Planning Committee
MINUTES
November 6, 2014   2:00 – 4:00 pm
Office of Instruction Conference Room CO-420

Planning Committee Chair: Kiran Kamath

Recorder: BethAnn Robertson

Planning Committee Members Present: Bob Kratochvil, Gail Newman, Cecil Nasworthy, Ryan Pedersen, Paula Gunder, George Mills, Catherine Fonseca

Planning Committee Members Not Present: Ruth Goodin, Rashaad McAlpin

Expanded Membership for Strategic Planning Present: Aderonke Olatunji, Jennifer Ma, A'kilah Moore, Leetha Robertson, Keith Archuleta

Expanded Membership for Strategic Planning Not Present: Louie Giambattista, Silvester Henderson, Erich Holtmann, Linda Kohler, Gregory Stoup, Brianna Klipp, Gary Walker

Guests: Jennifer Adams (Senior Executive Assistant), Shawn Walker (Milton Clarke student), Jack Shan (Milton Clarke student)

CURRENT ITEMS						
Item #	*Topic/Activity*	*Desired Outcome*	*Information Discussion Action*	*Lead*	*Time (mins)*	*Follow up*
1.	Public Comment	Listen to our college community	I	Kamath	5	• Kiran welcomed the two students here to observe from Milton Clarke's Political Science Class. The committee members gave a brief introduction and the floor was opened for public comments. • No Public Comment
2.	Agenda Minutes from September 4, 2014	Review and approval Review and approval	A	Kamath	5	• The agenda was reviewed and approved *(Bob Kratochvil motioned, Ryan Pedersen seconded)* **(8-0-0)** • The minutes from the September 4, 2014 meeting were reviewed and approved *(Cecil Nasworthy motioned, George Mills seconded)* **(8-0-0)**
	OLD BUSINESS					
3.	Strategic Plan	Finalize the Strategic Plan prior to forwarding to Senates for approval in November, and to SGC and the Governing Board for approval in December	D, A	Kamath	105	**History and Overview** • The purpose of the meeting was to review the final draft and approve the strategic plan. A summary grid (similar to the DVC and District plans) of the Strategic Directions, Goals and Objectives has been created based on the feedback from the College Assembly on Monday (see handout). • From the last meeting until now, groups were assigned to review, discuss and provide input/changes on the operationalization section of a Strategic Direction. The work was then submitted to Kiran and Keith so the input could be incorporated in to the draft. The revised draft was then sent back to the groups for a brief review and to provide feedback.

						Keith, Kiran, Ryan and Leetha met to work on Strategic Direction #1.

Review of Recent Strategic Plan Draft & Feedback

- After the College Assembly on Monday it was determined that we should separate the Strategic Plan from the Operational Plan. We will submit the Strategic Plan to the Senates, SGC, Cabinet and the Governing Board. Then we work on the Operational Plan.
- The Core Planning Team was asked if they thought there was college-wide agreement on the four Strategic Directions. Overall the members felt that there was institutional agreement on the four Strategic Directions. There were some questions about the operationalization of the plan and metrics.
- Yesterday President's Cabinet had comments on Strategic Directions #3 and #4. They felt some items in #3 may be a fit in #4 (professional development). For example, Goal 4.2 should be moved to Strategic Direction #3 and Goal 3.1 should be moved to Strategic Direction #4.
- There was discussion on the absence of metrics in the strategic plan. It was decided that metrics would be part of the operational plan. Having reviewed DVC's and the District's Strategic Plans it is noted that they have data at the front of the document that everyone has seen (i.e. Environmental Scan, Employee Satisfaction Survey, Student Satisfaction Survey, etc.). It was decided that data would be incorporated as part of the context of our plan.
- Include a couple broad pieces of data to demonstrate of "how we got here".
- When we say we will increase something, to what extent is the increase? Institutional benchmarks should be developed and should be reasonable. How are these benchmarks established? The data (qualitative or quantitative) would be for 2014, if we did a survey in a year than in 2 years would it show any progress?
- The data is in the retreats (qualitative) and surveys (quantitative) which was the backdrop and included volumes of data. To develop baselines, specific pieces of data will need to be selected. The best phase to include data is

implementation. In this phase we plan what we want "to see and do" based on baseline data (goals) then set outcomes based on that data, then develop new data to assess progress on outcomes.

