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

### CURRENT ITEMS

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<tr>
<th>Item #</th>
<th>Topic/Activity</th>
<th>Desired Outcome</th>
<th>Information Discussion Action</th>
<th>Lead</th>
<th>Time (mins)</th>
<th>Follow up</th>
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| 1.     | Public Comment                | Information     | I                             |          | 5           | - 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.  
- 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. |
- April 3, 2014 minutes reviewed and approved. Ryan Pedersen motioned, Gail Newman seconded. (7-0-0). |
| 3.     | Program Review for Learning Communities | Approval of process and documentation | I, D, A                       | Kamath/ Belman | 30          | - 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.  
- 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 |
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Review process for learning communities and incorporate the template into the PRST, so that learning communities would appear like any other program.

- A cohort data tracking tool was developed through the District Office. The learning communities are now starting to collect and identify students in one or more of the learning community cohorts. The State Chancellor’s Office also tracks students in some of the learning communities once a semester through MIS Data Mart.

- Some of the learning communities are grant funded therefore, the directors and/or faculty must complete one to two reports a year that includes a lot of the information that is on the Program Review template. Grant programs can copy and paste information from those reports into the template, so as not have to duplicate work. In addition, the grant reports can also be uploaded to the data repository in the PRST. Those objectives stated on grant reports would be the same as those submitted in Program Review.

- ACS courses have been and are being included in many of the learning communities. ACS is not a department or academic program however, CSLOs still need to be assessed. These courses can now be tied to the PRST and the learning communities in which they are offered (i.e. ACS-110 can be connected to ACE so the CSLO assessment can be done).

- There is concern that this template will not address the more collaborative communication between Managers and Program Leaders/Directors in decision making and designing objectives. As the complaint from program leaders/directors years ago was they felt that they were having to “beg” Management for resources. The template was designed as an official method for communication with Managers, Department Chairs/Program Leaders.

- A comment is made that it is expensive to run cohorts, and therefore many began with grant funding. This template was designed to provide insight into the learning communities and not to compare learning communities.

- Suggestions for changes to the template:
  - Add a little more to the mission in the first item “Background”. Develop a way to tie it in to where you came from and where you are going – review (looking back) and plan (looking forward)
  - Add a section centered on staffing.
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- Once the template is developed in the PRST, the learning community leaders and Dave will be consulted for input about the PRST.
- Some learning communities do not need additional PSLOs as there are common indicators amongst some of them. As we are still developing the PRST we will be working through PSLOs for learning communities.
- Questions posed: How do we define a learning community and how does one start a learning community?
  - A learning community is two or more courses linked together with an integrated curriculum. To start a learning community it would need to go through RAP or grant funding and connect to what we already have at LMC.
- The Learning Community Program Review template was reviewed and approved: *Bob Kratochvil motioned, Carol Hernandez seconded (7-0-0)* with the following revisions:
  - Add more to the “Background” item about mission and develop a way to tie it into where you came from and where you are going.
  - Add a section centered around staffing.

### 4. Changes to Program Review based on survey feedback, dept. chair input, management council and others

- **Approve Changes**
  - I, D, A  
  - Kamath  
  - 20

- 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:
  - 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.
  - 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.
  - Link new objectives to the Resource Allocation Process (RAP).
  - Currently working with the President Bob Kratochvil and Aderonke Olatunji (Director of Business Services) on developing this link in the PRST.
  - More directions should be provided in the PRST on the data repository page. Kiran will work with Eng and Mike on this.
  - The character limits should be expanded.
Adding a tab for program successes. This would be a location where every program can document any successes they had and may include a checkbox on the type of success (i.e. program, student, faculty, other). This will provide excellent examples for annual accreditation reports.

Kiran attended the IDEA committee meeting in April, 2014 regarding infusing equity into program review. IDEA will also spend some time at their May meeting to develop some concrete suggestions. It was stated that it should not be just the responsibility of IDEA but every committee should ask how they can promote equity. Since we believe in continuous improvement, the PRST will be improved each year, therefore after the IDEA Committee meeting in two weeks, we will incorporate what we can into the PRST this summer for the 2015-16 program review and add more later, for the 2016-17 program review.

There was discussion about how other colleges address this. It is difficult to see if any other colleges infuse equity into their program review; however, it is often included in the college’s strategic goal(s) or values.

Develop a way for programs to address all goals instead of just one. Need to check with Eng and Mike.

Need to make data in PRST more robust. Need to add gender and other equity measures into SQL data.

CTE programs receive Perkins core indicator data which includes data on special populations such as single parents, migrant worker, educationally disadvantaged along with ethnicity data. The newest data is about students in the program two years ago.

We need to have a larger, college-wide conversation to define equity. We can build on the first breakout session on equity at the last strategic planning retreat. Equity will also be discussed when the LMC teams attends the CUE workshop at the end of May.

Can we include a database of best practices around equity in the PRST (i.e. CUE, etc.)

Suggestions to add some statements and/or questions for programs to answer on their respective data about equity in their programs, for example:

- “As equity is a priority in our College and District what do you do in your program to address equity?” – open field
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<th>5.</th>
<th>Continued discussion of Strategic Planning (2014-19)</th>
<th>• Finalize the Strategic Planning process-summer work and dates, participants</th>
<th>I. D. A, Kamath</th>
<th>40</th>
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| | | | | • 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.  
• 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.  
• DVC has completed their Strategic Plan and the District Office will be sending their Strategic Plan to DGC on May 20th for approval.  
• The Core Planning Group - Planning Committee plus additional members- will develop a draft plan for vetting and building upon.  
• 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.  
• 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.  
• 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 |

- “When reviewing data for your program(s) did you identify anything concerning equity?” – checkbox. “If so, how will your program address these concerns” – open field
- “When your program(s) collectively reviewed your data did you see any gaps?” – checkbox. “What will your program(s) do to address these gaps?” – open field
- “Your program must look at data about equity to determine if any gaps exist and if so, then develop a plan for your program to address these gaps.”
- Add in piece for wants and needs for Professional Development on equity (For example, I have found that Latino students are not doing well in my program and/or course, I need Professional Development on how do I address this).
  - In fall 2014 we should discuss whether we need to develop Administrative Unit Outcomes (AUOs).
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<th>Progress check on Planning Committee charges</th>
<th>• Committee self-evaluation of progress</th>
<th>D Kamath 10</th>
<th>• Move agenda item to first fall 2014 meeting due to time constraints</th>
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| 7. | Committee meeting schedule in fall 2014 and membership – **Bring your calendar** | • Finalize meeting schedule. Need to find a second meeting date in the month.  
• Names of members by constituency | D Kamath 5 | • 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.  
• 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:  
- September 4; and a second meeting date in September TBD  
- October 2 may be changed due to the ACCJC visit; a second meeting later in October  
- November 6; and a second meeting date in November TBD  
- December 4 |
| 8. | Future agenda items:  
• Develop sustainable Program/Unit Review Validation Process | • Committee Suggestions | D All 5 | • Add Progress check on Planning Committee charges to fall 2014 agenda. |

- retreat, which will include an understanding of the HPC process, developing a common HPC vocabulary, and drafting the framework of the strategic plan.  
- The revised plan will not include capacity building nor individual meetings. It will still include meetings with key stakeholder groups such as the academic senate, classified senate, and some committees (for example IDEA, PDAC, TAG, among a few others)  
- Need to pick a new date for the Core Planning Group retreat. The following dates were selected:  
  - Try to see if the consultants can still do June 3, 2014.  
  - June 16, 2014  
  - June 23, 2014