

LOS MEDANOS
COLLEGE

**Planning Committee
MINUTES**

October 5, 2017 2:00 – 4:00 pm
Core Conference Room CO-420

Committee Chair: Chialin Hsieh

Recorder: BethAnn Robertson

Committee Members Present: Bob Kratochvil, Gail Newman, Nancy Ybarra, Laurie Huffman, Scott Hubbard, Louie Giambattista (via phone), Mary Oleson, Leetha Robertson, BethAnn Robertson

Guests: Eric Sanchez, Alexander 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	5	<ul style="list-style-type: none"> BethAnn will e-mail a meeting summary approximately one (1) week after every meeting to the Committee for report-outs to their constituencies.
3.	Agenda Minutes September 7, 2017	Review and approval Review and approval	A A	Hsieh	5	<ul style="list-style-type: none"> The Committee reviewed and approved the agenda with the revision to remove Belman and Kwist as presenters for item #6 and add Eric Sanchez and Gail Newman (Scott H. motioned, Bob K. seconded; 7-0-0) The Committee reviewed and approved the September 7, 2017 minutes with the revision to remove Louie Giambattista from the list of attendees as he was not present (Bob K. motioned, Laurie H. seconded; 7-0-1, Louie G. abstained)
<u>OLD BUSINESS</u>						
4.	Educational Master Plan <ul style="list-style-type: none"> Strategic Plan: EMP vs LMC - Inclusiveness 	Review and discuss the process of including inclusiveness as the 5 th goal for the Strategic Plan	I, D, A	Hsieh/ Hubbard/ Giambattista	15	<ul style="list-style-type: none"> Chialin Hsieh gave a PowerPoint presentation providing a brief overview of the background thus far in the process and decision-making, to present time. The Planning Committee decided at the September 7th meeting to track the progress of our current Strategic Plan 2014-19; begin the Educational Master Plan (EMP) process in January 2020; complete the Comprehensive Program Review in fall 2017 and conduct Program Review Updates every other year. In addition, the Committee approved the change in nomenclature of our current Strategic Plan to reflect the

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5.	<p>Planning Committee Membership</p> <ul style="list-style-type: none"> • New members and representation needed • Member responsibilities 	<p>Discuss plan of action for full constituency representation</p> <p>Review responsibilities of Committee members</p>	I, D, A	Hsieh	10	<ul style="list-style-type: none"> • The Committee reviewed and accepted the guidelines and membership of the Committee with the revision to guideline #1, to read “Demonstrate equity and inclusion at all times”. • It is noted that on each meeting agenda a standing item for campus communication has been added. In addition at every meeting the Committee Chair will check with all attendees to ensure that they have been heard and if they have anything to state. • The Committee review the proposed 2017-18 charges and discussed some revisions. After the discussion, the Committee agreed that additional time is required to review the language in the charges prior to approval. BethAnn will e-mail the Committee the draft, revised charges and Chialin will report out the additional review to SGC.
6.	<p>BSI/SSSP/Student Equity Integrated Plan</p> <ul style="list-style-type: none"> • Discuss and provide input/feedback 	<p>Review and discuss presentation on integrated plan for BSI/3SP/Student Equity</p>	I, D	Sanchez/ Newman /Ybarra	15	<ul style="list-style-type: none"> • Members from the Integrated Plan Team each presented various sections of their PowerPoint presentation on the Integrated Plan 2017-2019, including a brief overview of the background and process thus far. • Through their work, a sixth goal was developed in the Integrated Plan 2017-2019 titled “Learning Culture”. The shared common goal amongst all three (3) initiatives is Basic Skills Completion. The District Research & Planning Office is assisting the team in setting up quantifiable goals. • Any new plans from the State will be folded in to this Integrated Plan 2017-2019. • The data element presented in the Integrated Plan 2017-2019, is currently located on the “Student Equity” webpage. BethAnn will link this data element to the P&IE “Data & Surveys” webpage and will send the link to the “Student Equity” webpage and the “Data & Surveys” webpage to the Planning Committee. • For those areas in which the data shows the numbers have fallen, the team is currently in assessment mode to determine why and consequently, how to rectify it.

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<u>NEW BUSINESS</u>						
7.	Planning Cycles (<i>See Handout</i>)	Review and discuss revised planning cycles document Present to constituencies and provide Committee with feedback	I, D	Hsieh	10	<ul style="list-style-type: none"> The Committee reviewed and revised the Planning Cycles document. <ul style="list-style-type: none"> Add “Program Review” to 2019-20 column Remove “Climate Survey” from FA17 column as District Research is not completing it this semester. Chialin will contact District regarding its status and the SENSE survey. Add “Cohort CSLO” to each column Chialin will revise the document based on the suggested revisions and e-mail to the Committee for sharing with constituencies.
8.	System software for Program Review, Assessment, Planning & Curriculum	Approval of purchasing software Discuss Advisory Group membership and goal	I, D	Hsieh	20	<ul style="list-style-type: none"> The Program Review Submission Tool (PRST) has been temporarily shut down due to possible security issues. As the PRST was a “home-grown” program and the developmental personnel are no longer with the District, there is currently no one who is able to maintain the PRST. Therefore, the College needs to acquire a new software program that can capture: program review, assessment, resource allocation, curriculum, planning and accreditation. Chialin presented the Committee with the recommendation to develop an Enterprise Tool Advisory Group and timeline for acquiring the new software. <ul style="list-style-type: none"> The Advisory Group would forward their recommendation to President’s Cabinet. Committees and departments who will be utilizing the tool the most are represented in the group. The Enterprise Tool Advisory Group should develop and determine scope and adhere to it. Since we are looking at new software for program review, we may want to think about having shared governance committees on campus completing a program review. <i>The Committee agreed to search for an Enterprise Technology Tool that can possibly support the following - program review, assessment, resource allocation, curriculum,</i>

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9.	College Assembly October 16, 2017	Review and discuss PowerPoint and presentation at College Assembly	I, D	Hsieh	20	<ul style="list-style-type: none"> • The Committee reviewed the PowerPoint presentation for the College Assembly. • The Committee recommended changing the “biennial-like” verbiage on slide #5. • Nancy Ybarra offered to present slide #10 referencing the program review and assessment cycle. • Chialin will revise the slides based on the feedback from the Committee.
10.	Campus Communication	Actions and Notable Items to Report from Planning Committee to Constituencies		All	10	<ul style="list-style-type: none"> • Items #4, #7 and #8 have been identified as specific items requiring report-out and constituency feedback
11.	Announcements			All	5	<ul style="list-style-type: none"> • No announcements at this time.
12.	Building Future Agendas: <ul style="list-style-type: none"> • Frequency of Program Review Cycle • 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	
13.	Adjournment at 4:04 p.m.					
	Fall 2017 meeting dates: November 2 nd , December 7 th					