

**Planning Committee  
MINUTES**

May 1, 2014 2:00 – 4:00 pm

Office of Instruction Conference Room CO-420

**Committee Chair:** Kiran Kamath

**Recorder:** BethAnn Robertson

**Committee Members Present:** Bob Kratochvil, Gail Newman, Cecil Nasworthy, Ryan Pedersen, Carol Hernandez, Ruth Goodin

**Committee Members Not Present:** Rashaad McAlpin, George Mills

**Expanded Membership for Strategic Planning Present:** Linda Kohler

**Expanded Membership for Strategic Planning Not Present:** Silvester Henderson, Gregory Stoup, and Brianna Klipp

**Guests Present:** Dave Belman

<b>CURRENT ITEMS</b>						
<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		5	<ul style="list-style-type: none"> <li>Ruth Goodin commented that the District-wide Professional Development Advisory Committee is developing their new survey around Professional Development and would like to include a piece around Planning. To provide input on the survey please let Ruth Goodin know before the end of two weeks.</li> <li>Congratulations to our LMCAS Planning Committee Representative, Miguel Mauricio who was awarded the Kennedy-King Scholarship and will be graduating from LMC in May and transferring. This will be Miguel's last meeting as he has served on the Planning Committee for 3 years.</li> </ul>
2.	Agenda Minutes from April 3, 2014	<ul style="list-style-type: none"> <li>Review and approval</li> <li>Review and approval</li> </ul>	A A	Kamath	5	<ul style="list-style-type: none"> <li>Agenda reviewed and approved. <i>Carol Hernandez motioned, Ruth Goodin seconded (7-0-0).</i></li> <li>April 3, 2014 minutes reviewed and approved. <i>Ryan Pedersen motioned, Gail Newman seconded. (7-0-0).</i></li> </ul>
3.	Program Review for Learning Communities	<ul style="list-style-type: none"> <li>Approval of process and documentation</li> </ul>	I, D, A	Kamath/ Belman	30	<ul style="list-style-type: none"> <li>Some background was provided on Program Review for Learning Communities. Dave Belman received a template that was developed two years ago. It is being incorporated into the PRST by August 2014. The three handouts were given to the committee - a blank template, an example of a completed template, and a grid of the current LMC Learning Communities.</li> <li>Dave Belman provided some additional information regarding the strong commitment at LMC to learning communities. 750 students every year enroll in the six learning communities on campus which accounts for about 10% of LMC's FTES. Dave Belman is recommending that the Planning Committee formalize the Program</li> </ul>

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4.	Changes to Program Review based on survey feedback, dept. chair input, management council and others	<ul style="list-style-type: none"> <li>• Approve Changes</li> </ul>	I, D, A	Kamath	20	<ul style="list-style-type: none"> <li>• After compiling the program review survey feedback and the input from department chairs, management council, and other committees, the following suggestions to Program Review were provided:             <ul style="list-style-type: none"> <li>○ Add a tab for “year-independent” data repository where departments can upload and access documents (ex. bylaws). When department chairs or program leaders change, this could be the location to retrieve documents and information.                 <ul style="list-style-type: none"> <li>➤ Information Technology (IT) does not recommend this, since departments should use InSite. It will overload the PRST and could become a location where pictures, personal documents/images, etc. are added. The Planning Committee agrees with IT and this new tab will not be added to the PRST.</li> </ul> </li> <li>○ Link new objectives to the Resource Allocation Process (RAP).                 <ul style="list-style-type: none"> <li>➤ Currently working with the President Bob Kratochvil and Aderonke Olatunji (Director of Business Services) on developing this link in the PRST</li> </ul> </li> <li>○ More directions should be provided in the PRST on the data repository page. Kiran will work with Eng and Mike on this.</li> <li>○ The character limits should be expanded.</li> </ul> </li> </ul>

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5.	Continued discussion of Strategic Planning (2014-19)	<ul style="list-style-type: none"> <li>• Finalize the Strategic Planning process-summer work and dates, participants</li> </ul>	I. D, A	Kamath	40	<ul style="list-style-type: none"> <li>• As discussed at the April 2014 meeting, Keith and Iris Archuleta will serve as the writers of LMC’s Strategic Plan, and will assist us with the next phase of the planning process.</li> <li>• President Kratochvil discussed an extension of our strategic planning timeline with Chancellor Benjamin. She has agreed to an extension till the end of fall 2014. The committee reviewed the draft revised timeline.</li> <li>• DVC has completed their Strategic Plan and the District Office will be sending their Strategic Plan to DGC on May 20<sup>th</sup> for approval.</li> <li>• The Core Planning Group - Planning Committee plus additional members- will develop a draft plan for vetting and building upon.</li> <li>• According to the timeline, the consultants want to meet with the senates and other committees in May 2014, but there is no time to include them on the agendas now.</li> <li>• Request from the consultants if we can have our Core Planning Group retreat (which will include the senates’ representatives) over the summer and then vet the first Strategic Planning Draft with the Senates and committees in at Opening Day in fall and in September 2014. They also have all of the notes, index cards and information from the three Strategic Planning retreats we held in spring 2014.</li> <li>• The one day workshop on the HPC process along with the half day retreat to draft the strategic plan will be condensed into a one day</li> </ul>

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6.	Progress check on Planning Committee charges	<ul style="list-style-type: none"> <li>• Committee self-evaluation of progress</li> </ul>	D	Kamath	10	<ul style="list-style-type: none"> <li>• Move agenda item to first fall 2014 meeting due to time constraints</li> </ul>
7.	Committee meeting schedule in fall 2014 and membership – <b>Bring your calendar</b>	<ul style="list-style-type: none"> <li>• Finalize meeting schedule. Need to find a second meeting date in the month.</li> <li>• Names of members by constituency</li> </ul>	D	Kamath	5	<ul style="list-style-type: none"> <li>• Asked Academic Senate and the Classified Senate to confirm whether representatives will be continuing on the Planning Committee next semester or if they will be replaced.</li> <li>• First date for fall 2014 Planning Committee meeting is August 21, 2014 at 2:00 p.m. in Office of Instruction CO-420. Other meetings dates are: <ul style="list-style-type: none"> <li>- September 4; and a second meeting date in September TBD</li> <li>- October 2 may be changed due to the ACCJC visit; a second meeting later in October</li> <li>- November 6; and a second meeting date in November TBD</li> <li>- December 4</li> </ul> </li> </ul>
8.	Future agenda items: • Develop sustainable Program/Unit Review Validation Process	<ul style="list-style-type: none"> <li>• Committee Suggestions</li> </ul>	D	All	5	<ul style="list-style-type: none"> <li>• Add Progress check on Planning Committee charges to fall 2014 agenda.</li> </ul>