LOS MEDANOS COLLEGE

Planning Committee
MINUTES

October 3, 2013   3:00 – 4:30 p.m.
Conference Room CO-420

Committee Chair: Kiran Kamath

Recorder: BethAnn Robertson

Committee Members Present: Bob Kratochvil*,* Carol Hernandez, Ruth Goodin, Rashaad McAlpin, George Mills, Ryan Pedersen, Miguel Mauricio

Committee Members Not Present: Gail Newman, Allison Roeder

Invitee Unable to Attend: Invitee-Gregory Stoup *(Senior Dean of Research and Planning, District Office)*

CURRENT ITEMS						
Item #	*Topic/Activity*	*Desired Outcome*	*Information Discussion Action*	*Lead*	*Time (mins)*	*Follow up*
1.	Agenda Minutes	Review and approve	A	Kiran		• Agenda approved *(8-0-0)* • September 5, 2013 Minutes approved *(5-0-3)*
2.	Committee Membership	Adequate Shared Governance representation	I	Kiran	5	• Three (3) representatives from Classified Staff, Faculty, Students and Management. • No quorum and every member receives one (1) vote • The structure and 'charges' of SGC committees is being reviewed and will be updated.
3.	Goals for 2013-14 (Handout of previous charge and draft new charge)	Recommended 'charge' to SGC for goals to be accomplished	D	Kiran	10	• The 2013-14 draft goals were presented to SGC last month for comment and input, since the Planning Committee was not meeting till today. • The first District-wide Strategic Plan charrette was held yesterday and will be discussed at College Assembly on October 7th. Miguel will talk to Demetria and LMCAS to enlist more student involvement. (Goals #1 and #2) • A review of the 2012 Validation Process and determine a future sustainable process is on the meeting agenda for discussion. (Goal #3) • Some feedback from the 2012 Program Review:

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						○ Learning Communities felt they did not fit into any of the programs. *(Need to work on incorporating the Learning Communities for Program Review)* ○ There was limited help and information within the submission tool. *(In addition to addressing this, a "handbook" is being developed for the 2013.)* - In future, the submission tool should be updated in Spring, data for program review will be gathered in Summer, and the rollout of Program Review will take place in Fall. - All approve of the draft 2013-14 Planning Committee charges *(8-0-0).* Charges will go back to SGC for final approval.
4.	Meeting Schedule and committee organization	Determine how best to address the work for the year	D	All	5-10	- Committee used to meet twice a month. They became once every month. We need to find a way to complete the work. This is a very busy year. - Ideas: ○ Meet twice a month ○ Longer meetings ○ Break into subcommittees and bring completed work back to Planning Committee - The Planning Committee voted to change meeting time to 2:00 – 4:00 p.m. on the first Thursday of every month; in addition, work will be split and assigned to subcommittees to complete and return to a subsequent Planning Committee meeting.
5.	2013 Program Review Update	Determine start and end date of the process	D, A	All	10-15	Members of the Planning Committee met to review the feedback for updates/changes and instructions on new tool during the summer. Kiran, Michael Becker, Eng Saw, Bob Krotochvil, and Ronke

						Olatunji met to discuss the revision process. We hope to open the 2013 Program Review submission tool around November 1st and keep it open until February 15th. E-mail will be sent with instructions on the new submission tool. • Discussion ensued about not closing the tool. So, for example, open Program Review on 11/1/13 then close Program Review on 02/15/14 then after RAP closes re-open the Program Review Tool so that throughout the year goals can be updated and new goals for the following academic year can be entered.
6.	Validation Process for 2012 Comprehensive Program Review	• Review and validate 2012 program review • Determine a sustainable process to validate future program reviews	D	All	10	• Handouts of CCC and DVC Program Review and Validation Processes were shared as examples. • It was felt that a form should not be created to validate the 2012-13 program review, since it would be created after the fact. Instead, it was suggested, for this year, since there are so many new deans and managers, that they should read 'their' program reviews to become more familiar with their areas. They could develop a short summary to be forwarded to the Cabinet. A timeline to complete by winter recess was suggested, so that managers can be more involved in spring in the development of the program review objectives for the next year i.e. be involved at the 'front end' in future. • The Committee should develop a sustainable validation process for the next program review (2014-15 Program Review) during the 2013-14 academic year.

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						• A phased in process was suggested, so that the new process is completed implemented for the 2015-16 program review.
7.	2014-2019 Strategic Plan	• Widespread input and participation • Timeline • Process	I, D	All	20	• At the October 7th College Assembly Greg will be presenting the District Strategic Plan Charrette (in a shorter format). The presentation will give the college the process, timeline and included input/participation from attendees and an online survey for those that are unable to attend.
8.	Surveys	• Student Satisfaction Survey Update • Employee Satisfaction Survey Process • Gathering input of survey needs of the college	I, D	Kiran /All	5-10	• Have not yet received results from Student Satisfaction Survey. • Planning Committee Members start thinking of questions for Employee Satisfaction Survey.
9.	Other:					
10.	Future Agenda Items:	• 2014-2019 Strategic Plan • Sustainable Validation Process	D	All	5	
11.	Next meeting	November 7; 2 pm to 4 pm				