LOS MEDANOS COLLEGE

Planning Committee
MINUTES
September 7, 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, Mary Oleson, Leetha Robertson, BethAnn Robertson

Committee Members Not Present: Louie Giambattista

Guests: Greg Stoup, Sabrina Kwist

CURRENT ITEMS						
Item #	*Topic/Activity*	*Desired Outcome*	*Information Discussion Action*	*Lead*	*Time (mins)*	*Follow up*
1.	Welcome			Hsieh		• Chialin welcomed the Committee to the meeting and introductions of members were conducted.
2.	Public Comment	Listen to our college community	I	Hsieh	5	• No public comment provided
3.	Agenda Minutes from April 13, 2017 and May 4, 2017	Review and approval Review and approval	A A	Hsieh	5	• The Committee reviewed and approved the agenda *(Bob K. motioned, Laurie H. seconded; 7-0-0)* • The Committee reviewed and approved the April 13, 2017 minutes *(Bob K. motioned, Gail N. seconded; 5-0-2, Scott H. and Leetha R. abstained)* • The Committee reviewed and approved the May 4, 2017 minutes with one (1) correction to page 2, item #4, bullet #4 second line – change "as-hoc" to "ad-hoc". *(Bob K. motioned, Gail N. seconded; 6-0-2, Scott H. and Leetha R. abstained)*
	OLD BUSINESS					
4.	Research and Data • Updates from District Research • Research Request Approval/ Verification Process	District Research to provide updates on available data Update about the Research Request Approval/ Verification Process	I, D	Hsieh/ Stoup	15	• Greg Stoup gave a presentation on Guided Pathways. This initiative moves Colleges towards developing and implementing methods and strategies for intervening with students to ensure they stay on a "pathway" leading them to their degree in a major of their selection. It is built on four (4) pillars – clarify, intake, support and learning. The Guided Pathways has institutions switching to a methodology of "offering programs and not courses".

						• This new framework is a way for General Education (G.E.) and Career Education (C.E.) to come together. Guided Pathways has already been central at four-year educational institutions. • After implementation of the SSSP Plan, students now have to select a major/educational goal. Statewide data shows that we lose 50% of students during the onboarding process (by first census date). However, data presented on those institutions implementing Guided Pathways shows an increase in the number of degree completions (almost 50%) specifically in the underrepresented groups identified in the Student Equity Plan. • It is also noted that the data presented does not reflect the additions of the AA-T and AS-T degrees. Other data has shown that there has been an increase in degree completions after these transfer degrees have been instituted. • Twenty educational institutions in the State have been invited to attend six (6) different institutes for the development and implementation of a five-year Guided Pathways Plan. Funding of $154 million (over five years) is awarded for each institution that develops and implements Guided Pathways. • PARTS is a technical assistance program through IEPI in which Colleges can apply for funding to assist with implementation of state-wide plans and initiatives.
5.	Educational Master Plan • Discuss which option to adopt • Discuss which plan (Strategic Plan vs EMP)	Approval of Planning Cycle Option (A,B,C) Approval of plan nomenclature	I, D, A	Hsieh	25	• Chialin briefly reviewed the surveys, feedback and activities on the three (3) options for our Educational Master Plan. • Through the Focused Flex activity (Game of Plans), the surveys conducted and the feedback requested during presentations at President's Council and the Department Chairs meeting; the overwhelming option selected was option C. • Option C consolidates our Strategic Plan and modifies our cycles. Thus opting for LMC to subsume our Educational Master Plan in to our Strategic Plan, track the progress of our Strategic Plan and then in January 2020 develop and align our Educational Master Plan with the District. • Chialin provided a review of the Educational Code and the ACCJC regulations on implementation of an Educational Master Plan and the nomenclature of said plan. The ACCJC does not require a plan to be named "Educational Master Plan" or "Strategic Plan". The Educational Code does require an "Educational Master Plan".

