

LOS MEDANOS  
COLLEGE

**Planning Committee  
MINUTES**

December 7, 2017 2:00 – 4:00 pm  
Core Conference Room CO-420

**Committee Chair:** Chialin Hsieh

**Recorder:** BethAnn Robertson

**Committee Members Present:** Nancy Ybarra, Bob Kratochvil, Laurie Huffman, Scott Hubbard, Mary Oleson, BethAnn Robertson

**Committee Members Not Present:** Gail Newman, Leetha Robertson, Louie Giambattista

**Guests:** Robert (Bob) Pacheco, Alex Porter

<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>No public comment at this time</li> </ul>
3.	Agenda Minutes November 2, 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 (<b>Laurie H. motioned, Scott H. seconded; 6-0-0</b>)</li> <li>The Committee reviewed and approved the November 2, 2017 minutes (<b>Scott H. motioned, Nancy Y. seconded; 5-0-1, Mary O. abstained</b>)</li> </ul>
4.	District Research Updates	➤ Provide district updates and information on research, planning &/or accreditation	I, D	Pacheco	10	<ul style="list-style-type: none"> <li>Bob Pacheco, Interim Senior Dean of Research &amp; Planning at the District Office, attended the meeting as a guest to report-out on updates and receive input on data, research and planning at LMC. Bob provided a brief professional biography including his time as a coach for Guided Pathways to 20 various Colleges.</li> <li>The goal in planning is to design goals and objectives that are practical and measurable so the data and research can be compiled accordingly. The OLAP cue addresses/answers about 80% of data queries. The other 20% are for larger discussions. There will be some possible automatic and systematic changes to the research system within the District (i.e. production of a research agenda, a rubric, etc.). This may help address more routine and/or common data and research inquiries that can be mapped/planned thus, allowing additional time needed for unforeseen research and data requests.</li> <li>Research and data requests are to be submitted through the Research Request process (via InSite). The link can be located</li> </ul>

LOS MEDANOS  
COLLEGE

**Planning Committee  
MINUTES**

December 7, 2017 2:00 – 4:00 pm  
Core Conference Room CO-420

						via the Office of Planning & Institutional Effectiveness webpage. Your program/department manager will receive an e-mail when a request has been submitted allowing them time to approve or deny the request. In addition, Chialin Hsieh can also view the request and collaborate with District on its status, if necessary.
<b><u>OLD BUSINESS</u></b>						
5.	<p>Strategic Plan: An Educational Master Plan</p> <ul style="list-style-type: none"> <li>• Receive input on timeline and planning calendar</li> <li>• Review and discuss four-year institution models for tracking strategic goals</li> <li>• Discuss how to best approach the process</li> </ul>	<ul style="list-style-type: none"> <li>➤ Discuss and receive feedback from review of the handouts provided at the November meeting</li> <li>➤ Form a small work group/sub-committee</li> </ul>	I, D, A	Hsieh	20	<ul style="list-style-type: none"> <li>• The Committee reviewed the <i>LMC Planning Timeline and Milestones</i> (FA2017-SU2020) and the <i>LMC EMP 2006-2016 Closing the Loop Timeline</i> handouts.</li> <li>• We need to be aggressively involved in the District plan goals in order to accurately align.</li> <li>• It is recommended to include a footnote at the bottom of the <i>LMC Planning Timeline and Milestones</i> stating that “Year 5 is in fall 2021” as it is not seen on the timeline itself and may need to some confusion by the reader(s).</li> </ul> <p><b><i>The Planning Committee approved the LMC Planning Timeline and Milestones with the addition of the footnote “Year 5 begins in fall 2021” and the LMC EMP 2006-2016 Closing the Loop Timeline (Laurie H. motioned, Nancy Y. seconded 6-0-0)</i></b></p>
6.	<p>Educational Master Plan 2006-16</p> <ul style="list-style-type: none"> <li>• Evaluation of previous EMP</li> <li>• EMP Sub-Committee Report</li> </ul>	<ul style="list-style-type: none"> <li>➤ Review, discuss &amp; approve format of <i>EMP Closing the Loop Report</i></li> <li>➤ Discuss and approve process of reporting to College</li> </ul>	I, D, A	Hubbard, Ybarra, Hsieh, B. Robertson	20	<ul style="list-style-type: none"> <li>• The Committee reviewed the <i>Process of the EMP 2006-2016 Closing the Loop Progress Report</i> and the <i>LMC EMP 2006-2016 Closing the Loop Calendar</i>.</li> <li>• Discussions held in the EMP Sub-Committee and President’s Cabinet meetings (separately), have led to the development of a process and timeline for gathering feedback both individually and in committees through forums, e-mails and college assemblies.</li> <li>• It is noted after reviewing the <i>LMC EMP 2006-2016 Closing the Loop Calendar</i> handout that the feedback session with President’s Council and the Senates will be occurring in the middle of Flex week (the day before Focused Flex). This may lead to some non-participation in either the expanded President’s Council meeting or in Flex activities.</li> <li>• It is recommended that someone from the Planning Committee inform the Academic Senate, Department Chairs and Classified Senate about the opportunities for feedback. The EMP 2006-2016 Closing the Loop feedback is anticipated to be on the</li> </ul>

