

**Planning Committee
MINUTES**

January 29, 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, Catherine Fonseca and Gregory Stoup (by phone)

Planning Committee Members Not Present: Ruth Goodin, Bob Kratochvil, George Mills, Ryan Pedersen

Guests: Stefanie Sillard, Surinder Kaur, Rose Johnson (Milton Clarke POLSC students)

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			Kamath		<ul style="list-style-type: none"> Kiran welcomed the Political Science students observing the meeting.
2.	Public Comment	Listen to our college community	I	Kamath	5	<ul style="list-style-type: none"> ACCJC, the accreditation commission, has 30 days to send the final report to the College, so the President should receive it around 2/6/15.
3.	Agenda Minutes from December 4, 2014	Review and approval Review and approval	A A	Kamath	5	<ul style="list-style-type: none"> The committee reviewed the agenda (<i>No quorum to approve</i>) The committee reviewed the December 4, 2014 minutes (<i>No quorum to approve</i>)
4.	Committee Membership Role and Responsibilities Meetings dates and times	Information and Discussion	I, D	Kamath	10	<ul style="list-style-type: none"> The Planning Committee is a shared governance committee. The charges are listed on the Committee website. Clarify roles and responsibilities at the next meeting when all the committee members can be present. There is a lot of work to do this semester, so we need to discuss how best to accomplish the work. We could consider forming work teams to do some preliminary work in between meetings and bring it to the monthly committee meetings for further discussion. The meeting dates and times are at the bottom of the agenda and were approved at the last meeting in December, 2014.
<u>NEW BUSINESS</u>						
5.	SCUP Resource Book: Integrating Higher Education Planning and Assessment: A Practical Guide (Summary Handout with agenda)	Continuous Learning and growing planning capacity	I, D	Kamath	20	<ul style="list-style-type: none"> This book and the previous book have been shared with the Planning Committee in order to develop the planning capacity of the members. The Committee viewed the Planning Committee website and noted where the downloaded SCUP resource books are available. The Committee scanned the summary (handout sent with agenda) of <i>Integrating Higher Education Planning and Assessment: A Practical Guide</i>. Since all the members are not present today, this item will be

Planning Committee

MINUTES

January 29, 2015 2:00 – 4:00 pm

CO-420

						discussed at the next meeting. Committee members were requested to read at least the summary prior to the next meeting on February 5.
						<ul style="list-style-type: none"> • The Committee read sections of page 3 of the summary ('Taxonomy of Planning') where some planning terms are defined.
6.	Strategic and Operational Plans	<ul style="list-style-type: none"> • Governing Board Review • Developing operational details and benchmarks/metrics 	I I, D	Kamath	40	<ul style="list-style-type: none"> • The LMC Strategic Plan was presented to the Governing Board last night. The Governing Board commended LMC on the plan. • The Committee reviewed pages 24-27 and page 29 of the Strategic Plan (see handouts). The diagram (on page 29) represents the Committee decision in fall 2014 about implementing the strategic plan. Some input would "bubble up" from the Program/Unit Review and Planning process (bottom up). Goals from all other major College Plans would be gathered (lateral input) to know where and how the strategic directions are being addressed. We will need to determine which "body" will look for gaps at the College in addressing the strategic directions, so that assignments may be made to address the gaps. This "body" could be the Planning Committee, President's Cabinet, or both. • In Fall 2014 the Committee felt an implementation plan should include a responsible person, timeline and measurable goals. The Committee attempted to add columns to the strategic plan to include these items. It was then decided to take a step back and allow more time and input on the operational plan. • A good first step to integrate all College Plans could begin by identifying the outcomes of all plans and grouping them. We will then be able to see which strategic directions and driven by which plans, be able to avoid duplication of efforts and identify gaps. One idea is to have a retreat or a 2-3 hour meeting (possibly on a Friday afternoon) and invite members or leaders of each of the college plans (ex. BSI, 3SP, Student Equity Plan, Workforce Development etc.) and do a "blue wall" exercise. Plan leaders would write their plan's goals/outcomes on notecards and place them on the "blue wall". This would be an excellent opportunity to "take stock" and help integrate all College Plans with the Strategic Plan. The cross-collaboration and communication should ideally continue even after this meeting. • The cycle of Program/Unit Review and Planning, Assessment, Resource Allocation also gets integrated into the college-wide institutional planning process. Objectives written by programs and units need to be aligned with either SLO assessments, College and/or

