

LOS MEDANOS  
COLLEGE

**Planning Committee  
MINUTES**

December 3, 2015 2:00 – 4:00 pm  
Library Conference Room – L105

**Committee Chair:** Bob Kratochvil

**Recorder:** BethAnn Robertson (not present)

**Committee Members Present:** Catherine Fonseca, Nancy Ybarra, Cecil Nasworthy, Gail Newman, Tara Dale Sanders, Leetha Robertson, Paula Gunder, Tabitha Romero

**Committee Members Not Present:** Ruth Goodin, Silvester Henderson, Mary Oleson (alternate)

**Guests:** Daniel Lucatero (POLSC Student)

<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>Meeting Notes:</i>
1.	Welcome			Kratochvil		<ul style="list-style-type: none"> <li>• Bob welcomed the Committee, guest student and new LMCAS Representative, Tabitha Romero.</li> </ul>
2.	Public Comment	Listen to our college community	I	Kratochvil	5	<ul style="list-style-type: none"> <li>• No Public Comment at this time</li> </ul>
3.	Agenda Minutes from November 12, 2015	Review and approval Review and approval	A A	Kratochvil	5	<ul style="list-style-type: none"> <li>• Agenda was reviewed and approved (<i>Nancy Y. motioned, Paula G. seconded; (8-0-0)</i>)</li> <li>• Minutes were reviewed and approved (<i>Catherine F. motioned, Gail N. seconded; 6-0-2 abstentions: Catherine Fonseca, Leetha Robertson</i>)</li> </ul>
<b><u>OLD BUSINESS</u></b>						
4.	Program Review Validation Process	Review and discuss Student Services Validation Rubric ( <b>See Handouts</b> )  Discuss Administrative Units Validation Process	I, D	Newman  Kratochvil	40	<ul style="list-style-type: none"> <li>• After the discussion at the last Committee meeting, Gail met with the Deans and the following revisions were made to the rubric (see handout):               <ul style="list-style-type: none"> <li>○ Removed “Status Reason” in the <i>Past Objectives</i> section</li> <li>○ Removed “Status Reason from Prior Year” and “Program Improvement” in the <i>New Objectives</i> section</li> <li>○ Added “Data/Evidence” in the <i>New Objectives</i> section. Student Services does need more research and data. We may see some data become available through 3SP and SLOs.</li> </ul> </li> <li>• The Counseling Department will be using the <i>Student Services Program Review Rubric</i> and not the <i>Instructional Program Review Rubric</i>.</li> <li>• <b>The Committee endorsed the Student Services Program Review Rubric.</b></li> <li>• The Administrative Units will review and revise the <i>Student Services Program Review Rubric</i>. Bob will form a group to review the rubric for Student Services and revise it for Administrative Units.</li> </ul>

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						<ul style="list-style-type: none"> <li>• Currently there is no assessment in Administrative Units, how do we change that as we should be doing assessment in Administrative Units as well.</li> </ul>
5.	<a href="#">Educational Master Plan 2006-2016</a>	Review and discuss next steps	I, D	Kratochvil	15	<ul style="list-style-type: none"> <li>• Bob has researched some other community college plans to see the formatting and content that is currently being used.</li> <li>• During the process for developing the last <i>Educational Master Plan</i>, the Committee (at the time) divided into several sub-committees and gathered college-wide input.</li> <li>• We may need to hire a consultant to help us gather input and information, and write the plan. We do not want a consultant to “cut and paste” content from other plans. If there are consultants that LMC has a good relationship with, we should try to use one of them as we have already developed a level of trust with them.</li> <li>• Do we need a separate Educational Master Plan for the Brentwood Center?</li> <li>• Bob will meet with Greg Stoup at the District Office Research Department to discuss other colleges’ processes for developing an <i>Educational Master Plan</i>?</li> <li>• <b>The Planning Committee will read the current <i>Educational Master Plan 2006-2016</i> prior to our next meeting in February.</b></li> </ul>
<b><u>NEW BUSINESS</u></b>						
6.	<a href="#">Planning Committee Charges 2015-16</a>	Review and update charges for SGC approval	I, D, A	Kratochvil	20	<ul style="list-style-type: none"> <li>• Remove the first charge as it has been completed.</li> <li>• Leave the second charge as is (no revisions).</li> <li>• Revise the third charge to read “Implement and evaluate a ‘sustainable’ program review validation process”.</li> <li>• Revise the fourth charge to read “Working collaboratively with shared governance committees, review, evaluate and modify the program review submission tool as appropriate.”</li> <li>• Remove the fifth charge as this charge is infused in the Committee’s ongoing work.</li> <li>• Add a charge to read “The development of a process and timeline for the creation of the Educational Master Plan 2017-2017.”</li> <li>• <b>The Planning Committee approved the 2015-16 charges with the above changes to move forward to SGC for approval (<i>Tara S. motioned, Leetha R. seconded; 7-0-0</i>).</b></li> </ul>

