

LOS MEDANOS  
COLLEGE

**Planning Committee**  
**MINUTES**

September 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:** Mark Lewis, BethAnn Stone, Hudson Smith, Tatiana Pak, Bill Bankhead, Tanisha Maxwell, Nicole Trager, Christina Goff

**Guest(s):** Elizaveta Shabusheva, Connie Konsavage, Janith Norman

<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"> <li>• Ryan Pedersen welcomed newly appointed committee members Tatiana Pak, Nicole Trager and Christina Goff.</li> <li>• Bill Bankhead noted the launch of the “Learning Aligned Employment Program” which subsidizes the salaries for student internships.</li> <li>•</li> </ul>
2.	AB2449	➤ Review and approval of AB2449 Teleconference Waiver Form request for committee members	I, D, A	Pedersen	<ul style="list-style-type: none"> <li>• No waivers submitted.</li> </ul>
3.	Agenda and Minutes from May 4, 2023	➤ Review and approval	A	Stone	<ul style="list-style-type: none"> <li>• The Committee reviewed and approved the agenda with two (2) corrections: 1.) remove Ozlem Guclu as a committee member; 2.) remove Mary Grigsby as a committee member (<b><i>B. Stone motioned, C. Goff seconded; approved 7-0-0</i></b>)</li> <li>• The Committee reviewed and approved the May 4, 2023 minutes (<b><i>C. Goff motioned, N. Trager seconded; approved 3-0-4, N. Trager, T. Maxwell, C. Goff, T. Pak abstained.</i></b>)</li> </ul>
4.	District Research Updates	➤ District updates	I, D	Blackthorne	<ul style="list-style-type: none"> <li>• No District Updates were provided.</li> </ul>
5.	2023-24 Committee Charges & Membership <ul style="list-style-type: none"> <li>• Committee Operations</li> <li>• Membership Updates</li> <li>• Projects/Draft Agenda for Year</li> <li>• 2023-24 Committee Proposed Charges</li> </ul>	<ul style="list-style-type: none"> <li>➤ Review overall committee structure and participation responsibilities</li> <li>➤ Review and discuss membership vacancies and plan to work to identify replacements.</li> <li>➤ Review, discuss and approve 2023-24 projects/agenda</li> <li>➤ Review, discuss and approve 2023-24 committee charges</li> </ul>	I, D, A	Pedersen	<ul style="list-style-type: none"> <li>• The committee reviewed and discussed operations and responsibilities. It was noted that we have a few new members – Christina Goff (Faculty/Academic Senate), Nicole Trager (Management/Council), and Tatiana Pak (Classified Professional/Classified Senate). It was also noted there are vacancies for one Faculty/AS representative, Management/Council representative, and two Student/LMCAS representatives. Bill Bankhead has volunteered to serve as the third Management representative. Mark Lewis (AS President) will bring the open seat to Academic Senate for recruitment and appointment. Ryan</li> </ul>

