

LOS MEDANOS
COLLEGE

**Planning Committee
MINUTES**

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

Committee Chair: Bob Kratochvil

Recorder: BethAnn Robertson

Committee Members Present: Catherine Fonseca, Nancy Ybarra, Cecil Nasworthy, Tara Dale Sanders, Leetha Robertson, Paula Gunder, Ruth Goodin, Silvester Henderson, Tabitha Romero

Committee Members Not Present: Mary Oleson (alternate)

Guests: Gregory Stoup (District Office Research)

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 and our guest Greg Stoup from the District Office Research Department.
2.	Public Comment	Listen to our college community	I	Kratochvil	5	<ul style="list-style-type: none"> Bob announced that LMC was named one of the top 150 U.S. Community Colleges by the Aspen Institute for the Prize for Community College Excellence. Greg Stoup is also here to discuss data related to the Aspen Institute Prize.
3.	Agenda Minutes from December 3, 2015	Review and approval Review and approval	A A	Kratochvil	5	<ul style="list-style-type: none"> Agenda was reviewed and approved with one addition as item #7 titled SCUP Insitute (<i>Tara S. motioned, Ruth G. seconded; (8-0-0)</i>) Minutes were reviewed and approved (<i>Silvester H. motioned, Paula G. seconded; 8-0-0</i>)
<u>OLD BUSINESS</u>						
4.	District Research Needs <ul style="list-style-type: none"> CCSSE Aspen Institute 	Discuss types of data we need and interpretation for a visit from Greg Stoup	I, D	Kratochvil	30	<u>CCSSE</u> <ul style="list-style-type: none"> Greg informed the Committee that Marilyn Sargent (Director of Research Collaboration) who has experience with CCSSE surveys is available to assist with CCSSE. All three (3) Colleges in the District will be participating in this survey at the same time. We provide CCSSE with a list of our courses that meet a certain criteria (i.e. no online courses). There are Survey Administrators who will be proctoring the survey (faculty teaching the course will leave the room during the survey) which will be given in a hard copy (paper format). The Campus Coordinator will then collect the completed surveys from the Survey Administrators and send the sealed packets to CCSSE (via UPS). The District Office

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						<p>where to request it or exactly what research they want for the questions they have.</p> <ul style="list-style-type: none"> • Part of the issue at LMC is the staff/faculty do not know what questions to ask. It may be helpful to form a data inquiry group. • The requests for research can be submitted via the Office of Planning & Institutional Effectiveness website. Once the form is completed and submitted and auto-generated e-mail is sent to the Manager to approve then it is sent to District Office Research. • Greg will come to a Monday College Assembly to provide information on requesting research/data, the college will be able to ask Greg questions, discuss Scorecard, etc. It would also be helpful if Greg could provide some examples of requested data. • The Committee requested Greg to come to the next NEXUS to inform new faculty/staff on the process for requesting research. Greg also stated he will send an e-mail out every semester about requesting research/data. Greg will work with Paula G. on a professional learning experience related to data/research requests. • In addition, the new Director of Research Collaboration, Marilyn Sargent, is primarily working on data related to equity questions, forming research questions and what data means. Greg stated he will bring Marilyn to the next meeting. • Launchboard is another vehicle that can assist in gathering graduate to job data. • LMC is also in need of data for East County. Greg stated it is difficult to get however, the Research Office is working on that.
<u>NEW BUSINESS</u>						
5.	Administrative Units Program Review Rubric	Review and discuss rubric assessment	I, D	Kratochvil	15	<ul style="list-style-type: none"> • Bob is working with the President’s Cabinet on the Administrative Units Program Review Rubric. The draft template of the rubric was brought to President’s Cabinet and discussions will continue at the next meeting.
6.	Program Review and PRST Survey(s)	Review 2014-15 survey and results Discuss revisions to 2015-16 survey questions	I, D, A	Kratochvil	30	<ul style="list-style-type: none"> • BethAnn R. asked the Committee to provide any requests they may have for changes to the PRST: <ul style="list-style-type: none"> ○ Under options for “Status” please include an option for “In Progress” ○ An option to select each activity to report on instead of having to report on all activities in the same writing space. ○ Ask Eng about user rights to access and edit other unit/programs’ Program Reviews in the PRST. ○ Need a button for uploading Program Review Rubrics.

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7.	SCUP Institute	Information on the recent SCUP Institute	I	Gunder	10	<ul style="list-style-type: none"> ● Paula G. attended the recent SCUP Institute and greatly enjoyed the learning experience. Paula also felt that there are a lot of people at LMC who would benefit from a SCUP Training. Paula G. stated that there is an option to have SCUP come to LMC and conduct a training, Greg will look into this option. ● SCUP and the Research Planning (RP) Group will be holding a joint conference.
8.	Announcements			All	5	<ul style="list-style-type: none"> ● There is an IEPI Workshop in Santa Clarita on February 26th on the SSSP and Equity Plans. ● Nancy Y. announced that LMC is applying for a Basic Skills Outcome Transformation Grant. If awarded this will make a huge impact on the College. ● Leetha R. inquired in to the status of the Educational Master Plan. It was on the agenda for the previous two (2) months and as of this meeting is no longer on the agenda or as a future agenda item.
9.	Building Future Agendas: ● Frequency of Program Review Cycle	Gather Committee comments and suggestions re these and additional agenda items	I, D	All	5	

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	<ul style="list-style-type: none">• Discuss strategies to implement Integrated Planning• Regular Cycles for Surveys and Reviewing the College Mission• Discuss Administrative Unit Outcomes					
10.	Adjournment	• Meeting adjourned at 4:00 p.m.				
Spring 2016 meeting dates: March 3, April 7, May 5						

DRAFT