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)

CURRENT ITEMS

<table>
<thead>
<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>Meeting Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Welcome</td>
<td></td>
<td></td>
<td>Kratochvil</td>
<td></td>
<td>• Bob welcomed the Committee, guest student and new LMCAS Representative, Tabitha Romero.</td>
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<td>2.</td>
<td>Public Comment</td>
<td>Listen to our college community</td>
<td>I</td>
<td>Kratochvil</td>
<td>5</td>
<td>• No Public Comment at this time</td>
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<td>3.</td>
<td>Agenda Minutes from November 12, 2015</td>
<td>Review and approval</td>
<td>A</td>
<td>Kratochvil</td>
<td>5</td>
<td>• Agenda was reviewed and approved (*Nancy Y. motioned, Paula G. seconded; 8-0-0)</td>
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<td></td>
<td></td>
<td>Review and approval</td>
<td>A</td>
<td></td>
<td></td>
<td>• Minutes were reviewed and approved (*Catherine F. motioned, Gail N. seconded; 6-0-2 abstentions: Catherine Fonseca, Leetha Robertson)</td>
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OLD BUSINESS

4. Program Review Validation Process
   Review and discuss Student Services Validation Rubric
   (See Handouts)
   Discuss Administrative Units Validation Process
   I, D
   Newman
   Kratochvil
   40
   • After the discussion at the last Committee meeting, Gail met with the Deans and the following revisions were made to the rubric (see handout):
     ○ Removed “Status Reason” in the Past Objectives section
     ○ Removed “Status Reason from Prior Year” and “Program Improvement” in the New Objectives section
     ○ Added “Data/Evidence” in the New Objectives section. Student Services does need more research and data. We may see some data become available through 3SP and SLOs.
   • The Counseling Department will be using the Student Services Program Review Rubric and not the Instructional Program Review Rubric.
   • The Committee endorsed the Student Services Program Review Rubric.
   • The Administrative Units will review and revise the Student Services Program Review Rubric. Bob will form a group to review the rubric for Student Services and revise it for Administrative Units.
### Planning Committee

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

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<tr>
<td>5.</td>
<td><strong>Educational Master Plan 2006-2016</strong></td>
<td>Review and discuss next steps</td>
<td>I, D</td>
<td>Kratochvil</td>
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<td>NEW BUSINESS</td>
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<td>6.</td>
<td><strong>Planning Committee Charges 2015-16</strong></td>
<td>Review and update charges for SGC approval</td>
<td>I, D, A</td>
<td>Kratochvil</td>
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</table>
### Planning Committee
#### MINUTES
December 3, 2015  2:00 – 4:00 pm
Library Conference Room – L105

#### 7. SSSP Plan and Equity Plan
Update Planning Committee on new plans  
I, D  
Newman Goodin  
10

- 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.
- A crosswalk/grid of all three plans (BSI, 3SP and Student Equity) was presented at the College Assembly on October 19th. This grid will continue to be updated to include other correlations between all three plans (i.e. activities, goals, etc.).
- 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.

#### 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

- The Committee changed the May 2016 meeting date from May 12th to May 5th.
- The Committee approved the following spring 2016 meeting dates: February 4th, March 3rd, April 7th and May 5th to take place in the Core Conference Room CO-420 (Tabitha R. motioned, Cecil N. seconded 7-0-0).

#### 9. Planning Committee Student Representative
Brainstorm ideas on recruiting student representation on the Committee  
I, D  
Kratochvil  
5

- The new LMCAS Representative, Tabitha Romero, will continue on the Committee through spring 2016.

#### 10. District Research needs for LMC
Discuss types of data we need and interpretation for a visit from Greg Stoup  
I, D  
Kratochvil  
5

- Bob is requesting Greg Stoup meet with the President’s Council in the near future.
- The Committee asked Bob if he could request Greg to come to our February meeting to discuss data and interpretation with the Committee.

#### 11. Announcements

- No announcements at this time.

#### 12. Building Future Agendas:
- Discuss strategies to implement Integrated Planning
- Regular Cycles for Surveys and Reviewing the College Mission
- Discuss Administrative Unit Outcomes

Gather Committee comments and suggestions re these and additional agenda items  
I, D  
All  
5
### Planning Committee
#### MINUTES
December 3, 2015  2:00 – 4:00 pm
Library Conference Room – L105

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