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					<p>Pedersen (Chair) and BethAnn Stone will work with the LMCAS to recruit new representatives for appointment.</p> <ul style="list-style-type: none"><li>• The committee reviewed and discussed the 2023-24 project agenda – Institutional Effectiveness &amp; Goal Setting, Program Review, Use of Survey Data, EMP Update &amp; Planning Calendar, and Accreditation. The assessment of ISLOs and its alignment with program review was noted. While the ISLOs were developed and approved last academic year, there has been no movement on the assessment process for them. There was continued conversation as to what committee or shared governance body at the College would be responsible for the development of the ISLO assessment process (i.e. SGC, TLC, etc.). At the conclusion of the discussion the committee approved the addition of a sixth project to add to the 2023-24 agenda – “Review ISLO assessment process and ensure alignment with program review process”. <b>(B. Stone motioned, T. Maxwell seconded’ approved (7-0-0)).</b></li><li>• The committee reviewed the updated charges for 2023-24, which are aligned with ACCJC standards and with the project agenda for the academic year:<ul style="list-style-type: none"><li>○ <i>Develop a process to establish institutional goals for our institutional metrics that align with our Student Equity Plan, connect these metrics to the Learning Major &amp; Career Pathways, and construct a framework for program/department level metrics and goals. (IB4, IB6, IB8, IB9)</i></li><li>○ <i>Map the Educational Master Plan 2020-2025 (EMP) goals to our institutional metrics/targets and clearly integrate it with our Student Equity Plan. Lead the process to assess the current educational master plan and begin planning for a new master plan. (IB4, IB5, IB6, IB7, IB8, IB9)</i></li><li>○ <i>Review, evaluate and/or modify the program review process in collaboration with shared governance committees to become more meaningful for units/departments, increase the focus on equity, and connect the process with the Student Equity Plan and the work of Learning Major &amp; Career Pathways Success Teams. (IB1, IB2, IB5, IB7, IB9)</i></li><li>○ <i>Develop a structured process for reviewing, prioritizing and disseminating results from major College surveys.</i></li></ul></li></ul>
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					<p><i>Implement tools to increase the meaningfulness of survey results, and its use to take action and create change to individual and departmental practices. (IB1, IB3, IB5, IB6, IB9)</i></p> <ul style="list-style-type: none"> <li>○ <i>Lead in the development of Standard I of the ACCJC Midterm Report 2024 and provide information on the ACCJC Standards as it relates to the Planning Committee charges. (IB4, IB6, IB7, IB8, IB9)</i></li> <li>● <i>The committee approved the new 2023-24 committee charges and projects, (including the 6<sup>th</sup> SP24 project pertaining to ISLO assessments); and to send the approved charges and projects to SGC for approval (N. Trager motioned, C. Reyes seconded; approved 7-0-0).</i></li> </ul> <p><i>*The committee welcomed new members Nicole Trager, Christina Goff and Tatiana Pak. The committee is seeking representatives to fill the open seat for Faculty/Academic Senate and the two open seats for Students/LMCAS. Bill Bankhead has volunteered to fill the open seat for Management representation.</i></p> <p><i>**The committee added “Review of the ISLO assessment process and ensuring its alignment with the program review process” as its sixth project for the academic year with work to begin in spring 2024.</i></p> <p><i>***The committee reviewed and approved the new charges for 2023-24 and noted the charges along with the 2023-24 project agenda will be sent to SGC for review and approval.</i></p>
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**REPORT-OUTS ON WORK/PROJECTS**

6.	<p>Summer Projects from PIE</p> <ul style="list-style-type: none"> <li>● Institutional Metrics site</li> <li>● Other Website Updates</li> </ul>	<p>➤ Review and discuss Institutional Metrics site</p> <p>➤ Review updates and revisions to P&amp;IE website</p>	I, D, A	Pedersen /Stone	<ul style="list-style-type: none"> <li>● The committee reviewed and discussed the new Institutional Metrics website developed by the P&amp;IE Office and with the support and collaboration of the Marketing &amp; Media Department (Eloine Chapman).</li> <li>● The new metrics website is designed in four (4) tiles – Access/Enrollment, Early Success Indicators, Momentum and Success/Completion. Within each of these tiles are data visualizations displaying the metrics for the indicators from the CCCCCO. There is also a visualization demonstrating our disproportionately impacted population and the SEP goal aligned with the indicator for the population.</li> </ul>
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					<ul style="list-style-type: none"> <li>It was also noted that other P&amp;IE webpages/websites were updated over the summer to be cleaner and more concise. Website and webpage work will be ongoing.</li> </ul>
7.	<p>Project Team Assignments and Structure</p> <ul style="list-style-type: none"> <li>Volunteer/Assign Members to Project Teams</li> <li>Review Committee Workflow Structure</li> </ul>	<ul style="list-style-type: none"> <li>All members volunteer for project</li> <li>Ensure projects have equitable distribution of labor</li> <li>Project update template</li> <li>Review project team lead responsibilities</li> </ul>	I, D	Pedersen	<ul style="list-style-type: none"> <li>The committee members reviewed the projects for the semester, the responsibilities of the team leads, and the template for status reports to the committee at monthly meetings. It was noted that BethAnn and Ryan have not been assigned to any particular project team as they will be supporting all teams with their projects throughout the semester.</li> <li>Committee members signed up for one of the three fall 2023 semester project teams:               <ul style="list-style-type: none"> <li>Institutional Effectiveness &amp; Goal Setting – Tatiana, Mark, Bill</li> <li>Program Review – Nicole, Tanisha, BethAnn (until a new Faculty/AS representative is appointed)</li> <li>Use of Survey Data – Cesar, Christina, Hudson.</li> </ul> </li> <li>The homework for the committee is to connect with each other and select a lead for the team and review the update template provided for your team meetings.</li> <li>The committee agendas will be structured moving forward this semester to ensure adequate time is provided for project team updates, support and discussion.</li> </ul> <p><i>*The committee members signed up for their fall 2023 project teams:</i></p> <ul style="list-style-type: none"> <li>❖ <i>Institutional Effectiveness &amp; Goal Setting – Tatiana, Mark, Bill</i></li> <li>❖ <i>Program Review – Nicole, Tanisha, BethAnn (BethAnn will support until a new Faculty/AS representative is appointed)</i></li> <li>❖ <i>Use of Survey Data – Cesar, Christina, Hudson.</i></li> </ul>
<b>PROJECT FIRST STEPS</b>					
8.	Assign each Team First Steps for September Work	<ul style="list-style-type: none"> <li>Fill-in first steps in new template for each project</li> </ul>	I, D	Stone	<ul style="list-style-type: none"> <li>The committee reviewed and discussed first steps with project teams:               <ul style="list-style-type: none"> <li>Each team should identify a member to serve as a Team Lead and notify BethAnn Stone and Ryan Pedersen of</li> </ul> </li> </ul>

