

LOS MEDANOS
COLLEGE

**Planning Committee
MINUTES**

November 7, 2013 2:00 – 4:00 p.m.
Conference Room CO-420

Committee Chair: Kiran Kamath

Recorder: BethAnn Robertson

Committee Members Present: Bob Kratochvil, Carol Hernandez, Gail Newman, Rashaad McAlpin, George Mills, Ryan Pedersen, Miguel Mauricio

Committee Members Not Present: Ruth Goodin, Allison Roeder

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

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>Follow up</i>
1.	Public Comment	Information	I			<ul style="list-style-type: none"> • Allison Roeder is anticipated to return from leave in mid-December. George and/or Rashaad will check with Linda Kohler on her anticipated return and if she will assume her position on the Planning Committee. • Carol Hernandez will speak with Danielle Liubicich about returning to the Planning Committee. • The second District-Wide Strategic Planning Charrette took place last Friday (November 1, 2013) at the Crowne Plaza Hotel in Concord. It went well, two (2) students from CCC attended, which provided the much needed student input. Preliminary draft of the District Strategic Plan is expected by the end of November 2013.
2.	Agenda Minutes	Review and approve	A	Kiran		<ul style="list-style-type: none"> • Agenda approved (7-0-0) • October 3, 2013 Minutes (6-0-2) • 2013-14 Planning Committee Charges (goals) to be accomplished was were adopted by SGC.
3.	Developing the 2014-2019 Strategic Plan for LMC (<i>See Handouts</i>)	<ul style="list-style-type: none"> • Review timeline • Discuss the process <ul style="list-style-type: none"> ○ Goal to gather widespread input and participation 	I, D	All	60	<ul style="list-style-type: none"> • LMC needs to begin work on a five-year Strategic Plan and adopt it before the end of the 2013-14 Academic Year. • Review handout of previous timeline (Spring 2012)

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					<ul style="list-style-type: none">• Processes and timeline planning should begin now. All College Day will launch the planning process for the college. It could be a charrette to begin Strategic Planning and gather widespread input.• The District would like the colleges to complete the process and get all the approvals before the end of the spring 2014 semester.• The Committee contemplated the idea that the planning could be completed during the spring, but that the draft could be finalized during the summer and voted for adoption as soon as faculty return in August-September 2014.• Create a Steering Committee for Strategic Planning (similar to the Accreditation Steering Committee) that would be responsible for ensuring that all groups are comfortable with the timeline, process, and develop a plan for All College Day. Should include a faculty representative and a classified representative from the Brentwood Center. The Steering Committee should also include community members/partners. It would also include members from the Planning Committee. The number of members of the Steering Committee should not be too many as it will be difficult to synchronize calendars.• President Kratochvil will call a meeting with the Senate leaders (Academic Senate, Classified Senate, LMCAS and/or Demetria Lawrence) and Planning Committee Chair Kiran Kamath to discuss the process and the timeline.• Discussion is still occurring regarding the possible need for an external facilitator.
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						<ul style="list-style-type: none"> • Strategic Planning Sub-Committee may need to meet two times to plan for All College Day before January (2 Fridays at 1:00 p.m.) BethAnn will e-mail some prospective dates to check caledars.
4.	2013-14 Program Review Update	<ul style="list-style-type: none"> • Share results of beta-testing tool • Finalize the timeline • Launch Program Review Update <ul style="list-style-type: none"> ○ Workshops, including SQL 	D, A	All	15	<ul style="list-style-type: none"> • Beta-testing has been completed and testers met to share feedback. Kiran will meet with Mike Becker and Eng Saw to provide the suggestions for improvements. Mike Becker is working to move the software to an outward facing server so the Program Review Submission Tool (PRST) can be accessed from off campus. A guide (with step-by-step instructions) on how to access and complete Program Review will be available online. • The PRST will have a link on the LMC home page under “Faculty & Staff” in the column labeled “About LMC”. • The Program Review launch is planned before Thanksgiving. • There will be two (2) workshops on Program Review and the PRST; one on 11/19/13 and one on 12/3/13 both from 12:30 – 2:00 p.m. in L109. The presentation will be in three parts: <ul style="list-style-type: none"> ○ The first part (10-15 minutes) will focus on: <ul style="list-style-type: none"> ➤ What is Program Review? ➤ Steps in conducting a thoughtful Program Review? ○ The second part (45 minutes) will be presented by Greg Stoup (D.O. Research & Planning) and will instruct participants on how to interpret and make data meaningful before developing objectives and goals in your Program Review.

