

**RESEARCH AND PLANNING COMMITTEE MINUTES**

**DATE: December 6<sup>th</sup>, 2012**

**TIME: 3:00 – 4:30**

**LOCATION: Office of Instruction – CO 420**

**Attendees: Ryan forgot to take attendance.**

| <b>CURRENT ITEMS</b> |  |  |
|----------------------|--|--|
| <b>Item #</b>        | <b>Topic/Activity</b>                                | <b>Notes</b>   |
| 1.                   | Welcome  | All were welcomed  |
| 2.                   | Agenda and Minutes Approval                          | The agenda and minutes were approved with the modification that Kiran's update would be done first as she had other necessary business   |
| 3.                   | Announcements & Planning Related Committee Reporting | George updated the committee that it was pointed out at the District Research Council that the LMC technology plan needs to be updated   |
| 4.                   | Accreditation Update-Survey Analysis                 | <p>Kiran discussed some elements that came out of the District Accreditation team</p> <ul style="list-style-type: none"><li>• Student satisfaction surveys need to be mapped to the accreditation standards.</li><li>• Similarly for employee satisfaction surveys.</li><li>• There needs to be a mechanism for comparing the results of the student satisfaction surveys between face to face and distance education students (note that the last distance education survey was completed in 2009).</li></ul> <p>Additionally, Kiran outlined the LMC steering committee's role.<br/>Ryan referred the committee to handouts showing a mapping between the SENSE and CCSSE student surveys and the accreditation standards.<br/>The question was whether we could use these surveys as our student satisfaction surveys. It was decided that the questions in SENSE and CCSSE were not appropriate for this use and that the District/CCC survey should be used and modified.<br/><b>ACTION ITEM: The survey developed for use at CCC will be distributed among the committee members and each of them will eliminate the questions LMC does not like or believe pertinent.</b><br/>A similar process will need to be used for the employee satisfaction surveys as well.</p> |

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| 5. | Planning Processes Update  | <p>Bob reported that Mike Becker is working with Robert Half Assoc. to complete the transfer of data elements in the program review application. This is expected to be completed before the holiday break.</p> <p>Ryan reported that there will be program review trainings on Dec 7 and Jan 22. Kiran suggested a flex-day activity on the first Wednesday of flex week and Ryan promised he would request a late add as the due date for flex proposals had passed.</p> |
| 6. | Organization of Projects for Spring<br>Strategic Plan Updates<br>and Revisions<br>TLC Professional<br>Development<br>Collaboration<br>Other Needed Plans<br>(Technology, Facilities,<br>etc.)<br>Integrated Planning Model<br>Reviewed, Assessed and<br>Modified if Necessary<br>Others? | <p>The Technology (and possibly facilities) plan needs to be updated.</p>  |
| 7. | Other –  |  |

Note-taker: Bob Kratochvil