

LOS MEDANOS  
COLLEGE

**Planning Committee  
MINUTES**

January 16, 2014 2:00 – 4:00 pm  
Conference Room CO-420

**Committee Chair:** Kiran Kamath

**Recorder:** BethAnn Robertson

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

**Committee Members Not Present:** Ruth Goodin

**Invitees Present:** Linda Kohler

**Invitees Not Present:** Gregory Stoup (*Senior Dean of Research and Planning, District Office*) and Silvester Henderson

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			No public comment
2.	Agenda Minutes from December 5 Planning Committee Retreat	Review and approve	A	Kiran		<ul style="list-style-type: none"> <li>• Remove Allison Roeder as a committee member from agenda. She will be replaced by the Classified Senate. <i>Ryan Pedersen motioned, Carol Hernandez seconded. All approved meeting agenda (7-0-0)</i></li> <li>• <i>George Mills motioned, Carol Hernandez seconded. All approved December 5<sup>th</sup> Committee Retreat minutes (7-0-0)</i></li> </ul>
3.	2014-2019 LMC Strategic Planning	<ul style="list-style-type: none"> <li>• Feedback on Opening Day</li> <li>• Steering Committee composition and meetings</li> <li>• Strategic Planning retreats</li> <li>• Strategic Planning timeline</li> </ul>	D, A	All	45	<ul style="list-style-type: none"> <li>• The breakout sessions produced a lot of good ideas. BethAnn will type and consolidate the BIG ideas from the index cards completed during the breakouts.</li> <li>• Need to find a way for more Classified Staff to attend and participate. One suggestion is to close all offices for the morning.</li> <li>• Should always include students on Opening Day.</li> </ul>

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					<ul style="list-style-type: none"><li>• The Planning Committee will serve as the Steering Committee for Strategic Planning. It will be augmented by inviting the Academic Senate President (or designee), the Classified Senate President (or designee) and the Student Senate President (or designee) to participate.</li><li>• It was noted that “processes for institutional planning” is one of the ten “10 + 1” academic and professional responsibilities of the Academic Senate.</li><li>• President Kratochvil and Kiran Kamath met with the Academic Senate President (Silvester Henderson) and the Classified Senate President (Linda Kohler) in early December 2013 to develop a draft plan of the strategic planning process. The December retreat to plan for opening day and the strategic planning retreats in spring 2014 were part of this discussion.</li><li>• Kiran is in communication with Greg Stoup to determine whether a consultant may be available to assist with facilitation, compilation and/or writing of the LMC strategic plan.</li><li>• The Planning Committee has scheduled two additional meeting dates for strategic planning:<ul style="list-style-type: none"><li>○ Wednesday 2/19/14 from 3-5 p.m.</li><li>○ Friday 3/14/14 from 9-11 a.m.</li></ul></li><li>• The strategic planning process will include three (3) half day (4 hour) retreats. The</li></ul>
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						<p>second of the three would be for the external community. It was suggested to schedule the college retreats incorporating the hours of the regular Academic Senate meeting on a Monday (1 – 5 pm), and a regular Classified Senate meeting on Friday (1 to 5 pm) to facilitate greater participation. Each of these meetings would be open institutional meetings.</p> <ul style="list-style-type: none"> <li>• Linda Kohler was present during this discussion, and is open to the idea. Ryan will talk to the Academic Senate President. Miguel Mauricio will talk to the Student Senate President to schedule a retreat on a Monday in February in lieu of their regular senate meeting. This would ensure better attendance from faculty and students. The retreat could then be scheduled from 1-5 p.m. on a Monday.</li> <li>• The District Strategic Plan will be ready by the first week in February 2014.</li> <li>• The draft timeline was reviewed. It indicates that LMC would need to have the Strategic Plan ready for senates and SGC approvals in May 2014. The final LMC Strategic Plan will be reviewed for approved by the Governing Board in July 2014. All committee members approved the draft timeline.</li> </ul>
4.	Accreditation – Standard I	<ul style="list-style-type: none"> <li>• Review of Standard I to develop expertise with this Standard</li> </ul>	I, D	Kiran	20	<ul style="list-style-type: none"> <li>• Members should review Standard I. Handouts were attached to the Planning Committee agenda e-mail sent earlier this week.</li> </ul>

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						<ul style="list-style-type: none"> <li>Specifically review the blue type font of the first handout/attachment (annotated version of the Standard).</li> <li>Review the bullet points and questions on the second handout/attachment (Guide to Evaluating Institutions).</li> </ul>
5.	Updates	<ul style="list-style-type: none"> <li>All Planning Committee members should read the Standard I (second draft) closely and send feedback to the Co-Chairs of Standard I (Kevin Horan and Sharen McLean), before the end of January. Draft is online at <a href="http://www.losmedanos.edu/accreditation/2014.asp">http://www.losmedanos.edu/accreditation/2014.asp</a></li> <li>Program/Unit Review and Planning for 2014-15 has been launched. Closes on 2/18/14.</li> <li>LMC Employee Satisfaction Survey emailed to campus on 1/13. Closes on 1/31/14.</li> </ul>	I	All	5	<ul style="list-style-type: none"> <li>Read the completed second draft of Standard I as this Standard relates directly to the charges and work of the Planning Committee. Kevin Horan and Sharen McLean, Co-Chairs for Standard I, will discuss Standard I with the Planning Committee at the February 6<sup>th</sup> meeting.</li> <li>Standards IIA, IIB and IIC will be presenting their Standard to the Student Senate to get feedback and comments from the students. The accreditation steering committee has been discussing focus group input so this input would provide such input.</li> <li>The 2014-15 Program/Unit Review and Planning Update was launched successfully in November. Program Review will close on 2/18/14.</li> <li>The LMC Employee Satisfaction Survey was e-mailed campus-wide (to 490 recipients) on January 13, 2014. On the first day, we received 28 completed surveys, which is a good sign. The survey is anonymous and will close on 1/31/14.</li> </ul>
6.	Other:					<ul style="list-style-type: none"> <li>No other issues to report or comment.</li> </ul>

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7.	Spring 2014 meeting dates February 6 March 6 April 3 May 1 Meetings are from 2 pm to 4 pm in CO-420.	<ul style="list-style-type: none"> <li>• Adding additional dates?</li> </ul>			<ul style="list-style-type: none"> <li>• The committee has added two (2) additional meeting dates listed below for strategic planning:               <ul style="list-style-type: none"> <li>○ Wednesday 2/19/14 from 3-5 p.m.</li> <li>○ Friday 3/14/14 from 9-11 a.m.</li> </ul> </li> </ul>	
8.	Future agenda items: <ul style="list-style-type: none"> <li>• Mid-year progress check on Planning Committee charges</li> <li>• Develop sustainable Program/Unit Review Validation Process</li> <li>• Program Review for Learning Communities</li> </ul>	Committee suggestions	D	All	5	<ul style="list-style-type: none"> <li>• No additional suggestions given at this time.</li> </ul>