**Committee Chair:** Kiran Kamath

**Recorder:** BethAnn Robertson

**Committee Members Present:**  Bob Kratochvil*,* Carol Hernandez

 **Committee Members Not Present**: Ruth Goodin, Gail Newman, George Mills, Allison Roeder, Miguel Mauricio,

**Invitee Unable to Attend:** Invitee-Gregory Stoup *(Senior Dean of Research and Planning, District Office)*

 **Guests Attending:** Kevin Horan *(LMC Vice President),* Aderonke Olatunji *(Director of Business Services),* Rosa Armendariz *(Manager of Academic & Student Services),* Ryan Pedersen *(Faculty/Previous Planning Committee Member)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CURRENT ITEMS** |  |  |  |  |
| Item # | ***Topic/Activity*** | ***Desired Outcome*** | ***Information******Discussion******Action*** | ***Lead*** | ***Time******(mins)*** | ***Follow up*** |
|  | Agenda Minutes | Review and approve | A | Kiran | 3-5 | * Agenda approved with one revision to Item #6 ‘Student ~~Satisfaction~~ Engagement Survey’ and ‘~~All~~ Rosa’.
* 5/2/13 Minutes Approved
 |
|  | Committee Membership  | Adequate Shared Governance representation  | I | Kiran | 5 | * Planning Committee is an SGC sub-committee, no position paper has been located. BethAnn will contact Michael Norris and Kiran will contact Gil Rodriguez to request information regarding a potential position paper.
* Need to recruit more members. Establish current members continued involvement. President Kratochvil will discuss with Academic Senate President about a timeline for future appointments.
 |
|  | Updates | Share new developments since last meeting | I | All | 5 | * Student Satisfaction Survey Scantrons were sent to Greg Stoup at D.O. in late August for compilation of results.
* Request a copy of the student survey question format from Clint Ryan. Are the questions aligned with Accreditation standards?
 |
|  | Goals for 2013-14(Handout of previous charge) | Recommended ‘charge’ to SGC for goals to be accomplished  | D | All | 10 | * Handout provided of 11-12 Committee Charges.
* No discussion due to time constraints.
* Revised proposed charges will be emailed to the committee for input.
 |
|  | Meeting Schedule and committee organization  | Determine how best to address the work for the year | D | All | 5-10 | * Currently Committee meets on the first Thursday of every month.
* Since it will be a busy year, review meeting schedule and formation of working groups at next meeting.
 |
|  | Student Engagement Surveys – SENSE and CCCSE (Survey results emailed with agenda) | Share highlights of what you have learned from studying the results. Prepare for College Assembly on 9/9/13  | D | Rosa | 25 | * The EXITO Grant funded two (2) surveys, SENSE and CCCSE, to gather information on student engagement:
* The SENSE Survey was conducted in Fall 2012 and targeted new incoming students.
* The CCCSE Survey was conducted in Spring 2013 and targeted continuing students.
* Survey questions were aligned with the focus of the EXITO Grant, Accreditation Standards and college goals.
* These surveys gather student feedback which is nationally benchmarked.
* Discussion initiated regarding the process of sharing this information with the college community and then developing a strategy for utilizing the data.
* Rosa provided a handout from CCCSE *“Tips and Recommendations for Communicating Results.”*
* Rosa and Ryan will give a brief presentation on Monday at the College Assembly to provide a description of SENSE and CCCSE and a small snapshot of some LMC data.
* Need to define next steps in the communication of SENSE and CCCSE results.
* LMC needs to determine if the college will conduct SENSE and CCCSE surveys regularly, and if so how often the surveys will be scheduled.
* CCCSE and SENSE survey results will be posted on Planning Webpage.
 |
|  | 2013 Program Review Update  | Determine start and end date for the process | D, A | All | 10-15 | * President Kratochvil requested the summary of the Program Review Submission Tool feedback that Clint Ryan received be posted on the Planning Committee Website.
* Kiran reported that she, President Kratochvil, Mike Becker and Aderonke Olatunji met with Eng Saw to discuss modifications to the Program Review Submission Tool for Fall 2013.
 |
|  | Validation Process for 2012 Comprehensive Program Review  | Determine a sustainable process to validate program reviews  | D | All | 10 | * Agenda item not discussed due to time constraints.
 |
|  | Other: |  |  |  |  |  |
|  | Future agenda items: | * Other Surveys to be conducted:
* Employee Climate Survey
* Evaluations of Committees, units and processes
* Developing the next Strategic Plan 2014-2019
 | D | All | 5 |  |