

LOS MEDANOS
COLLEGE

**Planning Committee
MINUTES**

December 7, 2023 1:00 – 3:00 pm
President’s Conference Room SS-409 & Via Zoom

Committee Chair: Ryan Pedersen

Recorder: BethAnn Stone

Committee Members Present: Christina Goff, Scott Hubbard, BethAnn Stone, Tatiana Pak, Cesar Reyes, Bill Bankhead, Tanisha Maxwell, Nicole Trager, Abigail Thinn

<i>Item #</i>	<i>Topic/Activity</i>	<i>Desired Outcome</i>	<i>Information Discussion Action</i>	<i>Lead</i>	<i>Notes</i>
1.	Welcome and Public Comment	➤ Listen to our college community	I	Pedersen	<ul style="list-style-type: none"> • Ryan Pedersen welcomed the committee members to the December meeting. • The committee welcomed new members, LMCAS representative Abigail Thinn and Academic Senate representative Scott Hubbard, and provided brief introductions. • No Public Comment given.
2.	AB2449	➤ Review and approval of AB2449 Teleconference Waiver Forms	I, D, A	Pedersen	<ul style="list-style-type: none"> • No waivers submitted.
3.	Agenda and Minutes from October 5, 2023	➤ Review and approval	A	Stone	<ul style="list-style-type: none"> • The Committee reviewed and approved the agenda with one (1) correction, remove “Yee” from Abigail Thinn’s name (<i>B. Bankhead motioned, S. Hubbard seconded; approved 8-0-0</i>) • The Committee reviewed and approved the November 2, 2023 minutes with one (1) correction on page 3, 3rd bullet revise “yeas” to “years” (<i>C. Goff motioned, T. Pak seconded; approved 6-0-3 Cesar Reyes, Abigail Thinn and Scott Hubbard abstained.</i>)
4.	District Research Updates	➤ District updates	I, D	Blackthorne/ Pedersen	<ul style="list-style-type: none"> • No updates provided by District. • Ryan Pedersen will provide summaries of the District Planning/ALO Coordinator meetings to the committee in the future.
5.	Committee Membership & Meeting Schedule <ul style="list-style-type: none"> • Spring 2024 Membership • Spring 2024 Meeting Schedule • Spring 2024 Committee Agenda 	<ul style="list-style-type: none"> ➤ Review and discuss committee membership for SP24 ➤ Review and approve the SP24 meeting schedule ➤ Review, discuss and revise (if necessary) the agenda of activities/projects for SP24. 	I, D, A	Pedersen/ Stone	<ul style="list-style-type: none"> • Ryan has contacted new Academic Senate Co-Presidents regarding the empty Academic Senate seat left by Mark Lewis’ retirement. • The committee has welcomed new members Scott Hubbard and Abigail Thinn, who replaced Mark Lewis and Hudson Smith, respectively. • The committee discussed the spring 2024 meeting schedule, and decided to change our meeting times from 1-3 pm to 2-4 pm so our new members are able to attend. • The committee approved the change to our meeting time starting spring 2024 to 2:00 p.m. to 4:00 p.m. (<i>B. Stone motioned, C. Reyes seconded; approved 9-0-0.</i>)

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					<ul style="list-style-type: none"> • Ryan provided a brief overview of the project teams and the projects for our new members to select a team. Abigail will join the Use of Survey Data Project Team with Cesar and Christina. Scott will join the Program Review Project Team with Tanisha and Nicole. BethAnn and Ryan will help the Institutional Effectiveness & Goal Setting Project Team until another member can be appointed (Academic Senate representative). • The committee reviewed the spring 2024 agenda. It was noted that our current Educational Master Plan (EMP) is effective until June 2025, but the writing of the new plan will start in fall 2024. The committee will continue in spring with our projects and project teams. <p><i>*The committee approved changing the meeting time beginning in spring 2024 from 1-3 pm to 2-4 pm. Meeting days will still be the first Thursday of every month, and location to remain the same in SS-409.</i></p> <p><i>**The committee noted that the writing of our new EMP will begin in fall 2024, and evaluation of the plan may begin in spring 2024.</i></p> <p><i>**The committee will continue the project team work through spring 2024 or when the project objectives have been completed, whichever comes first.</i></p>
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REPORT-OUTS ON WORK/PROJECTS

