

**Planning Committee
MINUTES**

February 5, 2015 2:00 – 4:00 pm
CO-420

Planning Committee Chair: Kiran Kamath

Recorder: BethAnn Robertson

Committee Members Present: Gail Newman, Cecil Nasworthy, Paula Gunder, Ruth Goodin, and Ryan Pedersen

Planning Committee Members Not Present: Bob Kratochvil, George Mills, Catherine Fonseca

Guests: Joy Osiahwu (Milton Clarke POLSC student), Tara Dale Sanders, Leetha Robertson

| CURRENT ITEMS | | | | | | |
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| <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 | | | Kamath | | <ul style="list-style-type: none"> • Kiran welcomed the POLSC student and guests to the meeting. Tara Dale Sanders and Leetha Robertson are both interested in joining the Planning Committee as a Classified representative. |
| 2. | Public Comment | Listen to our college community | I | Kamath | 5 | <ul style="list-style-type: none"> • No public comment. |
| 3. | Agenda Minutes from December 4, 2014 Minutes from January 29, 2015 | Review and approval Review and approval Review and approval | A A A | Kamath | 5 | <ul style="list-style-type: none"> • The agenda was reviewed and approved with an addition. (New item #9, which will be for information only today.) If time permits, Ryan Pedersen will share the draft of the Program Review Participation random sampling Survey. The need for the survey was approved at the 12/4/14 meeting. (<i>Paula Gunder motioned, Gail Newman seconded</i>) (5-0-0). • The minutes from the December 4, 2014 meeting were reviewed and approved. (<i>Paula motioned, Ryan Pedersen seconded</i>) (5-0-0) • The minutes from the January 29, 2015 meeting were reviewed and approved. (<i>Cecil Nasworthy motioned, Gail Newman seconded</i>) (3-0-2) |
| 4. | Committee Membership Role and Responsibilities Review approved Committee charges | Information and Discussion | I, D | Kamath | 10 | <ul style="list-style-type: none"> • The Planning Committee is a shared governance committee comprised of three (3) representatives from each constituency. The Committee currently needs a third Classified representative and student representation. Tara Dale Sanders and Leetha Robertson are attending today as they are both interested in joining the Committee as a Classified representative. Currently working with the LMCAS President to obtain student representation on the Committee. • There is a lot of work to be done in this Committee, therefore it needs to be a high functioning committee with regular attendance and participation at meetings. A suggestion is to have a “back-up” (alternate) representative for each constituency. The back-up representative would not be a voting member unless there is not sufficient representation from their constituency present. |

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| | | | | | | <p>This member would ideally attend every meeting so he/she would have the ability to “step-in” to make quorum or vote, if needed.</p> <ul style="list-style-type: none">• It was noted that people may engage in the Committee more when asked to join for a specific project (i.e. Core Planning Team). Committee members considered these ideas and will address it again at the next meeting.• The work of the Planning Committee is very detailed and important for the College. It takes time for members to ‘get up to speed’. We may want to think about whether the LMC convention of a two-year term is appropriate for members for this committee. Should it be increased to three years with one new member joining and one senior member ‘rotating off’ each year? Should there be a term limit of 2 terms, so that new ideas are brought in to the committee?• Attending regularly is important since the Committee meets only once a month. If a Committee member misses two (2) meetings or more they will be missing 40-50% of the meetings.• Paula mentioned a document titled “8 Keys to Improving Task Forces and Committees in Higher Education” that may assist with developing roles, responsibilities and rules of operation. Paula will forward the document to BethAnn so she may e-mail it to the Committee. The Committee should review this document prior to the next meeting.• The Committee reviewed the 2014-15 charges:<ul style="list-style-type: none">○ #1-The Strategic Plan is completed and the Committee is beginning work on the implementation plan.○ #2-The Committee began this conversation at the last meeting and will continue to work on this charge throughout the semester○ #3-As the Committee develops the integrated planning model, work will simultaneously occur on the program review validation process○ #4-This charge is ongoing; the Committee will be reviewing the PRST timeline during today’s meeting○ #5-Homework was assigned to the Committee at the last meeting to read and develop familiarity with the new Accreditation Standards, specifically Standard I.○ It is noted that the Committee has addressed and/or is working on all of the 2014-15 charges. |
| <u>OLD BUSINESS</u> | | | | | | |

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| 5. | SCUP Resource Book: Integrating Higher Education Planning and Assessment: A Practical Guide | Continuous Learning and growing planning capacity | I, D | Kamath | 15 | <ul style="list-style-type: none"> • The summary document which includes excerpts from the book was e-mailed to the Committee to read prior to our last meeting. The excerpts were taken directly from the book with the page number(s) listed at the end of each quote, if Committee members choose to do further reading of any section. • Some sections discussed at the meeting were: <ul style="list-style-type: none"> ○ Page 4 – third paragraph: “Quantitative and qualitative information...” ○ Page 4 – fourth paragraph: “Larger institutions separate the two assessment activities:” To avoid confusion, LMC could use the word “evaluation” in the context of “Institutional Effectiveness” which is housed in the Office of P&IE and the District Research Office. The term “assessment” could be used in the context of “Learning Outcomes” which is housed in Academic Affairs - in TLC and the Office of Instruction at LMC. ○ Page 3 – “Taxonomy of Planning” provides definitions of terms used in planning. • The document is a good reminder that planning is a roadmap. It also will be key to developing an institutional understanding of the language around planning and to determine how other college plans align with the Strategic Plan. • The Office of P&IE aims to develop an annual “Institutional Effectiveness Newsletter” in spring 2016 that will include a summary and progress on program reviews, resource allocation, outcomes assessment etc. in meeting the mission of the college and the strategic directions. |
| 6. | Strategic and Operational Plans | Develop operational details; process to integrate plans, to determine benchmarks/metrics, and to evaluate progress | I, D, A | Kamath | 40 | <ul style="list-style-type: none"> • The Committee reviewed page 29 of the Strategic Plan again – the diagram about implementation of the strategic plan. • In order to gather information about how individual programs/units are addressing the strategic directions of the College, Kiran is working with Mike Becker and Eng Saw to develop a query system in Program Review to compile the “bottom-up” information. • An idea discussed at the last Planning Committee meeting was to have the leads from each of the College Plans meet, dialog and collaborate on a blue-wall exercise, to “take stock” of all their activities and goals (quantitative or qualitative) and/or benchmarks that align with the College Strategic Directions. This exercise would help identify which Strategic Directions are being addressed by whom. Who is the primary mover and the secondary mover/s? This would gather the “lateral” information as depicted on page 29 of the Strategic Plan. |

