LOS MEDANOS COLLEGE

Planning Committee
MINUTES
March 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 (attended via phone), Laurie Huffman, Scott Hubbard, Louie Giambattista, BethAnn Robertson, Leetha Robertson, Mary Oleson

Committee Members Not Present: Bob Pacheco (non-voting member)

Guests: Catherine Fonseca

	CURRENT ITEMS					
Item #	*Topic/Activity*	*Desired Outcome*	*Information Discussion Action*	*Lead*	*Time (mins)*	*Follow up*
1.	Welcome			Hsieh		• Chialin welcomed the Committee to the March meeting.
2.	Public Comment	Listen to our college community	I	Hsieh	3	• It was mentioned to research a meeting location closer to the Student Services Center as most members work in close proximity to that building. BethAnn will look in 25Live for conference room locations in that building. • Need to add the Quality Focused Essay (QFE) to one of our meeting agendas this semester. The new ACCJC administration is informing institutions that the QFE should be more directly related to student achievement (i.e. Guided Pathways) and not about the process or AIPs. • Pending Governing Board approval, BethAnn Robertson has been selected to receive the CCCCD Classified Employee of the Year award.

3.	Agenda
	Minutes February 1, 2018
		Review and approval
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				Hsieh	3	• The Committee reviewed and approved the agenda (***Louie G.. motioned, Bob K.. seconded; 8-0-0***)
						• The Committee reviewed and approved the February 1, 2018 minutes with two (2) corrections (***Bob K. motioned, Scott H. seconded; 6-0-2, Louie G. and Mary O. abstained):***
						  o Laurie Huffman was not present, remove her name from member attendees list.
						  o Item #9, first bullet insert "institution-set standards" after "the".

4.	District Research Updates • Institutional-Set Standard (ACCJC)	➤ Provide district updates and information on research, planning &/or accreditation	I, D	Pacheco	10	• Bob P. is unable to attend meeting today. LMC needs to establish a stretch goal and be approved through shared governance.

		➢ Review and discussion on Institution-Set Standards				• A draft calendar was created to represent the timeline for establishment, review, discussion/feedback and approval of the stretch goal from Shared Governance. A small workgroup composed of Planning Committee members can be established to work with Bob P. in reviewing the research and data to propose a draft goal(s) to the Committee. • The Planning Committee discussed and decided to move this process calendar to begin in fall 2018 and this semester we can utilize the time to gather the research and data from District to begin the work in fall. • **The Planning Committee will develop a workgroup and begin the process according to the draft calendar for the Institution-Set Standards stretch goal development and approval in fall 2018.**
	OLD BUSINESS					
5.	Enterprise Technology Tool – Update • 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	0	• No new information to report.

6.	Educational Master Plan 2006-16
	• Closing the Loop Feedback
		➢ Discuss how we are evaluating the feedback. The summary is due to the campus on March 15th	I, D, A	Hubbard Hsieh B. Robertson	30	• The last day to submit feedback online is today, March 1st. The Committee reviewed the draft template for the EMP Closing the Loop report.
						• Planning Committee members augmented the "EMP Closing the Loop" workgroup by selecting a goal from the six (6) EMP goals to format an analysis/summary of the feedback and evidence for the final report.
						• After some discussion the Committee approved an adjustment to some dates on the "EMP Closing the Loop Calendar":
						  o The March 15th due date for the completion and dissemination of the "Draft Summary and evaluation of the EMP 2006-16 Progress Report" was removed. The draft report will be sent to the Planning Committee for review on April 2nd and subsequent (possible) approval at the April 5th Committee meeting.
						  o On April 9th the campus will be informed of the completion of the draft report and the avenue(s) for

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						providing feedback prior to the SGC meeting for approval on April 25th. • The goal summary/analysis workgroups will submit their completed document(s) to BethAnn for incorporation in to the draft report. • **The Planning Committee divided in to six (6) small workgroups to review, analyze and summarize the feedback and evidence on their assigned EMP 2006-2016 goals (six total). These summaries will be submitted to the Office P&IE for incorporation in to the draft report. The draft report will be submitted to Planning Committee and SGC for review and approval in April.** o Goal #1 – Scott & Nancy o Goal #2 – Nancy o Goal #3 – BethAnn & Bob o Goal #4 – Louie & Leetha o Goal #5 – Gail, Laurie & Mary o Goal #6 – Scott & Chialin
	NEW BUSINESS					
7.	Program Review Process • Resource Allocation Process (RAP) • Update the progress on disseminating, reviewing and utilizing Comprehensive Program Reviews	➢Information and updates on Resource Allocation Request (RAP) ➢Update the progress from each area – Instruction, Student Services, and Administrative Units including OneDrive	I, D I, D, A	Porter Ybarra Newman Hsieh	20	• Approximately 82% of all LMC programs submitted their Comprehensive Program Reviews (CPRs) on or before the February 2nd deadline. • The Office of P&IE is working on extracting the data from the CPRs for the seven (7) reports to be sent to identified committees/offices (i.e. TLC, Curriculum Committee, Office of Instruction, Office of Business & Administrative Services, etc.). • President's Cabinet worked on reviewing and providing the feedback summary on all of the Administrative Units, including overall feedback pertaining to process, format, etc. • The Instructional Deans are currently working on reading and completing the *Dean Feedback Summary Form* for their units. Following completion of this form and possible discussion with the program/unit department chairs, a *Comprehensive Program Review Certificate* will be completed for each program/unit. • Gail Newman, Jeffrey Benford and Dave Belman are currently working on reading and completing the *Dean Feedback Summary Form* for the Student Services' programs/units and the Learning Communities. Following completion of this form and possible

