

**Planning Committee
MINUTES**

October 8, 2015 2:00 – 4:00 pm
CO-420

Planning Committee Chair: Bob Kratochvil

Recorder: BethAnn Robertson

Committee Members Present: Ruth Goodin, Catherine Fonseca, Leetha Robertson, Cecil Nasworthy, Tara Dale Sanders, Silvester Henderson, Nancy Ybarra

Planning Committee Members Not Present: Gail Newman, Paula Gunder

Guests: Natalie Hannum

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>Meeting Notes:</i>
1.	Welcome			Kratochvil		<ul style="list-style-type: none"> Bob welcomed the Committee and introduced Silvester Henderson as the Faculty Representative and Nancy Ybarra as the new Management Representative on the Committee.
2.	Public Comment	Listen to our college community	I	Kratochvil	5	<ul style="list-style-type: none"> The Appliance Technology Program held an event with our new partner LG. LMC currently has the only appliance technology program at a community college in California. They will be partnering to provide our students with internships and equipment donations. On November 6, 2015 there will be a similar event for ETEC.
3.	Agenda Minutes from September 3, 2015	Review and approval Review and approval	A A	Kratochvil	5	<ul style="list-style-type: none"> Agenda was reviewed and approved with two (2) revisions (<i>Silvester Henderson motioned, Cecil Nasworthy seconded; 5-0-0</i>): <ul style="list-style-type: none"> Item #4 – reduce time to 15 minutes Add Item #4a – Program Review & RAP Process dates for 15 minutes Minutes were reviewed and approved (<i>Silvester Henderson motioned; Ruth Goodin seconded; 3-0-2</i>)
<u>OLD BUSINESS</u>						
4.	Program Review Validation Process	Review definitions of validation Student Services Rubric and Validation Process Update on Rubric and Summary Form	I, D	Robertson, B. Newman, Pedersen, Nasworthy, Kratochvil	15	<ul style="list-style-type: none"> Nancy provided an update from the Department Chairs Meeting. During the meeting the Deans and Department Chairs reviewed and discussed the rubric and its use as a coaching tool. Every department will receive a written summary by October 30th. The Deans will discuss the rubric, summaries, rectify any errors and review any final corrections with the Department Chairs at the November meeting. The shaded area on the document is what the Dean has reviewed. Program Improvements are noted by Strategic Direction. After the

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		Discuss how to close the loop on reporting results				<p>rubric and summaries are completed they will be printed, signed and archived into the PRST.</p> <ul style="list-style-type: none"> • The rubric will begin as a coaching tool and at the end of the process will become a validation document. • Need to design a comprehensive validation process and document (to be completed every five years). • Department chairs would work with their faculty and staff on their Program Reviews. It is expected that the Department Chairs share the results with the rest of their department. Will add a question on the Program Review Survey regarding the sharing of feedback from the Deans with departments. Adjunct Faculty does not write their department's Program Review, they provide input only. • Nancy e-mailed the latest version of the rubric to Dave Belman, Gail Newman and Jeffrey Benford. Gail does not yet have the final version of the Student Services rubric however, she is close and will e-mail the latest version to the Committee on or before the next meeting.
4a.	Program Review and RAP Process Dates	Discuss and approve open and close dates for Program Review and RAP Process	I, D, A	Kratochvil	15	<ul style="list-style-type: none"> • The Deans have suggested an earlier close date of December 18th for Program Review in order to allow them enough time to review and complete the summaries for their departments. • Previously RAP started on February 14th and was due at the end of February (i.e. February 29th or March 1st). • The Faculty Planning Committee Representatives support the December 18th due date as it will allow enough time to prepare and submit RAP requests. • The Committee discussed the short notice to the campus of the earlier close date. It was decided to encourage completion and submission of Program Review by December 18th to ensure timely feedback from their Dean on their Program Review and RAP requests. However, the final Program Review close date would be January 30th. • The Program Review website will have language informing the College that the next Program Review close date will be at the end of the fall semester. • The Committee endorsed the encouraged Program Review submission date (December 18th) and the final close date (January 30th). • It is noted that departments/units need to see their Comprehensive Program Review (5 year plan) while updating their annual Program

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						<p>Review. Include review of Comprehensive in Program Review workshops.</p> <ul style="list-style-type: none"> • Nancy and Natalie sent the list to Department Chairs for the assessment cohorts. A meeting will be scheduled with Eng to review the changes to the PRST and entering the cohorts in to the PRST. • President Kratochvil will discuss the validation process and document for Administrative Units with Cabinet.
5.	Integrated Planning	<p>Finalize <i>Progress on Strategic Directions</i> template</p> <p>Discuss and finalize plan for fall 2015 retreat for “Blue Wall” exercise</p> <p>Adopt the DRAFT as the final Committee draft to vet with the rest of the College</p>	I, D, A	Goodin, Robertson, L Sanders Kratochvil	45	<ul style="list-style-type: none"> • The rubrics and the summaries that the Deans have completed with the Department Chairs have captured all the required information needed from departments/programs/units. • The various College Committees in which plans and grants are formed (i.e. SSSP, Student Equity, BSI, MESA, STEM, etc.) will receive documents to complete prior to the blue wall exercise date. Once the documents are completed they will be sent to BethAnn who will the compile it and gather all the information for discussion at the blue wall exercise meeting. The blue wall will include all grants and College plans. • Should form a Planning sub-committee for Integrated Planning (i.e. Integrated Planning Group).
6.	Educational Master Plan	<p>Begin developing timeline and method for beginning to design the EMP</p>	I, D	Kratochvil	25	<ul style="list-style-type: none"> • The Educational Master Plan Committee was developed in 2006. The draft was originally written for a five year plan. • A consultant was hired however, this time the consensus of the Planning Committee is to not hire a consultant as we do not want our Educational Master Plan to be pieced together from other institutions’ plans. • Focus groups were formed and specific questions were developed. • We do need the District Research Office to complete an in-depth Environmental Scan prior to our beginning our Educational Master Plan. • This will be placed on the next meeting agenda. BethAnn will bring three (3) hard copies of the Educational Master Plan to the4 meeting and include a link to it on the agenda .
7.	Announcements			All	5	<ul style="list-style-type: none"> • No announcements

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8.	Building Future Agendas: <ul style="list-style-type: none"> • Codify a sustainable Program/Unit Review Validation or Review Process • Discuss strategies to implement Integrated Planning • Regular Cycles for Surveys and Reviewing the College Mission • Develop familiarity with Standard I • Discuss Administrative Unit Outcomes 	Gather Committee comments and suggestions regarding these and additional agenda items	I, D	All	5	
9.	Adjournment					• Meeting adjourned at 3:55 p.m.
Fall 2015 meeting dates: November 12 and December 3						