LOS MEDANOS COLLEGE

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

Committee Chair: Bob Kratochvil

Recorder: BethAnn Robertson

Committee Members Present: Nancy Ybarra, Silvester Henderson, Leetha Robertson, Mary Oleson

Committee Members Not Present: Gail Newman

Guests: Mike Becker (LMC Technology Systems Manager)

CURRENT ITEMS						
Item #	*Topic/Activity*	*Desired Outcome*	*Information Discussion Action*	*Lead*	*Time (mins)*	*Meeting Notes:*

1.	Welcome			Kratochvil		• Bob welcomed the Committee to their first meeting of the spring 2017 semester. Our LMCAS Representative can no longer serve on the Committee. We have also lost two (2) Academic Senate representatives, one (1) Manager representative and one (1) Classified Senate representative.
						  o BethAnn will send an e-mail to Israel Castro (LMCAS President) and John Nguyen regarding replacing the LMCAS Representative.
						  o Silvester is aware of the need to replace two (2) Faculty Representatives. He requested we inquire if we can use CCC Confer for meetings it may be easier to fill open positions on the Committee if they do not have to be present. Bob will check with Gene Huff regarding CCC Confer for meetings.
						  o BethAnn will check with Linda Kohler regarding a Classified Senate replacement.

2.	Public Comment	Listen to our college community	I	Kratochvil	5	
3.	Agenda Minutes from November 3, 2016	Review and approval Review and approval	A A	Kratochvil	10	• Agenda was reviewed and approved with one (1) revision: move item #5 to item #4 (directly after approval of agenda and minutes) ***(Leetha R. motioned, Nancy Y. seconded; 4-0-0)*** • Minutes were reviewed and approved with one (1) correction: change the word "both" to "all" in the top sentence on page three. ***(Silvester H. motioned, Nancy Y. seconded; 4-0-0)***

4.	Extension of Program Review Deadline	Discussion and approval of extension of Program Review Deadline to 2/16/17	I, D, A	Kratochvil/ M. Becker	10	• Bob sent a campus-wide e-mail extending the deadline to submit Program Review to February 16, 2017 due to the delay in the submission of the required forms for Cycle 2 Course Cohorts. The extension would allow programs additional time to work with their Deans/Managers to complete and submit the Cycle 2 Course Cohort forms to BethAnn for entry in to the PRST.
						• BethAnn and Mike Becker provided a status on the number of instructional programs that have their course cohorts uploaded in to the PRST.
						• A recommendation for the Committee is to have a discussion in the future pertaining to uploading course cohorts into the PRST in Year 5.
						  ○ Delaying uploading the cohorts until after the completion of Program Review in Year 5 would alleviate confusion from programs uploading Course Assessments during a Program Assessment year.
						  ○ Another option is to include verbiage in the PRST to not upload course assessments during "this year" as it is a Program Assessment Year.
						  ○ In addition, provide training to instructors and programs on course cohorts, course assessment years and program assessment years.
						• A Committee member also requested that the link to the report template for Learning Communities to complete be reestablished in the PRST. BethAnn has added this request to the list of modifications for the Planning Committee to review and approve.

	OLD BUSINESS					
5.	Research and Data • Updates from District Research • Discuss data requests from College	Discuss LMC data and/or research requests and a college-wide presentation on data	I, D	Kratochvil/ Sargent/ Stoup	25	• The newly-formed District Institutional Effectiveness Planning Council recently discussed uniformity and process for verification of research/data requests. Currently there is no process for reviewing research requests to determine rationality and to verify. Once an online research request is made it is sent to the Dean/Manager for review. Ad hoc requests are frequent and should be sent through the Office of Planning & Institutional Effectiveness (PIE) The Committee recommended that these data requests should be sent to BethAnn (as contact person) until the Senior Dean of PIE is hired. • The Committee discussed a need to develop a process for prioritizing requests and developing an approval process through

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						direct mail to the Office of PIE. In addition, it would be helpful to develop a grid of data and surveys including their purpose available for the campus to access. Silvester will bring this feedback to the next DIEP Council meeting. Bob will contact Greg regarding Council membership.
	NEW BUSINESS					
6.	PRST Survey (*See Handout*)	Review and discuss PRST/Program Review Survey	I, D	B. Robertson/ Kratochvil	15	• BethAnn provided the Committee with a copy of *the 2015 Program Review Participant Survey* questionnaire. The Committee discussed the need to change the direction of the questions to inquire more about the process and the frequency of Program Review. The survey will be sent to all LMC employees via a link in an e-mail and provided on the Program Review webpage. The Committee recommended the following to be included on the *2017 Program Review Survey*: ○ Ask current position of respondent (i.e. Classified, Faculty, Manager, etc.) ○ "Does the current frequency of Program Review (annually) create dialog in your program/department? Yes **or** No" ○ "How frequent do you think Program Review should be done? Annually **or** Every 2 years **or** Every 5 years" ○ "How do you feel we can better align Program Review with RAP?" ○ The survey should include a statement of intent of Program Review and the survey at the top of the questionnaire. • BethAnn will send the Committee a draft of the survey questions based on the discussion today and at the November meeting. If the Committee has any additional recommended questions or revisions please e-mail to BethAnn before the next meeting.
7.	Senior Dean of Planning & Institutional Effectiveness Position	Update to position Next Steps	I, D	B. Kratochvil	15	• The candidate selected during the first hiring process rescinded acceptance of the position shortly before the start date. District HR is reposting the position and anticipates interviews to be concluded before Spring Recess. • The Midterm Report is due in October. Kevin Horan will assume ALO role until Senior Dean of PIE is hired. In coordination with Bob and BethAnn they will complete the Midterm Report.
8.	Educational Master Plan • Expanded EMP Planning Team • Consultant??	Expand Planning Committee for Input Hire a Consultant	I, D, A	B. Kratochvil/ B. Robertson	25	• It is recommended the Committee review the Educational Master Plan 2006-2016 for reference.

	• Timeline and Next Steps	Develop Timeline and Next Steps to Process				• BethAnn provided a draft timeline for the development and approval of the *Educational Master Plan 2017-2027* to the Committee for review. The draft may require some adjustment. • This is a 10+1 item therefore, the Academic Senate will need to review and approve. • The Committee may need to recommend reassign time to a Faculty member to assist in writing the report. • BethAnn will work with the District Research Office to compile data and research.
9.	Announcements			All	10	• BethAnn and Mary provided the Committee with a brief description of the SCUP Planning Institute I. The workshop will be held at LMC in L-109 on either April 21st or April 28th. A list is being developed for invitations (i.e. Planning Committee, V.P., Instructional Deans, etc.). • A concern is the first Planning Institute may be too basic. The Committee and College needs training in Integrated Planning. A conference call is scheduled with SCUP in two (2) weeks, BethAnn and Mary will convey the concern of the Committee and the need to include more Integrated Planning in this training. • It would be beneficial to integrate all Committee to work through this training.
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					