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						• *After some discussion, the Planning Committee approved the new nomenclature for the subsuming of our Educational Master Plan in to our Strategic Plan – "Strategic Plan: An Educational Master Plan for LMC" (Laurie H. motioned, Nancy Y. seconded; 8-0-0).* • By selecting Option C, there is a five-year cycle on COOR updates for courses assessed in the previous year. This option will not change the assessment cycle. • We need to ensure that when ACCJC comes in 2020 that we clearly articulate what a Program Review "update" is. • *The Planning Committee unanimously approved the Program Review and Assessment Cycle Option C (Bob K. motioned, Scott H. seconded; 8-0-0).* • Chialin will bring this approval to the Academic Senate and SGC.
6.	Comprehensive Program Review • Discuss process, timeline and PRST • Discuss template	Approval of timeline and process Approval of Comprehensive PR Template	I, D, A	Hsieh/ B. Robertson/ Ybarra/ Newman	25	• Nancy Ybarra, Gail Newman and Bob Kratochvil provided the Committee with a brief review of their processes in revising their Comprehensive Program Review templates. • The District Office Research & Planning Office will be developing a "Program Review Data Packet" for each program/unit to review while completing their Comprehensive Program Review. This data packet will be made available for each program/unit through the Program Review webpage. It will be in more detail than SQL data and provide more relevant information specifically towards equity. • The Instructional Comprehensive Program Review Template was revised with all of the instructional deans and Vice President Kevin Horan. The template has been designed to be data driven, meaningful and to invoke thoughtfulness on the current and future goals of a program/unit. The deans presented it at the Department Chairs meeting at which time they received unanimous approval. A rubric has been added to the template of the "3Ms" and the information entered in to this rubric will be extracted to provide TLC with the data they need on Cycle 1 of the assessment cycle. Questions have also been developed in the template to review equity data (provided by the District Office for each program/unit). This data will also be extracted and presented to the Department Chairs.

						o It is commented that the template should include more direct questions around emerging majors and trends (i.e. how programs know if their course helps their students at a UC/CSU/University).
						• The Student Services Comprehensive Program Review Template was revised with the collaboration and input of the Student Services Managers. The new template is more relevant and was changed to include an analysis of data trends and effectiveness of improvements. A request was made to add "around other operating expenses" to 2.4.
						• The Administrative Units Comprehensive Program Review Template was revised with the collaboration and input of President's Cabinet.
						• Chialin will communicate with Alex Porter (V.P. of Business and Administrative Services) on extracting the information related to the section on resource allocation requests and budget needs. It would be helpful if there was a way to extract the information entered in to this section in to a spreadsheet to be reviewed and expanded on during the RAP process.
						• *The Committee approved all three (3) Comprehensive Program Review Templates (Instructional, Student Services and Administrative) with the stipulation of any minor changes in format to allow for extraction of data pertaining to the resource allocation process (Bob K. motioned, Scott H. seconded, 8-0-0).*
						• The Deans reviewed and revised the list of programs/units according to discipline and not department.
						• A crosswalk was done of the CCCCO list of LMC programs and our list of programs to ensure alignment. The revised list has been reviewed and approved by the Instructional Deans, Department Chairs, Student Services Managers and Deans.
						• After a review of the timeline for Program Review this year, the plan is to make the Comprehensive Program Review templates (i.e. open Program Review) on Friday September 15, 2017 and to close on February 2, 2018.
						• *The Committee approved the Comprehensive Program Review deadline date to be at 11:59 p.m. on Friday February 2, 2018 (Bob K. motioned, Nancy Y. seconded; 7-1-0).*
	NEW BUSINESS					

7.	Planning Committee Membership & Charge • New members and representation needed • Member responsibilities • Review and discuss revision for 2017-18 charges	Discuss plan of action for full constituency representation Review responsibilities of Committee members Approval of 2017-18 Charges	I, D, A	Hsieh	20	• The Committee reviewed our revised charges for 2017-18 and the outline of the Committee goals for the academic year. • ***The Committee approved the 2017-18 charges with a change to the language in charge #5 to include the new EMP/Strategic Plan nomenclature approved earlier in this meeting (Bob K. motioned, Nancy Y. seconded; 8-0-0).*** • Due to time constraints the membership portion of this agenda item will be tabled until the next meeting.
8.	BSI/SSSP/Student Equity Integrated Plan • Discuss and provide input/feedback to Integrated Planning Team	Review and discuss presentation on integrated plan of BSI/3SP/ Student Equity	I, D	Belman/ Kwist/ Ybarra	15	• Due to time constraints this agenda item will be tabled until the next meeting.
9.	Announcements			All	5	•
10.	Building Future Agendas: • 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	
11.	Adjournment					
	Fall 2017 meeting dates: October 5th, November 2nd, December 7th					