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						<ul style="list-style-type: none"> ○ The third part (30 minutes) will focus on taking participants through the tool and the guide (step-by-step) and will also include a “Q&A” session. ● Department Chairs are encouraged to attend the November workshop as they will be meeting during the December workshop. A third workshop is being scheduled during Flex in January 2014. ● At the end of each of each workshop, participants will be asked if they feel they need “hands-on” tool training. Depending on the response we will set-up a “hands-on” session in one of the computer labs.
5.	Feedback/Evaluation of 2013-14 Program Review Update <i>(See Handouts)</i>	<ul style="list-style-type: none"> ● Discuss questions to be included in the survey ● Establish a sub-group 	D	All	10	<ul style="list-style-type: none"> ● A survey monkey will be developed for this Program Review and will be distributed in March. President Kratochvil, Kiran Kamath and Rashaad McAlpin volunteered to serve on this subgroup to develop questions for this survey.
6.	Validation Process for 2013-14 Program Review Update	<ul style="list-style-type: none"> ● Determine a sustainable process to validate program reviews ● Establish a sub-group 	D	All	10	<ul style="list-style-type: none"> ● As an interim “fix” for the Comprehensive Program/Unit review validation from last year, the Deans/Managers will be asked to read the submissions of their units/programs and develop 3-5 recommendations and commendations. This will be submitted to the President’s Cabinet. Once reviewed by the Cabinet, it will be returned to the manager to share with all members of the department/unit. The deans/managers should be provided a template or guidelines for the review and validation. President Kratochvil is working on a draft memo to the deans/managers. ● Develop a sub-group to design a more permanent validation process for the upcoming Program Review. George Mills and Ryan Pedersen have volunteered to serve on this sub-group to develop a

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						<p>validation rubric (may augment with additional members).</p> <ul style="list-style-type: none"> • The following questions arose: <ul style="list-style-type: none"> ○ What happens with the Program Review after it is completed? ○ If program is not improving, what happens to it? • Representatives on the Planning Committee from the Academic Senate, Classified Senate and LMCAS will take the sample handouts of the CCC and DVC Validation Processes to their respective senates to gather input and feedback. This will assist the Planning Committee in developing a process and a form for future validations. • It is possible that the college will phase in the new validation process. If the new process is not implemented in spring 2014, the deans/managers may need to validate the 2014-15 program/unit reviews again in spring 2014.
7.	Surveys (<i>See Handout</i>)	<ul style="list-style-type: none"> • Share Student Satisfaction Survey Results • Employee Satisfaction Survey Questions and Format 	I,D	Kiran	10	<ul style="list-style-type: none"> • The spring 2013 Student Satisfaction Survey results are posted on the Office of Planning & Institutional Effectiveness website under the “Data & Surveys” link. www.losmedanos.edu/planning • The college will be conducting an Employee Satisfaction Survey in spring 2014. The previous survey was conducted in fall 2010. In order to analyze changes and the trend, the existing questions from the 2010 survey will be remain in the 2014 survey as Part A. Additional questions from Accreditation Standards Committees and Shared Governance Committees will be included in Part B. An email to these committee chairs and unit managers will ask them to

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						respond to Kiran Kamath within two weeks with a maximum of 3-5 questions to be included in the new Employee Satisfaction Survey, which will be conducted in January, 2014.
8.	Other					None.
9.	Future Agenda Items:	<ul style="list-style-type: none"> • Accomplishing the Committee's charge • Evaluation/feedback of 2013-14 Program Review • Sustainable Validation Process • Getting familiar with Accreditation Standard I • Program Review for learning communities next year. 	D	All	5	
10.	Next meeting	December 5; 2 pm to 4 pm				