6.	Institutional Effectiveness & Goal Setting <ul style="list-style-type: none"> • College Assembly Outcomes • Next Steps 	<ul style="list-style-type: none"> ➤ Review and discuss outcomes from 11/20 College Assembly (survey results). ➤ Discuss and determine next steps 	I, D, A	Pak	<ul style="list-style-type: none"> • Tatiana shared the results from the survey conducted during the College Assembly with the committee. It was noted that one of the options given in the survey was that we could choose both percentage and raw numbers however, we can’t select both. This lead to some flawed results as a large portion of the respondents selected the option for reporting both. • The team will work with the Office of Planning and Institutional Effectiveness to develop a package of options to present to the committee and then the College in spring. • The committee also indicated that the survey questions were a little too vague, and to develop more specific options with the packages (i.e. matrix of options). • Providing visualizations and what they mean with the packaged options is helpful, including what we are doing now and why we
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					<p>should change. It was also noted that using pandemic time data to set the standards can be problematic.</p> <ul style="list-style-type: none"> The committee and team discussed presenting two (2) methodologies and ask the College to select which one best tells their story. Facilitating the conversation for participants to think about the method works for their program (raw numbers or percentages). It should also be noted, that we can choose to do one standard raw numbers and another standard percentages. poll, Google Form, Kahoot, Survey Monkey, etc.). <p><i>*The P&IE Office will meet with Bill Bankhead and Tatiana Pak to discuss the development and presentation of the methodologies and matrix of options.</i></p> <p><i>**The Project Team will work the P&IE Office to develop the matrix of options and visualizations for presentation and discussion with the College in spring 2024.</i></p>
7.	<p>Use of Survey Data</p> <ul style="list-style-type: none"> Meeting Updates Next Steps 	<ul style="list-style-type: none"> ➤ Review and discuss projects and updates from team ➤ Discuss and determine next steps 	I, D, A	Reyes/ Pedersen	<ul style="list-style-type: none"> The project team held discussions on who is already looking at specific data. The team informed BethAnn and Ryan that the Hope Survey and the NACCC Survey results need to be added to the data website. The team is also working on how to market existing survey data to increase data democracy and more college-wide use of data in decision-making. Cesar is developing a marketing e-mail and a form template for the committee to review that would guide users in their review and use of data. The team decided to use the HOPE Survey has the pilot for the review form template. The project team noted that we have an opportunity to put the College in a good position to review and utilize the NACCC Faculty Survey results next year. <p>The committee discussed some of the nuances around these conversations. Sometimes when you're talking to the people that are taking the survey, as it could impact or influence how they use the results and make decision based in part of those results. Another concern was related to the nuance of “How do you do the work on the front end?” Because when you're talking to people where the results of the survey impact them. It could be that they have no control over that area or service. The committee asked the team to consider “Who's taking the survey versus who it's impact?”</p>

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					<p>Who's looking at these survey answers can be very different and really be very explicit about who's voice is being represented.</p> <ul style="list-style-type: none"> You have to create investment in the work that will be done around campus climate. The surveys are in the information, not the “to-do”. <p><i>*The project team will continue to work on the marketing e-mail and survey review form template. The team will bring the e-mail and form template to the committee for review and discussion in spring 2024.</i></p>
8.	<p>Program Review</p> <ul style="list-style-type: none"> Draft Proposal Next Steps 	<ul style="list-style-type: none"> ➤Review and discuss draft pause proposal. ➤Discuss and determine next steps 	I, D, A	Trager	<ul style="list-style-type: none"> The project team presented the committee with the draft Program Review Pause Proposal developed for committee review, discussion, possible revision and approval. The District developed a workgroup that consists of program review leads and responsible managers, from each of the three (3) Colleges in the District and District leads such as planning and research, and education and technology. DVC has already approved to pause their program review, CCC has just approved to pause their program review, both until fall 2025. Now LMC has to figure out if we want to pause our program review and during this participate more locally with the project team on reimagining program review here at LMC. The project team is seeking the input and approval from the committee so we are able to move forward in spring 2024 in working with the Academic Senate, Classified Senate, LMCAS and SGC to get it on their agendas for review and approval. The proposal appears a little lengthy as it includes the purpose of program review, background and overview of our program review process and timeline. It was noted that the team will work to pare this proposal down some in a presentable and briefer version. It was noted that we are currently in-between program review cycles, so are next update year is not until fall 2024. BethAnn provided the committee with an overview of the proposal and the options to present the College with. <ul style="list-style-type: none"> ○ Option #1 is for LMC to pause our program review until fall 2025

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					<i>review, discussion and approvals of the best option for the College in the Program Review Pause Proposal.</i>
INSTITUTIONAL EFFECTIVENESS					
9.	NACCC Staff Survey <ul style="list-style-type: none"> • 2023 Survey Results • Next Steps 	<ul style="list-style-type: none"> ➤ Review and discuss results from 2023 survey. ➤ Discuss and determine next steps for sharing results with College. 	I, D, A	Pedersen	<ul style="list-style-type: none"> • The survey results will be sent out to the committee and posted on the website. • The results have been shared with President’s Cabinet and will be bringing it to the Participatory Governance Task Group and President’s Council. • Rosa Armendariz, Dean of Equity & Inclusion, and Ryan Pedersen will also collaborate with IDEA and PDAC on the review of the results.
CAMPUS COMMUNICATION/CONSTITUENCY REPORTS					
10.	Campus Communication/Constituency Reports <ul style="list-style-type: none"> a. Academic Senate b. Classified Senate c. SGC d. TLC e. PDAC f. ... 	Actions and Notable Items to Report from Planning Committee to Constituency; or from Constituency to Planning Committee			<p><i>*The committee approved changing the meeting time beginning in spring 2024 from 1-3 pm to 2-4 pm. Meeting days will still be the first Thursday of every month, and location to remain the same in SS-409. The committee noted that the writing of our new EMP will begin in fall 2024, and evaluation of the plan may begin in spring 2024. The committee will continue the project team work through spring 2024 or when the project objectives have been completed, whichever comes first.</i></p> <p><i>**The P&IE Office will meet with Bill Bankhead and Tatiana Pak to discuss the development and presentation of the methodologies and matrix of options. The Project Team will work the P&IE Office to develop the matrix of options and visualizations for presentation and discussion with the College in spring 2024.</i></p> <p><i>***The project team will continue to work on the marketing e-mail and survey review form template. The team will bring the e-mail and form template to the committee for review and discussion in spring 2024.</i></p> <p><i>****The project team approved the revised Program Review Proposal. The project team lead will contact AS President, CS President, President’s Council, LMCAS and SGC Chair to schedule the review, discussion and approvals of the best option for the College in the Program Review Pause Proposal.</i></p>
11.	Meeting adjourned at 3:06 p.m. <i>(B. Stone motioned, C. Reyes seconded; approved (7-0-0)</i>				
Spring 2024 Meeting Dates: February 1 st , March 7 th , April 4 th , May 2 nd					