

**Core Planning Team  
MEETING NOTES**

October 14, 2014 2:30 – 4:30 pm

Office of Instruction Conference Room CO-420

**Planning Committee Chair:** Kiran Kamath

**Recorder:** BethAnn Robertson

**Planning Committee Members Present:** Bob Kratochvil, Gail Newman, Ruth Goodin, Cecil Nasworthy, Ryan Pedersen, Paula Gunder, George Mills, Catherine Fonseca

**Planning Committee Members Not Present:** Rashaad McAlpin

**Expanded Membership for Strategic Planning Present:** Aderonke Olatunji, Jennifer Ma, Linda Kohler, A’kilah Moore, Keith Archuleta

**Expanded Membership for Strategic Planning Not Present:** Leetha Robertson, Louie Giambattista, Silvester Henderson, Erich Holtmann, Gregory Stoup, Brianna Klipp, Gary Walker

<b>CURRENT ITEMS</b>					
<i>Item #</i>	<i>Topic/Activity</i>	<i>Desired Outcome</i>	<i>Lead</i>	<i>Time (mins)</i>	<i>Follow up</i>
1.	History and Overview of Recent Draft	Review and Discussion	Kamath	15	<ul style="list-style-type: none"> <li>• Kiran provided the Team with a brief history of process and overview of recent draft. This draft includes an operationalization of the Strategic Directions. It included timelines and responsible parties for implementing activities to achieve the strategies. This draft will be reviewed and discussed in preparation for the College Assembly on Monday November 3, 2014.</li> <li>• The President’s Council will meet tomorrow regarding this draft and the Academic Senate meets on October 20, 2014.</li> </ul>
2.	Review of Recent Draft	Review and Discussion	Kamath	80	<p><u>Strategic Direction #1 (SD #1) – Aligns with District Strategic Direction #1</u></p> <ul style="list-style-type: none"> <li>• The first sentence of the first paragraph “We increase inclusive excellence” change to “We increase inclusiveness and excellence”.</li> <li>• Suggestion to change “For LMC, equity means” to “For LMC our framework for discussing equity includes the following...” Avoid using the word “means”. What are the methods of evaluating?</li> </ul> <p><u>Matrix – Strategies, Responsible Units, Timelines, Measures</u></p> <ul style="list-style-type: none"> <li>• What does it mean to be a responsible unit? When designing and implementing activities to achieve goals there needs to be a person(s) that is responsible for said activities. The facilitator/lead of a strategy would ensure that the strategy is being addressed (through activities) and that evaluations would occur.</li> <li>• List a tier under strategies. For example, a department/committee then the lead, support and advisory personnel.</li> <li>• <b>Objective 1.1 A</b> <ul style="list-style-type: none"> <li>○ Pre-Lead: District Office Research</li> <li>○ Lead: Office of Planning &amp; Institutional Effectiveness</li> <li>○ Support: Research Coach, Planning Committee, Units/Programs</li> </ul> </li> <li>• <b>Objective 1.1 B</b> <ul style="list-style-type: none"> <li>○ Lead: Deans</li> </ul> </li> </ul>