LOS MEDANOS  
COLLEGE

**Planning Committee  
MINUTES**

December 7, 2017 2:00 – 4:00 pm  
Core Conference Room CO-420

						<p>agenda for the February 12<sup>th</sup> Academic Senate and Classified Senate meetings.</p> <ul style="list-style-type: none"> <li>• It is noted that the evidence and feedback obtained from this process will align with some the ACCJC standards and can be used when developing our ISER.</li> <li>• President Kratochvil will request SGC and its sub-committees to include this an agenda item in their February meetings.</li> <li>• It is recommended to include a meeting date column on the document <i>EMP 2006-2016 Closing the Loop Committee Report on Goals</i>.</li> <li>• The Committee also recommends adding the Guided Pathways Task Force, CTE Committee (or Workforce Development), LMC Foundation and possibly the Student Services Managers Team to the list of committees for feedback during their February meeting.</li> </ul> <p><b><i>The Planning Committee approved the Process of the EMP 2006-2016 Closing the Loop Progress Report and the LMC EMP 2006-2016 Closing the Loop Calendar with the inclusion of the Guided Pathways Task Force, CTE Committee, LMCF and Student Services Managers.</i></b> <b><i>(Laurie H. motioned, Nancy Y. seconded 6-0-0)</i></b></p>
	<b><u>NEW BUSINESS</u></b>					
7.	<p>Comprehensive Program Review</p> <ul style="list-style-type: none"> <li>• Resource Request (RAP)</li> <li>• Roadshow (Training &amp; Big Picture): Discuss if the College needs the informational presentation</li> </ul>	<ul style="list-style-type: none"> <li>➤ Information on Resource Allocation Request (RAP)</li> <li>➤ Discuss and approve roadshow, date/time and location</li> </ul>	I I, D, A	Porter/ Hsieh	15	<ul style="list-style-type: none"> <li>• This Comprehensive Program Review period is the opportunity for programs/units to input needed resources to achieve their goals and support their activities outlined in the narrative sections.</li> <li>• Alex Porter provides the Committee with an update on the RAP process and how it is incorporated in to the Comprehensive Program Review. The Resource Allocation Process (RAP) is in transition during this Comprehensive Program Review year. Since there is currently no other resource allocation request process in place, if you will be requesting funding (i.e. submitting a RAP request) you must complete the appropriate resource request section(s) of the Comprehensive Program Review template for your program/unit.</li> <li>• At this time there is no knowledge as to if the RAP process will be the same/similar as previously or if it will become a new process.</li> </ul>

