LOS MEDANOS COLLEGE

Planning Committee
MINUTES
April 9, 2015   2:00 – 4:00 pm
CO-420

Planning Committee Chair: Kiran Kamath

Recorder: BethAnn Robertson

Committee Members Present: Bob Kratochvil, Ruth Goodin, Cecil Nasworthy, Ryan Pedersen, George Mills, Jesse Michael Rosalez

Planning Committee Members Not Present: Catherine Fonseca, Gail Newman, Paula Gunder, Leetha Robertson, Tara Dale Sanders (alternate)

Guests: Nancy Ybarra

CURRENT ITEMS						
Item #	**Topic/Activity**	**Desired Outcome**	**Information Discussion Action**	**Lead**	**Time (mins)**	**Meeting Notes:**
1.	Welcome			Kamath		• Kiran welcomed the Committee to the meeting. There was a brief introduction of the new LMCAS Representative to the Planning Committee.
2.	Public Comment	Listen to our college community	I	Kamath	5	• There was no public comment.
3.	Agenda Minutes from March 5, 2015	Review and approval Review and approval	A A	Kamath	5	• The agenda was reviewed and approved *(Bob Kratochvil motioned, Cecil Nasworthy seconded; approved 5-0-1; abstention: Jesse Michael Rosalez)* • The minutes from the March 5, 2015 meeting were reviewed and approved *(Bob Kratochvil motioned, Jesse Michael Rosalez seconded; approved 3-0-3; abstentions: Ruth Goodin, Ryan Pedersen and George Mills)*
	OLD BUSINESS					
4.	Strategic and Operational Plans; Integrated Planning Model	Finalize draft integrated planning model to operationalize the LMC strategic plan. (see handouts)	I, D, A	Kamath, Gunder, Goodin, Sanders		• The Committee viewed the *Integrated Planning Model* PowerPoint Presentation. The next steps include finalizing the process and determining how programs/units (through program review) and existing College Plans support the Strategic Directions. • Information from the summaries will be included in an *Annual Institutional Effectiveness Report,* which will include effectiveness summaries/reports from other processes to close the loop such as SLO Assessments, Resource Allocation Effectiveness, Student Success Score Card, Institution-Set Standards, additional information regarding progress on Strategic Directions, and other metrics as determined.

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						• The Committee reviewed a sample page from the *PRST 2014-15* summary Excel spreadsheet and the *Outcomes Summary* Word document. The complete Excel spreadsheet contains 257 objectives included in the PRST in Program Review 2014-15. The sample *Outcomes Summary* document was developed as a shorter summary by strategic goal from the Excel spreadsheet. The last column lists the item number from the Excel spreadsheet, so the reader can refer to the spreadsheet for additional information. These documents contain the "bottom-up" information from the "Program/Unit Review" box in the Integrated Planning Model diagram. Only those programs that provided improvements/outcomes to the objectives are included in the *Outcomes Summary*. The *Outcomes Summary* includes 33 of the 257 objectives as a sample to gather the Planning Committee's input on the document's format and process. • After a lengthy discussion about how and who should gather summaries about how programs/units are 'moving the needle' on strategic directions, it was suggested that the manager responsible for the program/unit should review the information from the PRST (Excel Spreadsheet summary) and develop a summary by strategic goal in bullet form. These summaries would be consolidated into the narrative for the Annual Institutional Effectiveness Report. This suggestion will be discussed at the next President's Council with all the mangers prior to a finalizing the process at the next Planning Committee meeting. • The Strategic Directions (LMC, DVC and the District) are high level and 'visionary'. They do not contain any metrics. Once we develop a baseline of activities and gather the metrics for the baseline year (2014-15), we can determine the metrics for the strategic directions as part of the implementation/operational plan (annually or by the fifth year). • The "sideways" information from all the other college plans and initiatives ("College Plans" box seen on the Integrated Planning Model diagram) will be collected during a retreat and a "blue-wall" exercise. The plan leaders would receive a few questions (developed by the Planning Committee) prior to the retreat to prepare for the retreat. We will need an accurate inventory of all of the college plans and initiatives. o What is the timeline for this exercise/meeting?