**Core Planning Team  
MEETING NOTES**

October 14, 2014 2:30 – 4:30 pm

Office of Instruction Conference Room CO-420

					<ul style="list-style-type: none"><li>○ Support: Departments, Units and/or Programs</li><li>• <b>Objective 1.1 C</b> – May want to move this strategy under the first.</li><li>• <b>Objective 1.1 D</b><ul style="list-style-type: none"><li>○ Lead: Cabinet, President’s Office, SGC</li></ul></li><li>• <b>Objective 1.1 E</b><ul style="list-style-type: none"><li>○ Pre-Lead: Office of College Advancement</li><li>○ Lead: PDAC</li></ul></li><li>• <b>Objective 1.2 A</b><ul style="list-style-type: none"><li>○ Lead: Office of Instruction and Office of Student Services</li><li>○ Advisory: Basic Skills Committee</li></ul></li><li>• <b>Objective 1.2 B</b><ul style="list-style-type: none"><li>○ Lead: Office of Instruction and Office of Student Services</li></ul></li><li>• <b>Objective 1.2 C</b> – Remove this objective</li><li>• <b>Objective 1.2 D</b><ul style="list-style-type: none"><li>○ Lead: Office of Instruction and Office of Student Services</li></ul></li><li>• <b>Objective 1.2 E</b><ul style="list-style-type: none"><li>○ Lead: Office of Instruction and Office of Student Services</li><li>○ Advisory: Distance Education Committee</li></ul></li><li>• <b>Objective 1.3 A</b><ul style="list-style-type: none"><li>○ Lead: Office of Student Services and 3SP Committee</li></ul></li><li>• <b>Objective 1.3 B</b><ul style="list-style-type: none"><li>○ Pre-Lead: District Human Resources and LMC Business Office</li><li>○ Lead: Office of Instruction, Office of Student Services and EEO Committee</li></ul></li><li>• <b>Objective 1.3 C</b><ul style="list-style-type: none"><li>○ Lead: Office of Instruction and Office of Student Services</li></ul></li><li>• <b>Objective 1.3 D</b><ul style="list-style-type: none"><li>○ Lead: Office of College Advancement, Office of Instruction, Office of Student Services</li><li>○ Advisory: TAG, Distance Education Committee</li></ul></li><li>• <b>Objective 1.3 E</b><ul style="list-style-type: none"><li>○ Lead: All Deans</li></ul></li><li>• <b>Objective 1.3 F</b> – Move this Objective to 1.2</li><li>• <b>Objective 1.3 G</b> – Move this Objective to 1.2</li><li>• <b>Objective 1.4 A</b><ul style="list-style-type: none"><li>○ Lead: Office of Student Services and 3SP Committee</li></ul></li><li>• <b>Objective 1.4 B</b></li></ul>
--	--	--	--	--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Core Planning Team  
MEETING NOTES**

October 14, 2014 2:30 – 4:30 pm

Office of Instruction Conference Room CO-420

					<ul style="list-style-type: none"> <li>○ Lead: President’s Cabinet</li> </ul>
3.	Next Steps	Discussion	Kamath	20	<ul style="list-style-type: none"> <li>• The meeting reached the end of its allotted time. It was suggested that in order to get the work done, adhere to the timeline and be prepared for the College Assembly, the remaining work on the Strategic Directions be divided amongst the Core Planning Team (3 Groups). A deadline for submission of completed work was established. For those members who were not present at this time BethAnn will send an e-mail to the entire Core Planning Team today with the draft, group assignments, deadlines and opportunity for members not present to join a group.               <ul style="list-style-type: none"> <li>○ <b>Strategic Direction #2</b> – A’kilah Moore, Bob Kratochvil, Catherine Fonseca</li> <li>○ <b>Strategic Direction #3</b> – Jennifer Ma, Cecil Nasworthy, Ruth Goodin</li> <li>○ <b>Strategic Direction #4</b> – Paula Gunder, George Mills and Aderonke Olatunji</li> </ul> </li> <li>• The timeline for group work submission is:               <ul style="list-style-type: none"> <li>○ <b>Tuesday October 21, 2014 4:00 p.m.</b> – Group assignments completed and e-mailed to Kiran Kamath and Keith Archuleta</li> <li>○ <b>Thursday October 23, 2014 before 12:00 p.m.</b> – Semi Final draft of LMC Strategic Plan sent via e-mail to Core Planning Team for review, comments and input</li> <li>○ <b>Tuesday October 28, 2014 4:00 p.m.</b> – Core Planning Team review, comments and input e-mailed to Kiran Kamath and Keith Archuleta</li> <li>○ <b>Monday November 3, 2014 3:00 p.m.</b> – Draft of LMC Strategic Plan presented during College Assembly</li> </ul> </li> </ul>