Planning Committee
MINUTES
December 4, 2014   2:00 – 4:00 pm
Library Conference Room L-106

Planning Committee Chair (for this meeting only): Bob Kratochvil

Recorder: BethAnn Robertson

Planning Committee Members Present: Gail Newman, Cecil Nasworthy, Ryan Pedersen, Paula Gunder, George Mills, Catherine Fonseca

Planning Committee Members Not Present: Kiran Kamath, Ruth Goodin, Rashaad McAlpin

Guests: Shawn Walker (Milton Clarke student)

CURRENT ITEMS

Item #	Topic/Activity	Desired Outcome	Information Discussion Action	Lead	Time (mins)	Follow up
1.	Public Comment	Listen to our college community	I	Kratochvil	5	• Student Shawn Walker from Milton Clarke's class introduces himself to the committee. • No Public Comment
2.	Agenda Minutes from November 6, 2014 Notes from September 30, 2014 Notes from October 14, 2014	Review and approval Review and approval Information Information	A A I I	Kratochvil	10	• The agenda was reviewed and approved *(Paula Gunder motioned, Gail Newman seconded)* **(7-0-0)** • The minutes from the November 6, 2014 meeting were reviewed and approved *(Paula Gunder motioned, Ryan Pedersen seconded)* **(7-0-0)** • The notes from the September 30th and October 14th meeting were reviewed.
	OLD BUSINESS					
3.	Strategic Plan	Feedback from review and approval by the Senates Format and process for the Operational Plan – Initial Discussion	I, D	Kratochvil	45	**Review and Approval of Plan by Senates** • All Senates have reviewed, endorsed, and approved the LMC Strategic Plan 2014-2019. • Data from the environmental scan and accreditation have been included in the document (i.e. graphs, charts, etc.). The document currently appears to be 40-46 pages in length. The document will be going to SGC for approval on December 10th and to the Governing Board for approval at their January 2015 meeting. The Governing Board will approve the strategic planning document. The operational plan will be a living document and developed at the college in Spring 2015. **Format and Process for Operational Plan** • The process for the operational plan should be inclusive. • It is noted that several external businesses are requesting a "friendship program" with LMC. This is something that could

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						be documented as an activity in the operational plan. Should we include the input from advisory boards and external organizations in the operational plan? • There will be a continuous cycle of assessing and evaluating all college plans. • Some members expressed nervousness about the operational plan specifically pertaining to the timeline. For example, a computer has not been working for a long time. In Strategic Direction #4 we address technology issues. As an example, when can the user expect a newer or newly used computer to replace it? The timeline for strategies and/or objectives is important and should be included in the operational plan. • "*A Practical Guide to Strategic Planning in Higher Education*" by SCUP was e-mailed to members of the Committee after the November meeting. Some committee members found it very helpful in learning the role of the Planning Committee and its members. It was suggested to have more Professional Development on planning and Strategic planning. We should look into offering a SCUP workshop here at LMC. The Planning Committee work is cyclical (i.e. every 5 years Strategic Plan, every year Program Review, etc.) as is the membership. It is great to get a new voice to the work every 2 years when new members replace those leaving the committee.
NEW BUSINESS						
4.	Spring Meeting Dates: January ? February 5 March 5 April 2 May 7	Select an alternate date in January, first Thursday of the month is during the break.	I, D, A	Kratochvil	5	• The Planning Committee must have a meeting in January in order to begin the formatting and process for the operational part of the Strategic Plan in addition to developing a sustainable Program/Unit Review Validation Process. • The committee decided to schedule the January meeting on January 29th. After reviewing the rest of the dates for Spring 2015, it was noted that the April meeting is during Spring Recess, therefore, the April meeting was rescheduled to April 9th.
5.	Program Review Submission Tool Survey	Review and approval of survey form	I, D, A	Kratochvil	15	• After some discussion, it is recommended questions #1, #2, and #3 be removed from the survey and the survey be retitled to "Program Review Submission Tool Survey". As the survey is directed primarily to those who use the PRST.

						• There was continued discussion on whether the committee wants to capture the information/data as to how many people participate in Program Review and in what way they participate in Program Review. There are some committee members who think that it would be useful for the committee to know how widespread Program Review is on campus. The best way to capture this data is to do a random sampling of faculty, managers, classified. We could take a random sampling of 15 faculty, 15 classified and 15 managers and ask 3-5 standard questions about Program Review (i.e. did you participate in Program Review, how did you participate, etc.). This random sampling could provide the committee with data on the knowledge and/or participation in Program Review from all different employee positions on campus. The committee can discuss this further at the January or February meeting. Ryan Pedersen and George Mills have volunteered to draft the random sampling and survey. • Questions #7a, and #7b of the survey should include after the "Yes/No" an option of "I did not use this Guide". Question #7c should be rephrased to read "If you used the Guides, what suggestions do you have to improve them?" • To the remaining questions please review and remove the "Not Applicable" option to some of the questions whereas "Not Applicable" is not a valid option (i.e. questions #4a, #9, #10). • The Program Review Submission Tool Survey was approved with the deletion of questions #1, #2, #3; the rephrasing of question #7; the removal of "Not Applicable" from questions where it is not a valid option; distribute campus-wide via e-mail include a statement similar to – "Please complete if you are familiar with the Program Review Submission Tool"; also provide survey link in PRST. *(Ryan Pedersen motioned, George Mills seconded)* **(7-0-0)**
6.	Building Future Agendas: • Codifying a sustainable Program/Unit Review Validation or Review Process	Gather Committee comments and suggestions regarding these and additional agenda items	I, D	All	15	

	• Discussing strategies to implement Integrated Planning • Discuss Administrative Unit Outcomes • Study Accreditation Standard I (new Standards adopted by ACCJC in 2014) • Establish review cycles – mission statement, surveys, planning, etc.				