

LOS MEDANOS
COLLEGE

**Planning Committee
MINUTES**

February 1, 2018 2:00 – 4:00 pm
Core Conference Room CO-420

Committee Chair: Chialin Hsieh

Recorder: BethAnn Robertson

Committee Members Present: Nancy Ybarra, Bob Kratochvil, Gail Newman, Scott Hubbard, BethAnn Robertson, Bob Pacheco (non-voting member)- attended via Zoom

Committee Members Not Present: Laurie Huffman, Leetha Robertson, Louie Giambattista, Mary Oleson

Guests: Alex Porter

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>Follow up</i>
1.	Welcome			Hsieh		•
2.	Public Comment	Listen to our college community	I	Hsieh	3	• No public comment at this time
3.	Agenda Minutes December 7, 2017	Review and approval Review and approval	A A	Hsieh	3	• The Committee reviewed and approved the agenda (Bob K. motioned, Scott H. seconded; 5-0-0) • The Committee reviewed and approved the December 7, 2017 minutes (Bob K. motioned, Nancy Y. seconded; 4-0-1, Gail N. abstained)
4.	District Research Updates • Institutional-Set Standard (ACCJC)	➤ Provide district updates and information on research, planning &/or accreditation ➤ Review and discussion on Institution-Set Standards	I, D	Pacheco	20	• Bob Pacheco, Interim Senior Dean of Research & Planning at the District Office, attended the meeting via Zoom to discuss the ACCJC requirement for community colleges to establish, review, evaluate and reset their Institution-Set Standards (Standards ER-11 and I.B.3). These standards are a method of measuring our progress on meeting our mission. When establishing these standards we need to consider where we are as an institution and where we want to be. • At the federal level (i.e. Washington, DC), they are interested in employment based numbers. At the state level (i.e. Sacramento) they are interested in student success based numbers such as – number of degrees/certificates, course completion rates, etc.). At LMC we are interested in numbers that matter to us. Noting the state, federal and local needs we must find a balance between what is asked of us and what we want as an institution. As an institution, we need to set a standard for something that is unique and important to LMC.

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<u>OLD BUSINESS</u>						
5.	Enterprise Technology Tool – Update <ul style="list-style-type: none"> • Provide information to the Committee from the advisory group. 	➤ Discuss information received on status of Enterprise Technology Tool from advisory group.	I, D	Hsieh/ Porter	5	<ul style="list-style-type: none"> • The RFP process has been placed on hold due to some questions/concerns raised by District IT pertaining to implementing one tool district-wide. • Each College will build a team for the process at the next Chancellor’s Cabinet Meeting.
6.	Educational Master Plan 2006-16 <ul style="list-style-type: none"> • Closing the Loop Feedback 	➤ Review, discuss and possibly approve Committee feedback related to the EMP 2006-16 goals	I, D, A	Hubbard/ Hsieh/ B. Robertson	30	<ul style="list-style-type: none"> • The Planning Committee will review the EMP 2006-2016 Closing the Loop Feedback website including the goals and evidence. Individual Committee members will provide their feedback directly in to the webpage as a Planning Committee member. • This exercise will also be conducted at the Department Chairs Meeting and the Student Services Managers meeting. • <i>The Committee approved for individual members to provide their feedback as a Planning Committee representative to any or all of the six (6) goals with particular attention to Goal #6. (Bob K. motioned, Scott H. seconded; 5-0-0).</i>
<u>NEW BUSINESS</u>						
7.	Program Review Process <ul style="list-style-type: none"> • Resource Allocation Process (RAP) • Review and discuss process for disseminating, reviewing and utilizing Comprehensive Program Reviews • Review and discuss possible “Roadshow” 	<ul style="list-style-type: none"> ➤ Information and updates on Resource Allocation Request (RAP) ➤ Discuss and approve roadshow, date/time and location 	I, D I, D, A	Porter Ybarra/ Hsieh	20 20	<ul style="list-style-type: none"> • President’s Council and SGC have recently reviewed the existing resource allocation process or RAP in an effort to “revamp” this process in light of the discontinuance of the Program Review Submission Tool (PRST) and changes to the Program Review process. The current RAP model has been validated by our accreditation processes therefore, these recommendations are intended to improve the efficiency and effectiveness of our current model.

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						<ul style="list-style-type: none"> ○ This feedback and summary of Comprehensive Program Reviews has never been done before. ● The President’s Cabinet and Student Services Senior Deans will be developing a template and rubric for the feedback and summary for their units’ CPRs.
8.	LMC Data Dashboard	➤ Review and discuss	I, D	Hsieh	5	<ul style="list-style-type: none"> ● This item was tabled due to time constraints
9.	Campus Communication	Actions and Notable Items to Report from Planning Committee to Constituencies		All	10	<ul style="list-style-type: none"> ● <i>Chialin and BethAnn will work with Bob Pacheco (District Research) and Bob Kratochvil on a timeline/calendar and dissemination of information for the institution-set standards.</i> ● <i>Alex Porter will attend a Department Chairs and an Academic Senate meeting to present the proposed revisions to the Resource Allocation Process as well as ensure communication to the campus once the revisions have been approved.</i> ●
10.	Announcements <ul style="list-style-type: none"> ● IEPI Planning Resource Team (PRT) 	➤ Discuss upcoming PRT areas of focus, process and visit(s)	I	All	10	<ul style="list-style-type: none"> ● The IEPI will be sending a Planning Resource Team (PRT) to LMC to address two (2) areas of focus identified by LMC – Distance Education and Integrated Planning. ● The team members’ names and dates for the three (3) visits will be communicated to the Committee once they are finalized and confirmed by the PRT.
11.	Building Future Agendas: <ul style="list-style-type: none"> ● Discuss strategies to implement Integrated Planning ● Regular Cycles for Surveys and Reviewing the College Mission 	Gather Committee comments and suggestions re these and additional agenda items	I, D	All	5	
12.	Adjournment at 4:12 p.m.					
Spring 2018 meeting dates: March 1 st , April 5 th and May 3 rd						