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					<p>the Team Lead once identified. This person would be responsible for scheduling and facilitating team meetings, report-out to the Planning Committee, and completion of the update template. ;</p> <ul style="list-style-type: none"> <li>○ Each team should meet briefly to review project goals and determine the team project(s) to achieve said goals and what resources are needed from the P&amp;IE Office to support the project;</li> <li>○ Schedule a 30-minute meeting with the P&amp;IE Office to ascertain what resources, data, research and/or information is needed to support the project work;</li> <li>○ Enter updates and project information into the template provided to ease communication with the Planning Committee and clearly identify project status with next steps.</li> </ul> <p><b><i>*Prior to the October committee meeting the teams should connect, determine a Team Lead and review the team update template for team meetings and updates to the Planning Committee.</i></b></p> <p><b><i>**BethAnn will connect with the teams next week to schedule a 30-minute meeting with the P&amp;IE office to ascertain team needs for resources, materials and support.</i></b></p>
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**PLANS/BUDGET**

9.	Facilities Master Plan Interview	➤ Capture ideas from the Committee members so that we can reflect them to the Facilities Master Planning (FMP) Steering Committee	I, D	Pedersen	<ul style="list-style-type: none"> <li>● Nicole Friend and Jordan Scheurmann and Jessa Ross from Steinberg Hart met with the Planning Committee to discuss the alignment of the Facilities Master Plan with the EMP and SEP goals.</li> <li>● The committee provided the consultants with a list of our charges, and provided the following information/feedback: <ul style="list-style-type: none"> <li>○ Use of survey results to help inform the FMP;</li> <li>○ Ensure alignment of the FMP with our Educational Master Plan;</li> <li>○ Is the Student Union Center used as an external community space, as it was also intended to be?</li> </ul> </li> <li>● The consultants noted that at the end of September, early October a space utilization assessment will begin.</li> <li>● It was also noted that the consultants should look at program reviews from the last cycle to review requests for spaces.</li> </ul>
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					Additionally, we should ensure that we are flexible enough for emerging items in future program reviews.
<b>CAMPUS COMMUNICATION/CONSTITUENCY REPORTS</b>					
10.	Campus Communication/Constituency Reports 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 welcomed new members Nicole Trager, Christina Goff and Tatiana Pak. The committee is seeking representatives to fill the open seat for Faculty/Academic Senate and the two open seats for Students/LMCAS. Bill Bankhead has volunteered to fill the open seat for Management representation.</i></p> <p><i>**The committee added “Review of the ISLO assessment process and ensuring its alignment with the program review process” as its sixth project for the academic year with work to begin in spring 2024.</i></p> <p><i>***The committee reviewed and approved the new charges for 2023-24 and noted the charges along with the 2023-24 project agenda will be sent to SGC for review and approval.</i></p> <p><i>****The committee members signed up for their fall 2023 project teams:</i></p> <ul style="list-style-type: none"> <li><i>❖ Institutional Effectiveness &amp; Goal Setting – Tatiana, Mark, Bill</i></li> <li><i>❖ Program Review – Nicole, Tanisha, BethAnn (BethAnn will support until a new Faculty/AS representative is appointed)</i></li> <li><i>❖ Use of Survey Data – Cesar, Christina, Hudson</i></li> </ul> <p><i>Prior to the October committee meeting the teams should connect, determine a team lead and review the team update template for team meetings and updates to the Planning Committee. BethAnn will connect with the teams next week to schedule a 30-minute meeting with the P&amp;IE office to ascertain team needs for resources, materials and support.</i></p>
11.	Building Future Agendas: •	Gather Committee comments and suggestions for these and additional agenda items	I, D	All	
12.	Meeting adjourned at 3:03 p.m. <i>(C. Reyes motioned, H. Smith seconded; approved 6-0-0)</i>				
Fall 2023 Meeting Dates: October 5 <sup>th</sup> , November 2 <sup>nd</sup> , December 7 <sup>th</sup>					