LOS MEDANOS COLLEGE

Planning Committee
MINUTES
March 2, 2017   2:00 – 4:00 pm
Core Conference Room CO-420

Committee Chair: Bob Kratochvil

Recorder: BethAnn Robertson

Committee Members Present: Nancy Ybarra, Gail Newman, Leetha Robertson, Mary Oleson

Committee Members Not Present: Silvester Henderson

CURRENT ITEMS						
Item #	*Topic/Activity*	*Desired Outcome*	*Information Discussion Action*	*Lead*	*Time (mins)*	*Meeting Notes:*
1.	Welcome			Kratochvil		• Bob welcomed the Committee to the meeting.
2.	Public Comment	Listen to our college community	I	Kratochvil	5	• No public comment given
3.	Agenda Minutes from February 2, 2017	Review and approval Review and approval	A A	Kratochvil	10	• Agenda was reviewed and approved with one (1) revision – remove "(alternate)" after Mary Oleson. ***(Gail N. motioned, Mary O. seconded; 4-0-0)*** • Minutes were reviewed and approved. ***(Mary O. motioned, Gail N. seconded; 4-0-0)***
	OLD BUSINESS					
4.	Research and Data • Updates from District Research • Discuss data requests from College	District Research to provide updates on available data Update from the DWIEP Council Meeting	I, D	Kratochvil/ Sargent/ Stoup	20	• Another Employee Satisfaction Survey needs to be done as we will begin development of a new Educational Master Plan (EMP). • Bob K. will bring the issue into conducting an Employee Satisfaction Survey to the next Chancellor's Cabinet meeting and request Greg Stoup to attend the next Planning Committee meeting. • BethAnn will e-mail the Committee the last Employee Satisfaction Survey results (completed in January 2014) and the crosswalk between the 2012 and 2014 results. • There has not been another meeting scheduled for the next DWIEP Council. Bob K. will discuss with Greg the Council membership and the "Request for Research" process (verifications, approvals, etc.).
5.	Program Review Survey *(See Handout)*	Review and approve Program Review Survey questionnaire and close date	I, D, A	Kratochvil/ B. Robertson	20	• The Committee reviewed and discussed the draft questions for the *2017 Program Review Process Survey.* The Committee revised and/or reorganized the questions.

						• The survey will be sent out for at least ten (10) days with a reminder when the deadline for survey responses is three (3) days away. BethAnn R. will e-mail the link to the survey to "All LMC Employees". • The Committee approved the *2017 Program Review Process Survey* questionnaire with all modifications, the survey close deadline and the survey will be sent to all LMC employees ***(Nancy Y. motioned, Leetha R. seconded; 4-0-0).***
6.	Educational Master Plan *(See Handout)*	Discuss feedback on updated timeline Discuss next steps and development of an EMP Planning Team	I, D	Kratochvil/ B. Robertson	20	• The Committee discussed recommendations on various industry/community partners and companies to contact regarding facilitation of the EMP, not a consultant. • A comment is made regarding the new requirements for Equity, BSI and 3SP to integrate all three (3) plans and submit to the state by December 1, 2017. The integration of these plans must also be aligned with the Educational Master Plan.
	NEW BUSINESS					
7.	Program Review Submission Tool (PRST) Requested Modifications for 2017-18 *(See Handout)*	Review and discuss list of requested modifications	I, D	B. Robertson/ Kratochvil	30	• The Committee reviewed and discussed the handout, *2017 PRST Recommended Modifications from the Planning Committee.* • Nancy Y. provided an additional handout to the Committee which she is requesting replace the "COOR Updated" column in the PRST (under Assessments). The handout is a grid of the Art Department's active courses, numbers, titles, course approval dates, cohort number and the academic year in which the COOR update is due for each of the courses listed. Course Outlines of Record (COORs) should be updated the year following the CSLO Assessment. The goal would be to remove the "COOR Updated" column in the PRST then every summer, Eileen Valenzuela will provide the sheet for the departments to BethAnn R. BethAnn R. will then upload the document in the data repository for each department. This requested modification will be added to the list for approval by the Planning Committee at the next meeting. • The SQL data is not looked at by many programs/departments. Can we develop a modification in the PRST in which it is a requirement in order to complete Program Review, to look at SQL Data? There may not be such a modification that can be made however, BethAnn R. will add it to the list. This may need to be something that is emphasized more in the PRST and Program Review trainings.

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#	Item	Description		Who	Time	Notes
						• BethAnn R. will send an e-mail to Mike Becker and/or Eng Saw for a copy of the comprehensive template for the Committee to review.
8.	Senior Dean of Planning & Institutional Effectiveness Position	Update on filling position	I, D	B. Kratochvil	10	• The Senior Dean of Planning & Institutional Effectiveness (PIE) position was pulled shortly after filing. • A revised job description for this position will be sent to the Governing Board for approval, with the revision made "relevant manager experience". After the revised posting is approved by the Governing Board it will be posted.
9.	Announcements			All	5	• The Accreditation Steering Committee (ASC) will be meeting next week. Kevin Horan (VP, ALO) and BethAnn R. have been working on completing the *ACCJC Midterm Report 2017*. Drafts of the report and the final version will go through the approval process this semester, then the Governing Board in June for delivery to the ACCJC in October 2017. There have been a lot of changes in ACCJC reporting templates and requirements. • BethAnn R. and Mary O. will be attending an IEPI Resources and Tools Workshop on April 19th in Burlingame. BethAnn R. provided a handout to the Committee with the information for registering for the workshop.
10.	Building Future Agendas: • Frequency of Program Review Cycle • Discuss strategies to implement Integrated Planning • Regular Cycles for Surveys and Reviewing the College Mission • Discuss Administrative Unit Outcomes • Development of IEPI Goals	Gather Committee comments and suggestions re these and additional agenda items	I, D	All	5	
11.	Adjournment at 3:53 p.m.					