

LOS MEDANOS
COLLEGE

**Planning Committee
MINUTES**

October 6, 2016 2:00 – 4:00 pm
Core Conference Room CO-420

Committee Chair: Bob Kratochvil
Recorder: BethAnn Robertson
Committee Members Present: Ruth Goodin, Nancy Ybarra, Gail Newman, Cecil Nasworthy, Silvester Henderson
Committee Members Not Present: Mary Oleson, Tabitha Romero, Leetha Robertson

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>Meeting Notes:</i>
1.	Welcome			Kratochvil		<ul style="list-style-type: none"> Bob welcomed the Committee to our October meeting.
2.	Public Comment	Listen to our college community	I	Kratochvil	5	<ul style="list-style-type: none"> Three Committee members have submitted their resignation; Paula Gunder notified Bob via e-mail and Tara Dale Sanders and Catherine Fonseca explained they had to resign due to scheduling conflicts. Silvester will announce a need for a replacement representative from the Academic Senate. Mary Oleson may want to move from alternate to representative for Classified. Linda Kohler will work with the Classified Senate to find replacement representatives. DW PDAC has put funds aside for a SCUP training for all three (3) Colleges. DVC has elected to conduct a training for DVC employees. We estimate there to be approximately 35 people for LMC and CCC to attend this training. Ruth G. will follow-up on a SCUP Planning date for LMC. BethAnn R. commented on the American Society of Administrative Professionals (ASAP) Conference she just attended in Chicago. BethAnn R. will be working with Professional Development on providing a workshop for Classified Employees on conference. Silvester H. commented on a request for him to speak and present at the A2MEND Conference. He has been asked to facilitate a seminar on the benefits of being a faculty member.
3.	Agenda Minutes from September 8, 2016	Review and approval Review and approval	A A	Kratochvil	5	<ul style="list-style-type: none"> Agenda was reviewed and approved (<i>Ruth G. motioned, Silvester H. seconded; 5-0-0.</i>) Minutes were reviewed and approved (<i>Cecil N.. motioned, Ruth G. seconded; 4-0-1 – abstention: Silvester H.</i>)
<u>OLD BUSINESS</u>						
4.	Research and Data	Discuss LMC data and/or research requests	I, D	Kratochvil/ Sargent/ Stoup	20	<ul style="list-style-type: none"> Marilyn Sargent has been invited to attend the Student Services Meeting.

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		and a college-wide presentation on data			<ul style="list-style-type: none"> • Is there any survey that captures those students who attempt to enroll in LMC and then give up? How can we capture at which point in the process the student(s) give up? <ul style="list-style-type: none"> ○ The Welcome Center is set-up to assist students with the application and enrollment process at LMC. ○ When a student completes either the orientation, assessment or Counseling and then does not continue through to the next step, a system has been designed to call, e-mail and/or text the student. ○ Another deterrent is the waitlist. As the waitlist for classes does not carry over semester to semester, students often spend several semesters waiting to enroll in classes specific to their major and after being on the waitlist for several semesters and not getting in to their course they give up on enrollment. ○ There is now a major Adult Education initiative including Community Education based organizations whereas LMC will be offering application workshops and outreach. ○ Gail N. will check with Robin A. (A&R) to see if we currently have a mechanism in place for tracking incomplete applications on CCAApply. • Ruth G. reported that the external evaluator for the Student Equity Plan has developed some questions on data and what specific data is needed for the Student Equity Plan. • Nancy Y. commented that the BSI Transformative Grant is in need of data. Joellen Hiltbrand is now the lead for the grant and is wanting to look at the “big picture” data for the past three (3) years and develop a baseline. BethAnn R. will contact Joellen to assist in requesting and receiving data from District Research. • CTE needs to capture employment data after students graduate. BethAnn R. will inquire with District Research on a status of Launchboard. • Silvester H. reported that the Academic Senate has recently had a lot of discussion around multicultural and diversity issues. Diversity in hiring is a problem throughout the nation and world-wide. EEO is currently working on the same questions and looking for the same data. Ruth G. will share the list of data questions and information we are looking for with Silvester to the Academic Senate can review and add some items if needed. We as a College should define diversity, it is difficult to do as diversity means something different to different people. Dio Shipp (D.O.) sent data to Silvester of hiring in the District this past year. The EEO Committee is working on holding more trainings on implicit bias. After some discussion, a potential date to hold training is identified as November 21st from 1:00 p.m. to 5:00 p.m.
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<u>NEW BUSINESS</u>						
5.	Program Review Submission Tool Feedback PRST Survey	Discuss the updated PRST and provide feedback on workshops Discuss PRST/Program Review Survey	I, D	B. Robertson/ Kratochvil	25	<ul style="list-style-type: none"> • The Student Success & Support Program (3SP) on the list of programs for the PRST does not need PSLO assessment. The Committee approved the change on the list to “FALSE” for PSLO Assessment for 3SP. • The Committee would like to develop a survey for the PRST this year. BethAnn R. will bring a draft to the Planning Committee for review.
6.	Institutional Effectiveness Framework of Goals (IEPI)	Discuss status and updates to goals	I, D, A	Kratochvil	40	<ul style="list-style-type: none"> • CCCCCO required goals for some indicators on a District level this year however, they did not require goals for Colleges this year (2016-17). • We need to keep the development of IEPI Goals on our future agenda items as we may possibly need to set goals for all 18 indicators next year.
8.	Announcements			All	5	<ul style="list-style-type: none"> • No announcements at this time
9.	Building Future Agendas: <ul style="list-style-type: none"> • 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	
10.	Adjournment					<ul style="list-style-type: none"> • Meeting adjourned at 3:58 p.m. (<i>Cecil N.. motioned, Ruth G. seconded; 5-0-0</i>).
Fall 2016 meeting dates: November 3, December 1						