Planning Committee

MINUTES

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CO-420

						<p>District strategic directions. Kiran shared an example of what this information may look like (see handout of Excel grid). Kiran will check with LMC IT on how this information can be queried from the PRST. The handout provided a few examples of the kind of information we currently gather in Program/Unit Review under “New Objectives”. For example, the EMT program states that there is an external benchmark of 70% for passing the national certification exam, while their current pass rate is 39%. Such benchmarks would be at the program/unit level. Programs/units and Student Services may develop their benchmarks by looking at other institutions or national benchmarks where they exist.</p> <ul style="list-style-type: none"> • This level of detailed planning and evaluation has not been done before at LMC. The first step is to “take stock” of LMC plans and objectives – unit/program level planning and all other College Plans, gather information on all the objectives and goals. We will then know where we are (baseline) and can begin to set goals of where we want to be in a year, two years, etc. We can then work with District Research on data and metrics. • This is a lot of work but we need to begin and cover a lot of initial ground to build this framework this spring. The Committee needs to think through this carefully and come to some agreement on the process very soon. • At the conclusion of the Accreditation Site Visit, the team recommended that LMC develop a process to gather information on its “return on investment” after the Resource Allocations. This means when RAP funding are provided to a project/program, what was the outcome in terms of program improvement and/or student success. An Actionable Improvement Plan as a result of the accreditation self evaluation is that a Program Review Validation/Review process needs to be developed. There are many models we can consider and this is one of our charges for the year too. The review process could be simple, collaborative and helpful. It could be providing feedback to the program on its “mini self study” or program/unit review.
7.	Regular Cycles for Surveys and Reviewing	Initial discussion to develop regular cycle	I, D	Kamath	10	<ul style="list-style-type: none"> • The Committee reviewed the draft <i>Planning Cycles</i> discussed last semester.

Planning Committee

MINUTES

January 29, 2015 2:00 – 4:00 pm

CO-420

	the College Mission (Handout with agenda)					<ul style="list-style-type: none"> • The Employee Climate survey has previously been done just prior to Accreditation (every 6 years), but should be done more often and on a regular cycle (every 3 years). • After discussion with Greg Stoup, the cycles and instruments for surveys (college and district-wide) will be an agenda item at the District-Wide Planning Meeting. It would work best for the Research Office to have all colleges in the District on the same survey cycle (i.e. Employee Climate, Student Surveys, CCSSE, SENSE, etc.).
8.	New Accreditation Standards	Develop familiarity with Standard I	I	Kamath	5	<ul style="list-style-type: none"> • The Committee noted the Accreditation website and the Accreditation Information webpage where the new Accreditation Standards adopted in July 2014 are located. • The Committee was encouraged to read the new Standard I (3 pages). We will review it at a future Planning Committee meeting. • It was noted that the Accreditation Steering Committee (ASC) meets once a month. The ASC met last week and will similarly begin studying the new Standards. Each Standard has a lead. • It was also noted that the ACCJC Annual Report is due annually on March 31st. We have not yet received the report template to complete.
9.	Announcements			All	5	<ul style="list-style-type: none"> • Page 4 of the handout <i>Summary of Integrating Higher Education Planning and Assessment: A Practical Guide</i> may be useful to share with TLC? This document has been shared with some committee chairs and President's Cabinet. It would be helpful in using similar language across committees and the College.
10.	Building Future Agendas: <ul style="list-style-type: none"> • Codifying a sustainable Program/Unit Review Validation or Review Process • Discussing strategies to implement Integrated Planning • Discuss Administrative Unit Outcomes 	Gather Committee comments and suggestions regarding these and additional agenda items	I, D	All	10	<ul style="list-style-type: none"> • No additional future agenda items were suggested by the Committee. Committee members are encouraged to email Kiran with future agenda items.
11.	Adjournment					The meeting adjourned at 3:50 p.m.
Spring 2015 meetings dates: February 5, March 5, April 9, May 7						