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					o What would be the baseline year? 2013-14 or 2014-15? o The all College Plans/Initiatives meeting should include more than just one (1) representative or the plan leader(s). We should include 3-4 members of the plans' committee/group and have the retreat during the summer. o The Planning Committee will develop the questions at our next meeting and send to all College Plans/Initiatives leaders. o Which group should review all the narratives and summaries to determine what is missing to address the strategic directions (i.e. "top-down")? This group would probably meet 2-4 times/year and their responsibilities would include a review of all the summary reports (i.e. manager's Program Review bulleted summaries, summaries/reports from the all College Plans/Initiatives meeting, assessment summary, RAP effectiveness summary, progress on meeting Institution-Set Standards, the standards required by CCCCO etc.). This group would really need to be well informed and committed. The members would probably need a three year term with a third of members being new each year and clear rotation system. The membership may need to come from different areas (i.e. finance, technology, programs, constituencies, etc.). Would this group be the Institutional Effectiveness (IE) Group? Would it be the Planning Committee? Other? • The Planning Committee should consider at the "Logic Model". It demonstrates *output* versus *outcomes*. For example, output would be how many additional counseling hours were added or additional faculty hired. The *outcomes* would be the impact. If we are looking at moving the needle then we need to be looking at *outcomes* and not *output*. We need to have a conversation on what are our outputs and determine where the outcomes are .A technology *output* would be, did we purchase and/or install new technology; the technology *outcome* would be, did that new technology affect student success? Currently, when the College is surveyed on technology there is a large number of negative comments. We would know the needle moved on technology when we survey again in three (3) years and the comments are more positive. So we need to determine the instrument to capture if the needle has moved.

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					• We need to go through each Strategic Direction and determine what success would look like in each one. • To reflect back to last fall, the Planning Committee did not reach agreement with operationalizing the strategic plan and putting metrics to it. The Logic Model may help us address this. • Is the Planning Committee the Institutional Effectiveness (IE) Group or is it another undeveloped group/committee? Without knowing what the roles and responsibilities are for this group it is hard to know who the group is. The Committee decided to place this as an agenda item for the next meeting. • Is the Committee ready to share the Integrated Planning Model with the Senates? What is the timeline for the adoption of the model? Since the ACCJC Follow-Up visit is in October 2015, we should try to adopt it before October. • The Integrated Planning Group will work on this further and bring it back to the May meeting. This group includes Kiran, Ruth, Paula, and Tara. Additional members - Nancy Ybarra and Jesse Michael Rosalez – have joined this group.
5.	Program Review Validation Process	Discuss potential models and how it fits with the integrated planning model	I, D	Newman, Pedersen, Nasworthy, Rosalez, Ybarra, Moore	40	• Tabled until next meeting.
	NEW BUSINESS					
6.	Institutional Effectiveness Partnership Initiative (IEPI) and new requirement to set goals by June 15, 2015 Institutional Effectiveness FAQ Board of Governors Agenda Item 2.2 Year One Indicators	An under-standing of what this is. Process to follow at LMC to adopt goals this spring. Due to the CCCCO in June. (see links/handouts)	I, D	Kamath	15	• Kiran attended the IEPI meeting on March 27th about the new requirement from the CCCCO to set new IE Goals by June 15th. The CA Community Colleges BOG adopted the goals framework for Institutional Effectiveness on March 16, 2015. This is moving very quickly. Prior to the next academic year we need to establish a minimum of four (4) goals. Kiran will be going to all three (3) Senates and the President's Cabinet. The goals need to be aspirational. If we do not set these goals, it will affect our 3SP funding for 2015-16. o Need to make sure the 3SP Committee is aware of this.

						o Currently we have been notified about 18 indicators. It is still being developed and may include more goals or revised goals next year.
7.	Program Review Submission Tool (PRST)	Update on modifications being discussed to be made for August 2015 roll-out of the PRST	I, D, A	Kamath	5	• Getting ready for the roll-out for August. All the updates have been discussed with Mike. Eng and Mike are working on the changes. At this point, no new changes can be added for the August 2015 release of the PRST.
8.	SCUP – Planning Institute	Brief overview	I	Kamath	5	• Kiran attended this all day workshop on Sunday March 20th. It was very informative and an outstanding learning experience. It will be good for Planning Committee members to attend this training to build institutional capacity. Kiran will bring more information to the next meeting.
9.	Announcements			All	5	• The final data is in on progress towards meeting the goals and metrics in the Interim Strategic Priorities. It will be uploaded to the P&IE website tomorrow. A campus e-mail will be sent to inform the College of the final data and the new Scorecard data that is currently on the website.
10.	Building Future Agendas: • Codify a sustainable Program/Unit Review Validation or Review Process • Discuss strategies to implement Integrated Planning • Regular Cycles for Surveys and Reviewing the College Mission • Develop familiarity with Standard I • Discuss Administrative Unit Outcomes	Gather Committee comments and suggestions regarding these and additional agenda items	I, D	All	5	• Program Review Validation Process (Actionable Improvement Plan) • Integrated Planning Model – gathering 'bottom up' and 'sideways' information. • Defining the group to determine the "top-down" information and to address effectiveness of the Institution. • SCUP – Planning Institute information.
11.	Adjournment					• Meeting adjourned at 4:07 p.m.
	Spring 2015 meetings dates: May 7					