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| | | | | | | <ul style="list-style-type: none"> • The final step would be to determine where there are gaps in addressing the Strategic Directions. The College will need to determine who would conduct the review of gaps and determine which unit/office/program would need to address it – Cabinet, Planning Committee, combination of both? This would be the “top down” look at implementing the plan as listed on page 29 of the Strategic Plan. • A suggestion was made to create a matrix (Excel spreadsheet) with the Strategic Directions in the first column and all the College Plans across the top. It was stated that the dialog and collaboration among plans and programs at the All College Plans meeting (blue wall exercise) would be the best way to shift culture towards integrated planning. It was suggested to prepare the matrix format in advance and populate it after the blue-wall exercise (i.e. synchronous and a-synchronous). It is important to make campus community aware that the Strategic Plan will not sit on a shelf. • Another out-of-the-box idea was for the implementation plan to be completely driven by budget. For example, collaboration between SGC and Senates to develop the budget and then populate the Strategic Priorities according to the budget and funding available. We would know whether there is funding and would not be developing a “wish list” (know what is funded/can be done and what is not funded/can’t be done). • The Committee was again strongly encouraged to read both the SCUP handbooks posted on the Planning Committee webpage. • The Chaffey College model of integrated planning and implementation was suggested reading for the Committee. |
| <u>OLD BUSINESS</u> | | | | | | |
| 7. | Committee Organization | Determine how best to organize ourselves to accomplish our work efficiently and expeditiously | I, D, A | Kamath | 15 | <ul style="list-style-type: none"> • It was determined that it would be best to develop work teams to do some pre-work prior to the meetings of the entire Committee, since the Committee meets once a month. The Committee as a whole can then have a more informed discussion and reach conclusions on processes more quickly. • Two work teams were formed: <ul style="list-style-type: none"> ○ <u>Strategic Plan Implementation and Integrated Planning Team</u>: Paula Gunder, Ruth Goodin, Tara Dale Sanders, Kiran Kamath ○ <u>Program Review Validation Process Team</u>: Gail Newman, Ryan Pedersen, Cecil Nasworthy <p>Members not present today will be invited to join one of these teams.</p> |

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| | | | | | | The strategies suggested by each team will be discussed by the full Planning Committee. The entire process of program review, its validation, strategic planning, resource allocation and assessing effectiveness are all connected (integrated). |
| 8. | Program Review Submission Tool (PRST) update timeline | Understand PRST modification timeline | I, D | Kamath | 10 | <ul style="list-style-type: none"> The Committee reviewed the PRST timeline and did not have any concerns. The timeline will be emailed out campus-wide and will be posted on Program Review website this week. |
| 9. | Program Review Participation Survey (agenda item added at meeting) | To get Committee input. Approval at the next meeting. | I, D | Pederson | 5 | <ul style="list-style-type: none"> Ryan provided the Committee with a handout of draft questions for the random sampling survey that the Committee approved conceptually at the 12/4/14 meeting. The sample size would be 15 members from each constituency. All members of Management, Faculty and Classified will be given a number and the random computer generator will pick 15 numbers from each group. The Committee reviewed the draft survey and provided the following recommendations: <ul style="list-style-type: none"> The survey should have an introductory paragraph explaining the purpose of the survey. Question #4 is too open-ended. Unsure what question is asking. Ryan indicated that the survey will be conducted in person. As a result, it was determined that the same information should be ‘read’ to each person being surveyed to eliminate bias. Change name of survey to “Program Review <u>Participation</u> Survey” Ryan requests that the Committee continue to review the handout and e-mail any suggestions to him prior to the next Committee meeting. An electronic copy of the survey will sent to Committee members. |
| 10. | Announcements | | | All | 5 | The Committee was asked to read the <i>Chaffey College Integrated Planning Model</i>, located on the Planning Committee website under “Planning Resources”. Page 7 of the document contains their Integrated Planning Model. Page 13 diagrams their Program Review process. |
| 11. | Building Future Agendas: <ul style="list-style-type: none"> Codify a sustainable Program/Unit Review Validation or Review Process | Gather Committee comments and suggestions regarding these and additional agenda items | I, D | All | 10 | <ul style="list-style-type: none"> Agendize a review and approval of the Program Review Participation Survey (<i>developed George Mills and Ryan Pedersen</i>) The Committee was encouraged to present agenda items at the end of each meeting or in advance of future meetings, so that we do not violate the Brown Act. The Office of P&IE will email Committee members to check on whether there are additional agenda items in advance of finalizing Committee agendas. |

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| | <ul style="list-style-type: none">• Discuss strategies to implement Integrated Planning• Discuss Administrative Unit Outcomes | | | | | |
| 12. | Adjournment | | | | | <ul style="list-style-type: none">• Meeting adjourned at 4:08 p.m. |
| Spring 2015 meetings dates: March 5, April 9, May 7 | | | | | | |