMC students are now available on the District Research website. The data is very “rich” and LMC stood out from the other two (2) colleges in the District. Greg will work on formatting the results into a readable format and provide it to the Planning Committee.
8.	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		

Spring 2014 meeting dates and times:

March 6, 2 to 4 pm, CO 420

March 10; 10 to 1130 am; Room L105

April 3; 2 to 4 pm; CO 420

May 1, 2 to 4 pm; CO 420