

LOS MEDANOS  
COLLEGE

**Planning Committee  
MINUTES**

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

**Committee Chair:** Chialin Hsieh

**Recorder:** BethAnn Robertson

**Committee Members Present:** Gail Newman, Nancy Ybarra, Laurie Huffman, Scott Hubbard, Louie Giambattista, Leetha Robertson, BethAnn Robertson

**Committee Members Not Present:** Bob Kratochvil, Mary Oleson

**Guests:** Robert (Bob) Pacheco (via Zoom), Kevin Horan

<b>CURRENT ITEMS</b>						
<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		<ul style="list-style-type: none"> <li>The Committee welcomed Bob Pacheco, the new Interim Senior Dean of Research &amp; Planning from the District Office.</li> </ul>
2.	Public Comment	Listen to our college community	I	Hsieh	5	<ul style="list-style-type: none"> <li>The Learning Communities Comprehensive Program Review Template has been completed and is available for review and feedback from Committee members.</li> <li>TedEx is coming to LMC on November 14<sup>th</sup> for the “Future of Everything”.</li> </ul>
3.	Agenda Minutes October 5, 2017	Review and approval Review and approval	A A	Hsieh	5	<ul style="list-style-type: none"> <li>The Committee reviewed and approved the agenda with the revision to move item #8 to become item #4. (<b>Scott H. motioned, Leetha R. seconded; 7-0-0</b>)</li> <li>The Committee reviewed and approved the October 5, 2017 minutes (<b>Nancy Y. motioned, Leetha R. seconded; 7-0-1, Louie G. abstained</b>)</li> </ul>
<b><u>NEW BUSINESS</u></b>						
4.	Guided Pathway Assessment Tool <ul style="list-style-type: none"> <li>Shared Metrics</li> <li>Integrated Plan</li> </ul>	Discuss shared metrics Utilizing the tool for integrated planning	I, D	Horan/ Ybarra	20	<ul style="list-style-type: none"> <li>Kevin Horan, Vice President of Instruction &amp; Student Services, and Nancy Ybarra, Dean of Liberals Arts and Planning Committee Management Representative, presented the Committee with handouts and information on the new Guided Pathways Assessment Tool. The Institutional Effectiveness Partnership Initiative (IEPI) has provided workshops on the self-assessment tool. The intent of these workshops was to provide information on the tool and for Colleges to begin work on their self-assessment. Ten participants were identified at LMC consisting of faculty, deans and management. The self-</li> </ul>

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						opportunities for improvement and to tell success stories. LMC has also created the Office of Planning & Institutional Effectiveness and is currently serving as a pilot institution for new student educational planning and early alert (Starfish) tools. As a College, we are currently working on systematically and regularly tracking student data to inform progress across initiatives as well as, disaggregating and examining the data with a focus on promoting equitable outcomes for our students.
<b><u>OLD BUSINESS</u></b>						
5.	College Assembly October 16, 2017 • Debrief • Input, feedback, comments		I, D	Hsieh/ Huffman	15	<ul style="list-style-type: none"> <li>• The feedback received from faculty was a general consensus in favor of not adding an additional goal to the <i>Strategic Plan 2017-2019: An Educational Master Plan for LMC</i> (SPEMP).</li> <li>• It is difficult to add something to a plan without an assessment of the progress made or not made on achieving the outlined goals. We need to assess our SPEMP now and that will provide the College with the data and information needed to see where we are on meeting our objectives/directions/strategies. There is a practicality in not adding goals/objectives in the middle of the plan “life” as there is not enough time to implement and assess the additional goals/objectives before the end of the plan.</li> </ul>
6.	Strategic Plan: An Educational Master Plan • Develop an annual evaluation process • Develop process for ideas/suggestions/themes arising from mid-plan evaluation	Annual Progress Report format, timeline, reporting schedules and parking lot for ideas/suggestions/themes Inclusion of other College plans and initiatives in process	I, D, A	Hsieh	25	<ul style="list-style-type: none"> <li>• We have written in to the <i>Strategic Plan 2014-2019</i> to evaluate our directions however, an evaluation has never been conducted. The Office P&amp;IE has created an Excel spreadsheet that contains the exports of all program reviews for the past three (3) years sorted by alignment with strategic directions which will help inform the Committee as to which programs/units have aligned their objectives with which strategic directions. An annual review of this spreadsheet should be conducted by the Planning Committee and/or the President’s Cabinet.</li> <li>• We will still need to capture relevant activities conducted by other plans and develop outcomes/metrics to measure progress/achievement of directions and/or objectives.</li> <li>• A suggestion is made to work with the Guided Pathways Workplan Steering Committee (once membership is determined) when developing the <i>Strategic Plan 2014-2019</i> progress report.</li> </ul>

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	<b><u>NEW BUSINESS</u></b>					
7.	ACCJC Team Training	Overview of recent ACCJC Training	I, D	Huffman	10	<ul style="list-style-type: none"> <li>• Laurie Huffman attended an ACCJC Team Training under the new President, Dr. Richard Winn and the new standards.</li> <li>• The new ACCJC President is reviewing the Institutional Self-Evaluation Report (ISER) and developing a template which is closer to that of four-year institutions (approximately 65 pages).</li> <li>• The new standards are not punitive and is more of a quality focused essay. Implementing the usage of more narratives, “less is more” in reporting and visiting team members only reviewing current ISER information, not reviewing previous reports/visits.</li> </ul>
8.	Educational Master Plan 2006-16 • Evaluation of previous EMP • Scorecard and/or Launch Board-Guided Pathways	Campus survey on implementation of strategies Final data on EMP (Research Office)	I, D, A	Hsieh	20	<ul style="list-style-type: none"> <li>• The Committee reviewed a timeline and summary detailing the history of Educational and Strategic Planning at LMC.</li> <li>• Laurie has recommended a survey that may be instrumental in collecting data/information in this effort. The survey may help</li> </ul>

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9.	Campus Communication	Actions and Notable Items to Report from Planning Committee to Constituencies		All	10	<ul style="list-style-type: none"> <li>• Items #6 and #8 have been identified as specific items requiring report-out and constituency feedback.</li> </ul>
10.	Announcements			All	5	<ul style="list-style-type: none"> <li>• No announcements at this time.</li> </ul>
11.	Building Future Agendas: <ul style="list-style-type: none"> <li>• Frequency of Program Review Cycle</li> <li>• Discuss strategies to implement Integrated Planning</li> <li>• Regular Cycles for Surveys and Reviewing the College Mission</li> </ul>	Gather Committee comments and suggestions re these and additional agenda items	I, D	All	5	
12.	Adjournment at p.m.					
	Fall 2017 meeting dates: December 7 <sup>th</sup>					