**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)*

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| **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 |  |