Planning Committee
MINUTES
March 3, 2016   2:00 – 4:00 pm
Core Conference Room CO-420

Committee Chair: Bob Kratochvil

Recorder: BethAnn Robertson

Committee Members Present: Nancy Ybarra, Cecil Nasworthy, Tara Dale Sanders, Leetha Robertson, Ruth Goodin, Silvester Henderson, Tabitha Romero, Gail Newman, Mary Oleson (alternate)

Committee Members Not Present: Catherine Fonseca, Paula Gunder

CURRENT ITEMS						
Item #	**Topic/Activity**	**Desired Outcome**	**Information Discussion Action**	**Lead**	**Time (mins)**	**Meeting Notes:**
1.	Welcome			Kratochvil		• Bob welcomed the Committee to our February meeting.
2.	Public Comment	Listen to our college community	I	Kratochvil	5	• No Public Comment given.
3.	Agenda Minutes from February 4, 2016	Review and approval Review and approval	A A	Kratochvil	5	• Agenda was reviewed and approved (*Tabitha R. motioned, Tara S. seconded; (7-0-0)* • Minutes were reviewed and approved with one correction to page #3, bullet #1, first line correct to state "Tara S. will inform the Academic Senate in lieu of Silvester H." (*Nancy Y.. motioned, Silvester H. seconded; 6-0-2 abstentions: Gail N., Mary O.*)
	OLD BUSINESS					
4.	CCSSE Survey Update *(See Handout)*	Discuss outcomes and timeline from the CCSSE Sub-Committee	I, D	Goodin	30	• The CCSSE Sub-Committee met with Marilyn Sargent. We originally looked at various populations to oversample and then we directed our attention to oversampling those populations identified in the Student Equity Plan. It was found that there is very few ESL courses which may make it difficult to oversample. Low income populations are also difficult to oversample as there are no good indicators to identify this population. District Research will review the courses CCSSE has recommended to see if we already have a good sample in the Student Equity Plan populations or if we need to oversample. • Bob K. will be sending an e-mail to the College about the CCSSE Survey and to the faculty instructing the selected course sections.

						• We need other suggestions on how to proctor the CCSSE Survey in the classes. About 80-85 courses are projected to be surveyed. • A suggestion is to have students meet in a larger location for their class that day in order to survey a larger amount of students. The disadvantage to this is the section meeting days and times vary too much. • Tabitha R. suggested that students would be more likely to complete the survey if there was an independent person proctoring it (i.e. Manager or Classified Staff). • A suggestion is to request Management work with their Classified Staff for assistance in proctoring in the survey, in order to spread the workload out. We could also send a call-out to Classified Staff requesting volunteers for proctoring the survey. This would provide them with the opportunity to be involved in the process and learn about the results. • Bob K. will meeting with Management to discuss the option of having the 24-25 Managers evenly split the course sections to proctor. • **Bob K. will work on sending the e-mail to the College about the survey and BethAnn R. will work with Bob K. on sending the e-mail to faculty identified as instructing the selected course sections.**
5.	District Research	Inform and discuss research needs with Director of Research Collaboration	I, D	Kratochvil	20	• Greg Stoup will be sending an e-mail to the campus on how to request research. Marilyn Sargent has been really helpful with the research needs at the College. Bob K. will work on the Committee receiving quarterly representation from Greg and/or Marilyn at meetings. • Greg presented data at the District level and to LMC Management on different points of students at LMC (i.e. the number of times they changes their majors, etc.). • Is there any data that the diversity in Faculty changes student outcomes? In addition, can we get data to see if staff diversity affects points of service with students or SLOs? • There may be a Focused Flex on data. What influence does the Committee want to have in regards to data? Does the Committee want to see the data before we present it to the College or present it at a College Assembly without the Committee seeing it beforehand? We should hold a mandatory Monday meeting on data. The Committee should develop a sub-committee comprised of 2-3 members in addition to others to assist in planning the Focused Flex on data. The College needs to learn how to ask the relevant questions to get the correct data. We need guidance from

						• District Research on how to form the questions and how do we focus attention on the data that we want and receive. • CTE is in need of employment data. Trainings should be coming out for Launchboard (a new CTE employment data program) and it will be included as part of the Scorecard. • A suggestion is made to create a curricular organizational chart in which data would be a part of. With this chart it would be clear to see how everything relates to SLOs including how Student Services, Counseling, etc. impact student learning. Silvester will draft a curricular chart and bring it to the next meeting. • **Bob K. and BethAnn R. will work on the frequency of Greg S. and District Research attendance to meetings.** • **Tara S. and Silvester H. are interested in helping with the Focused Flex on data.**
6.	Administrative Units Program Review Rubric	Review and discuss rubric	I, D	Kratochvil	15	• Management is still reviewing and discussing the rubric. Bob K. will provide the Committee with an update once they have finalized their suggestions for the template.
	NEW BUSINESS					
7.	Program Review Submission Tool (PRST) *(See Handout)*	Review and discuss recommended changes to PRST Template Review and discuss 2015-16 Survey Questions	I, D, A	Kratochvil/ B. Robertson	40	• The Department Chairs own their respective departments Program Reviews (including goals of the departments) and the PRST. If the Reports/Data tab is added they can be provided guidance as to what is appropriate to upload to the tool under this tab. IT does not want the tool to be used as a place for all to keep various documents not related to Program Review. • IT had a suggestion on how to "gray" out the New Objectives tab until the Past Objectives are all given a status then the correct year at the top is selected and the New Objectives tab becomes available to enter objectives. However, any Past Objectives that are not completed or abandoned will still roll over to the New Objectives screen. It is noted that this can still be confusing to faculty and staff. It is suggested that this new idea be presented to the Department Chairs at their monthly meeting in order to receive their feedback as to whether this suggested modification will work. Nancy Y. will look at the April meeting agenda with A'kilah and Natalie and let BethAnn know if there is space available on the agenda to discuss the recommended PRST modifications. • Need to request BSI also be added to the list of "Collaborating Programs". BethAnn R. will communicate with the Deans on a list of

LOS MEDANOS COLLEGE

Planning Committee
MINUTES
March 3, 2016   2:00 – 4:00 pm
Core Conference Room CO-420

						programs, learning communities, grants, etc. that should be added to these options. • The Committee recommends that we add space for "Collaborative Programs" for five (5) options to be entered by user. • It is also suggested that we request the PRST be modified to edit the objective title. • PDAC is working with IT on changes to the Professional Development tab content. The Committee agrees that Ruth bring the information on these changes as an informational item to the Committee. • The Planning Committee agreed not to do a PRST or Program Review survey this year.
8.	Announcements			All	5	• Next year is a PSLO assessment year and the following year will be a Comprehensive Program Review year. The Committee needs to be sure to go to the Academic Senate prior to the start of the Comprehensive year.
9.	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	Gather Committee comments and suggestions re these and additional agenda items	I, D	All	5	
10.	Adjournment					• Meeting adjourned at 3:43 p.m.
	Spring 2016 meeting dates: April 7, May 5					