LOS MEDANOS  
COLLEGE

**Planning Committee  
MINUTES**

December 7, 2017 2:00 – 4:00 pm  
Core Conference Room CO-420

						<ul style="list-style-type: none"> <li>• Please be sure to be as accurate as possible when including your estimates in your resource request section(s) although, updates to pricing/quotes may be requested.</li> <li>• If you have more than one (1) request in a particular area of need (i.e. faculty/staff, operating, professional development), you can copy and paste the table included in the template as many times as needed.</li> <li>• BethAnn R. has also incorporated the requirement to complete the resource request portion of the template, (if the program/unit will be requesting funding through the Resource Allocation Proposal (RAP) process) in to the <i>Comprehensive Program Review Guides</i>, training and workshops. In addition, Kevin Horan informed the department chairs during their training.</li> <li>• There was some discussion regarding a Comprehensive Program Review Roadshow (Big Picture) presentation to the College. This would be a presentation to the College either during or after Comprehensive Program Review to inform the College as to what happens with their program reviews. There would also be a possible survey and opportunities to provide input and feedback on possible changes/improvements to the process and cycle. Nancy Ybarra, Mary Oleson and Scott Hubbard volunteered to assist in the development and presentation of this endeavor. <b><i>**Programs and Units must complete the appropriate resource request section(s) of the Comprehensive Program Review template if they will be submitting a RAP request or requesting funding through the RAP Process. If multiple requests are needed, the table included in the template can be copied multiple times.</i></b></li> </ul>
8.	Flex Learning Options for Workers (FLOW) Project • Review and discuss proposal PowerPoint	➤ Review and discuss presentation	I, D	Huffman	5	<ul style="list-style-type: none"> <li>• This item was tabled due to time constraints</li> </ul>
9.	Enterprise Technology Tool–Update • Provide information to the Committee from advisory group	➤ Discuss information received on status of Enterprise Technology Tool from advisory group	I, D	Hsieh	5	<ul style="list-style-type: none"> <li>• The RFP is anticipated to begin in February with a decision by Cabinet sometime in March.</li> </ul>
10.	Accreditation Update	➤ ACCJC Letter ➤ ACCJC Trainings	I	Hsieh	5	<ul style="list-style-type: none"> <li>• The Institutional Self Evaluation Report (ISER) model by the ACCJC is changing. LMC will have a liaison who will conduct a training with the LMC team in spring 2018 and fall 2019.</li> </ul>

LOS MEDANOS  
COLLEGE

**Planning Committee  
MINUTES**

December 7, 2017 2:00 – 4:00 pm  
Core Conference Room CO-420

						<ul style="list-style-type: none"> <li>• ACCJC is moving to a more quality focused essay (approximately 100 pages in length) and less of a punitive process and lengthy report.</li> <li>• The Accreditation Steering Committee (ASC) will begin meeting again in spring 2018.</li> </ul>
11.	Data Resources <a href="http://www.losmedanos.edu/planning/survey.asp">http://www.losmedanos.edu/planning/survey.asp</a>	➤ Review website with Committee	I	Hsieh/B. Robertson	5	<ul style="list-style-type: none"> <li>• The “Data &amp; Surveys” webpage now includes <a href="#">tableu-public</a>. This tool allows the user access to various reports and the ability to adjust indicators to disaggregate the data according to the needs of the individual department/program.</li> <li>• This website will continuously be updated to include more data and research tools, results and information.</li> </ul>
12.	Planning Committee Spring Meeting Dates • Confirm meeting dates and membership for spring 2018	<ul style="list-style-type: none"> <li>➤ Discuss and approve spring 2018 meeting dates, time and location</li> <li>➤ Confirm membership for spring 2018</li> </ul>	I, D, A	B. Robertson	5	<b><i>The Committee approved our spring 2018 meeting dates of February 1<sup>st</sup>, March 1<sup>st</sup>, April 5<sup>th</sup> and May 3<sup>rd</sup> (first Thursday of every month) and confirmed our current membership will be continuing through the spring 2018 semester (5-0-0).</i></b>
13.	Campus Communication	Actions and Notable Items to Report from Planning Committee to Constituencies		All	10	<ul style="list-style-type: none"> <li>• Programs and Units must complete the appropriate resource request section(s) of the Comprehensive Program Review template if they will be submitting a RAP request or requesting funding through the RAP Process. If multiple requests are needed, the table included in the template can be copied multiple times.</li> <li>• Communicate the gathering of feedback and evidence on goals both individually and in committees for the evaluation of the EMP 2006-2016 “Closing the Loop”.</li> </ul>
14.	Announcements			All	5	<ul style="list-style-type: none"> <li>• No announcements at this time.</li> </ul>
15.	Building Future Agendas: • 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	
16.	Adjournment at 3:58 p.m.					
	Spring 2018 meeting dates: February 1 <sup>st</sup> , March 1 <sup>st</sup> , April 5 <sup>th</sup> and May 3 <sup>rd</sup>					