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						discussion with program/unit leads, a *Comprehensive Program Review Certificate* will be completed for each program/unit. • A cover sheet will be added to the front of each committee/department's CPR report that will include two to three questions to evaluate the CPR process (i.e. what was helpful, what was not, etc.). • After the CPR summaries and certificates are completed we need to include the committees/departments/groups that received the CPR reports in the evaluation process (i.e. was the information valuable or helpful, did the report work for your committee/department, etc.). • **The Deans are currently reading and providing feedback on the CPRs for their programs/units. Data is being extracted from the CPRs and compiled in to reports that will be provided in April to those identified committees/groups for dissemination of information (i.e. assessment, student achievement, curriculum, etc.).**
8.	ESL/Adult Education	➤ Adult Education Transition Specialist to present new initiatives in Adult Education	I, D	C. Fonseca	15	• Catherine F. gave the Committee a presentation on the ESL-Adult Education Block Grant. The measurable outcomes model included in her presentation is an example of a model that LMC should move towards. • The Block Education Grant is a relatively new initiative that came from the Chancellor's Office working towards adult education schools to work with community colleges in transitioning students to the community college system. As part of the work in the grant, workshops were developed to teach ESL and Adult Education students about community colleges and how to navigate the system. • After some time of conducting these workshops, the data collected showed that students were not attending all of the workshops. Additionally the data showed, that the students were not completing the 3SP requirement. The most common barriers for students were the undocumented/non-residency question(s) and the cost of college (i.e. tuition, books, etc.). After reconfiguring the composition of the workshops, Catherine developed the 5-day bridge workshop (22.5 hours) to transition ESL/Adult Education students to community college. • The Committee reviewed the presentation including the data collected. Questions were asked on the first day of the bridge

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						workshop pertaining to their existing knowledge of community colleges and these same questions were asked on the last day. The changes in the data from the first day and the last day was quite different, it was clear the students learned and gained the knowledge necessary to enroll and pay for College. • The model for assessing the achievement of the goals developed and the data that resulted from the model, is a model in which the Committee should think of adopting.
9.	Guided Pathway	➢ Guided Pathway Advisory Committee ➢ Guided Pathway Work Plan Element #2 and #3, seeking for feedback	I, D	Hubbard Ybarra Hsieh	20	• This item was tabled due to time constraints. However, Chialin recommended the Committee review and provide feedback (via e-mail to Chialin or BethAnn) on key elements #1, #2 and #3 prior to March 15th.
10.	IEPI Planning Resource Team (PRT)	➢ Update PRT areas of focus, process and visit(s) April 11	I	All	5	• The PRT will conduct their first visit on April 11th. The Planning Committee will meet with them at 1:00 p.m. that day.
11.	Compress Calendar	➢ Discuss the possible future meeting time	I, D	Kratochvil Hsieh	10	• The Planning Committee will continue to meet at the same day and time (1st Thursday at 2:00 p.m.), unless the "blocks" that will be sent out soon impact our Academic Senate (faculty) representatives.
12.	Campus Communication	Actions and Notable Items to Report from Planning Committee to Constituencies		All	10	• **The Planning Committee will develop a workgroup and begin the process according to the draft calendar for the Institution-Set Standards stretch goal development and approval in fall 2018.** • **The Planning Committee divided in to six (6) small workgroups to review, analyze and summarize the feedback and evidence on their assigned EMP 2006-2016 goals (six total). These summaries will be submitted to the Office P&IE for incorporation in to the draft report. The draft report will be submitted to Planning Committee and SGC for review and approval in April.** • **The Deans are currently reading and providing feedback on the CPRs for their programs/units. Data is being extracted from the CPRs and compiled in to reports that will be provided in April to those identified committees/groups for dissemination of information (i.e. assessment, student achievement, curriculum, etc.).**
13.	Building Future Agendas: • IEPI Goals-timeline and outline • College Mission	Gather Committee comments and suggestions re these and additional agenda items	I, D	All	5	

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	• ACCJC Quality Focused Essay (QFE) • Discuss strategies to implement Integrated Planning • Regular Cycles for Surveys and Reviewing the College Mission				
14.	Adjournment at 3:58 p.m.				
	Spring 2018 meeting dates: April 5th and May 3rd				