

LOS MEDANOS
COLLEGE

**Planning Committee
MINUTES**

April 13, 2017 2:00 – 4:00 pm
Core Conference Room CO-420

Committee Chair: Bob Kratochvil

Recorder: BethAnn Robertson

Committee Members Present: Nancy Ybarra, Gail Newman, Mary Oleson

Committee Members Not Present: Silvester Henderson, Leetha Robertson

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>Meeting Notes:</i>
1.	Welcome			Kratochvil		<ul style="list-style-type: none"> • Bob welcomed the Committee to the meeting.
2.	Public Comment	Listen to our college community	I	Kratochvil	5	<ul style="list-style-type: none"> • No public comment given
3.	Agenda Minutes from March 2, 2017	Review and approval Review and approval	A A	Kratochvil	10	<ul style="list-style-type: none"> • Agenda was reviewed with two (2) corrections: move agenda item #6 to agenda item #4 and agenda item #4 to agenda item #6. <i>(Mary O. motioned, Nancy Y. seconded; 3-0-0)</i> • Minutes were reviewed and approved. <i>(Mary O. motioned, Nancy Y. seconded; 3-0-0)</i>
<u>OLD BUSINESS</u>						
4.	Program Review Submission Tool (PRST) Requested Modifications for 2017-18	Review, discuss and approve list of requested modifications	I, D	Kratochvil/ Sargent/ Stoup	20	<ul style="list-style-type: none"> • The Committee reviewed the list of recommended PRST modifications for the next cycle. • The following modifications were added to the list: <ul style="list-style-type: none"> ○ Remove all “check-boxes” in the Assessment interface ○ Add a separate tab titled “COORS Updates”. This will be the interface in which individual units can click and see their list of COORs that need to be updated. BethAnn will receive the list from the Office of Instruction and will work with IT on uploaded them to the tool. ○ Add a separate tab titled “Prior Year’s Objectives”. This tab will be for units to update their objectives from the recent Program Review period (i.e. 2017-18). ○ The Planning Committee approved the list of recommended PRST modifications with the additional requested changes above <i>(Mary O. motioned, Gail N. seconded; 3-0-0)</i> • It is requested to inquire if Mike Becker can attend the May Planning Committee meeting.

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						<ul style="list-style-type: none"> • The next Program Review period will be a comprehensive year. The Committee is provided handouts of the template used during the last comprehensive Program Review period for review and updates. <ul style="list-style-type: none"> ○ Implementing equity in to assessment and Program Review was recently discussed during the last TLC (Teaching & Learning Committee) meeting. As this is a charge for the IDEA Committee, BethAnn will e-mail the comprehensive Program Review templates to the IDEA and Student Equity chair/co-chairs and administrative support for their review and requested revision(s). ○ The SQL completion rates and success rates are very helpful during Program Review, we need additional data elements with an equity lens (i.e. underrepresented groups completions rates). It is noted that Student Services requires different data elements than the SQL data for the programs that are non-instructional. ○ A prompt in the <i>Comprehensive Program Review Template</i> or interface may be needed to ensure that units review all of their data and address equity during their review period. ○ It is also recommended that the Planning Committee add an Equity Representative to the membership (i.e. IDEA, Dean of Equity & Inclusion, etc.). ○ “Equity in Comprehensive Program Review” will be added to the May meeting agenda.
5.	Educational Master Plan (<i>See Handout</i>)	Discuss feedback on updated timeline Discuss next steps and development of an EMP Planning Team	I, D	Kratochvil/ B. Robertson	20	<ul style="list-style-type: none"> • The District Research Department is currently in the process of completing the Environmental Scan. • The Committee discussed a facilitator versus consultant. The Committee agreed that a facilitator is a better option as we want the plan to have the voice of LMC. A few names were recommended for facilitation and partial writing of the EMP. The Academic Senate will need to endorse the development process as it is a 10+1 item. • The Planning Committee would like to receive some examples of various Educational Master Plans. • As we had to develop our Strategic Plan before our Educational Master Plan the process for alignment and integration between the two (2) plans may appear reversed. However, the Office of Planning & Institutional Effectiveness will be working with the

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						District Research Department on various data and research items that will inform the College on any progress we have made towards meeting the goals and objectives outlined in our Strategic Plan. • Discussions are in progress on holding a Focused FLEX activity on Opening Day for the Educational Master Plan and/or Integrated Planning.
6.	Research and Data • Updates from District Research • Research Request Approval/ Verification Process	District Research to provide updates on available data	I, D	Kratochvil/ Sargent/ Stoup	20	• Due to unforeseen circumstances, Greg Stoup was unable to attend this meeting. He will be invited to attend the May meeting.
<u>NEW BUSINESS</u>						
7.	Program Review Survey Results (<i>See Handout</i>)	Review the survey results Plan of action to implement the feedback	I, D, A	B. Robertson	20	• This item has been tabled to the May meeting.
8.	Announcements			All	5	• The job filing for the Senior Dean of Planning & Institutional Effectiveness position closes on Monday. • The “Monet: The Early Years” exhibit is at the San Francisco’s Legion of Honor. Nancy Y. will not be at the next Committee meeting as she will be chaperoning a group of students who will be viewing the exhibit.
9.	Building Future Agendas: • Frequency of Program Review Cycle • Discuss strategies to implement Integrated Planning • Regular Cycles for Surveys and Reviewing the College Mission • Discuss Administrative Unit Outcomes • Development of IEPI Goals	Gather Committee comments and suggestions re these and additional agenda items	I, D	All	5	
10.	Adjournment at 3:30 p.m.					