- Some questions arose from college personnel on how these strategic directions were established? Where did these goals come from? Include in the Strategic Plan "how we got here" and "where we are going".
  - ○ "How we got here" – all of the notes, presentations (including college assemblies, retreats, etc.) are all on the website. This documents "how we got here". All of the website content can be compiled into the introduction piece of the plan.
  - ○ "Where we are going" – Should the metrics be developed during the implementation phase? Should the implementation come "top down" or "bottom up".
  - ○ Data (i.e. charts and graphs) can be taken from equity data, achievement gap data, retreats, surveys, vetting through committees, basic skills data, etc. and incorporated into the content of the plan. Keith stated that he can develop a matrix to be included which will provide a summary of the process.'
  - ○ Technology is also a concern for the College. This has been shown in surveys and in other relevant data which is why it is included as part of our Strategic Directions

Format of the Strategic Plan & Operationalization

- The Writing Team will complete the introduction and conclusion which will include "how we got here" and "where we are going". Keith will forward the matrix to Kiran.
- The directions, goals and objectives will be separated from the operationalization grid when it goes for Senates, SGC and Governing Board approval (similar to what DVC has done with their plan).
- The operational plan will need to come from the Planning Committee, other various committees, groups and shared governance we cannot rely solely on Program Review to "bubble up" activities. The operational plan will come from "every side". In addition, other plans that have been approved

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- or are in the approval process will generate activities (i.e. 3SP Plan, Student Equity Plan, Technology Plan), in coordination with Program Review and various committees.
- The operational plan should be based on metrics, we need to talk through what is comfortable for us as a college. The College would be comfortable with the broad Strategic Directions as long as we are transparent in that we have our plan and then after approval we will work on the operational plan. A list of next steps in the process will be developed to present to the Senates, SGC and Governing Board for approval. The next steps will include bullet points and data in the introduction and/or content of the Strategic Plan. For example, we can use a sample Program Review of a department/unit/program with activities for their objective(s) that is tied to a College Strategic Direction, a data piece from the Student Equity Plan to support a Strategic Direction. We should also include in the next steps that the College will develop a process for assessing our progress on achieving the objectives.

Brief Review of the Core Planning Team Group Work

The group work was centered on the operational grid of the plan, which will now be separated from the Strategic Plan and developed after the Strategic Plan is approved.

Strategic Direction #1 – See handout

- Take out objective 1.3-B in 1.1 and blend it with the revised version of 4.3-A and leave it in Strategic Direction #4.

Strategic Direction #2

- In objective 2.1 change "a" to "the.
- Did not like the term "Foster and fortify" in Goal 2.2, recommend changing to "Develop and Strengthen". If this is changed, then the wording in objectives 2.2-A and 2.2-B will need to be changed. Change objective 2.2-A to "Increase opportunities to interact with industry partners". Change objective 2.2-B to "Increase opportunities to interact with community leaders.

Strategic Direction #3 – See handout

- Change Goal 3.1 sentence to read "Develop an environment that encourages and promotes innovation.

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						• In objective 3.1- A, delete "Pilot" and replace with "Create opportunities for the College and institutionalize innovative curricula, services, practices and technologies". • The group also felt there was some repetition in the objectives. For example, objective 3.2-B was removed and the wording of objective 3.2-A was revised to incorporate 3.2-B. • In addition, Strategic Direction #3 and Strategic Direction #4 may need to be "flip-flopped", so that #4 is #3 and vice versa to better align with the District Strategic Directions. <u>Strategic Direction #4 – See handout</u> • Objective 4.1-A changed wording to read "Align governance, operational, student services and support and planning processes. • Objective 4.2-A delete "physical and" to read "Exercise sound judgment in use of fiscal resources". • Objective 4.2-B changed wording to read "Promote sustainability". • Removed the second activity for 4.3-A and made it a new objective in 4.3. "Conduct focused recruitment efforts to hire employees with awareness and knowledge of the needs of the community, the workforce and our continuously changing student body. • Move 1.3-B and blend it with 4.3-A as they are almost the same objectives. **Approval of the Strategic Plan** • The Draft of the LMC Strategic Plan 2014-2019 was approved to forward to the Senates, SGC, President's Council and the Governing Board with the wording changes made to the summary grid, inclusion of the introduction and conclusion, and the bullet-pointed next steps. *(George Mills motioned, Cecil Nasworthy seconded)* **(8-0-0)**
4.	Building Future Agendas: • Codifying a sustainable Program/Unit Review Validation or Review Process	Gather Committee comments and suggestions regarding these and additional agenda items	I, D	All	5	

	• Discussing strategies to implement Integrated Planning • Discussing Administrative Unit Outcomes					