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7.	<a href="#">SSSP Plan</a> and <a href="#">Equity Plan</a>	Update Planning Committee on new plans	I, D	Newman Goodin	10	<ul style="list-style-type: none"> <li>The 3SP Plan was presented to the Governing Board by Carla Rosas at their last meeting. The Student Equity Plan will be presented at the Governing Board Meeting next week.</li> <li>A crosswalk/grid of all three plans (BSI, 3SP and Student Equity) was presented at the College Assembly on October 19<sup>th</sup>. This grid will continue to be updated to include other correlations between all three plans (i.e. activities, goals, etc.).</li> <li>How do we really integrate all of the College plans? Conversations in all three plans (BSI, 3SP, Student Equity) will be occurring in the Spring/Summer 2016 to discuss where the plans will be going (i.e. goals, activities, etc.). The groups/committees responsible for these plans join together every March and preview their goals for the next year.</li> </ul>
8.	Spring 2016 Proposed Meeting Dates: February 4, March 3, April 7, May 12	Discuss and approve Spring 2016 meeting dates	I, D, A	Kratochvil	10	<ul style="list-style-type: none"> <li>The Committee changed the May 2016 meeting date from May 12<sup>th</sup> to May 5<sup>th</sup>.</li> <li><b>The Committee approved the following spring 2016 meeting dates: February 4<sup>th</sup>, March 3<sup>rd</sup>, April 7<sup>th</sup> and May 5<sup>th</sup> to take place in the Core Conference Room CO-420 (Tabitha R. motioned, Cecil N. seconded 7-0-0).</b></li> </ul>
9.	Planning Committee Student Representative	Brainstorm ideas on recruiting student representation on the Committee	I, D	Kratochvil	5	<ul style="list-style-type: none"> <li>The new LMCAS Representative, Tabitha Romero, will continue on the Committee through spring 2016.</li> </ul>
10.	District Research needs for LMC	Discuss types of data we need and interpretation for a visit from Greg Stoup	I, D	Kratochvil	5	<ul style="list-style-type: none"> <li>Bob is requesting Greg Stoup meet with the President's Council in the near future.</li> <li>The Committee asked Bob if he could request Greg to come to our February meeting to discuss data and interpretation with the Committee.</li> </ul>
11.	Announcements			All	5	<ul style="list-style-type: none"> <li>No announcements at this time.</li> </ul>
12.	Building Future Agendas: <ul style="list-style-type: none"> <li>Discuss strategies to implement Integrated Planning</li> <li>Regular Cycles for Surveys and Reviewing the College Mission</li> <li>Discuss Administrative Unit Outcomes</li> </ul>	Gather Committee comments and suggestions re these and additional agenda items	I, D	All	5	

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13.	Adjournment	• Meeting adjourned at 3:30 p.m. ( <i>Leetha R. motioned, Nancy Y. seconded 7-0-0</i> ).
	Spring 2016 meeting dates: February 4, March 3, April 7, May 5	

DRAFT