

**Planning Committee
MINUTES**

April 3, 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, George Mills, Cecil Nasworthy, Miguel Mauricio and Ryan Pedersen

Committee Members Not Present: Ruth Goodin, Carol Hernandez and Rashaad McAlpin

Expanded Membership for Strategic Planning Present: Linda Kohler

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

Guests Present: Keith Archuleta and Iris Archuleta (Emerald HPC Consulting); two (2) students from Professor Milton Clarke’s Political Science Course

CURRENT ITEMS						
<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"> Welcome to two (2) students who were present at the last Planning Committee meeting and are visiting again. (Clarke’s POLSC class). Students stated they enjoyed the last meeting and they saw that we “got a lot done and had fun while doing it”. 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. He has admission to several UCs.
2.	Agenda Minutes from March 6, 2014	<ul style="list-style-type: none"> Review and approval Review and approval 	A A	Kamath	10	<ul style="list-style-type: none"> Agenda reviewed and approved with the replacement of agenda item #4 with the item “Committee Meeting Fall 2014 Schedule and membership” since Greg Stoup is not able to attend today’s meeting due to an emergency. <i>Bob Kratochvil motioned, George Mills seconded (7-0-0).</i> March 6, 2014 minutes reviewed and approved. <i>Cecil Nasworthy motioned, Ryan Pedersen seconded. (7-0-0).</i>
3.	Strategic Planning (2014-19)	<ul style="list-style-type: none"> Introduction of the Writers Feedback on the retreats Next steps in the strategic planning process Plan for College Assembly on April 7 	D	Kamath	75	<ul style="list-style-type: none"> Keith and Iris Archuleta from Emerald HPC, International were introduced to the Committee as the consultants for the next phase of the LMC Strategic Planning process. Keith and Iris are active participants in the educational community and have worked with the College on many projects. They bring a great deal of expertise and experience in Strategic Planning. They participated in the second Strategic Planning retreat as members of the community, and attended the third retreat in their new role. Their HPC Strategic Planning process has been trademarked and recognized by the United Nations in 2012 and the Attorney General in 2010.

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						<p>They look forward to working with LMC to build on the work begun in the Strategic Planning retreats.</p> <ul style="list-style-type: none">• Planning Committee feedback on the retreats:<ul style="list-style-type: none">○ Input from the community was very valuable. For example, the community perception of LMC and transfer.○ Discouraging and surprising to hear about high school perceptions. We have strengthened our partnerships with the high schools.○ Liked the dialog on equity at the last retreat.○ A lot of people felt that the last retreat was most productive.○ The questions generated so much discussion – mostly centered on equity.○ Having the dialog on equity at the last retreat was huge. We need to replicate that discussion on a broader scale (college-wide).○ When equity is talked about, people see and/or know what data is, but the conversations are based more on culture, feelings and environment-how do you quantify that?○ When we don't have the data often times to get to the root cause of feelings, we have to hear more anecdotal examples that can speak to those feelings.○ Perception is reality. Perceptions often do not have data. Need to dialog broader and more routinely on equity.• We have begun a good strategic planning process, but feel the timeline is rather short and compressed. District hasn't yet finished their Strategic Plan yet. When we developed the Interim Strategic Priorities (Spring 2012), it was too rushed as we were trying very hard to get it on the right cycle. Let's do it right and not rush it this spring.• Iris and Keith explained their model and the process which would include meeting with smaller groups, and committees. This will enable them to dig deeper into issues.• Develop a Core Planning Group (includes the Planning Committee augmented with staff, faculty, students, Senate presidents, etc, but not unwieldy). Need to check with students on representation over the summer and with Senate presidents. This
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						<p>group has to be consistent and will participate in the retreats/trainings over the summer. This group may also expand after the first June retreat based on outcomes.</p> <ul style="list-style-type: none"> • The Core Planning Group will participate in a one day Strategic Planning Training Retreat on Tuesday June 3, 2014 8:00 a.m.- 5:00 p.m. in L109, L105 and L106 with lunch and snacks served. In July a half or one day retreat will take place with the Core Planning Group. The June retreat training will delve into what Strategic Planning is, and its process. The July retreat will take the outcomes from the June retreat and start work. Then the Core Planning Group would meet twice a month and around the end of September 2014 have a first version of the conceptual framework and post it to websites and vet with committees/groups. By the end of Fall 2014 we will have a draft of plan and final writing in January and final draft in February 2014. Training can accommodate up to 20 people. President Kratochvil will need to discuss and receive approval for this extended timeline plan from the Chancellor, so this timeline today is for discussion purposes only and is not final. • Keith provided a diagram of a circle of the process and the “communities” around different concepts and ideas. • We may need to meet twice a month in fall to accomplish our work. • For the College Assembly on Monday April 7th, President Kratochvil will not be present as he is going to Washington D.C. to attend the AACC conference where Myra is a finalist for the Innovation Award. First hour of the Assembly will be about Accreditation and second hour will be about Strategic Planning. During the second hour, Greg Stoup will give an overview of the completion data in reference to the interim strategic plan that he presented at the third retreat (the mid-point check of student completion data from June 2013). We will also ask Greg to include his graphs on the achievement gap (presented at the third retreat). We will introduce Keith and Iris Archuleta as the writers and facilitators who will give a brief 5-minute Power Point presentation on process going forward.
4.	Committee meeting schedule in fall 2014		D	Kamath	15	<ul style="list-style-type: none"> • Should the Planning Committee meet twice a month?

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	and membership (5/1/14)					<ul style="list-style-type: none"> • Will ask Carol Hernandez if she would like to continue as a faculty representative. Ryan Pedersen wants to stay on through Strategic Planning Process. Cecil has just joined, so his term will continue. • Need another Classified Staff representative to replace Allison Roeder. • Need a replacement for LMCAS representative and more students on the committee. Talk to Demetria and Brianna Klipp.
5.	Future agenda items: <ul style="list-style-type: none"> • Program Review for Learning Communities (5/1/14) • Develop sustainable Program/Unit Review Validation Process (5/1/14) • Progress check on Planning Committee charges (5/1/14) • Cycles for College Plans and Surveys 	Committee suggestions	D	All		<ul style="list-style-type: none"> • Dave Belman will be joining the May 1st meeting on Program Review for Learning Communities. • Need a status on college plans (i.e. Technology). Discuss in Planning Committee on what advice to give committees on their plans, develop cycles for plans and surveys (add to future agenda items). There was a cycle document that Gil developed that we can look at and build from there. Put the draft cycle (when developed) on the Planning website.

Spring 2014 meeting dates and times:

May 1, 2 to 4 pm; CO 420