

LOS MEDANOS
COLLEGE

**Planning Committee
MINUTES**

September 8, 2016 2:00 – 4:00 pm
Core Conference Room CO-420

Committee Chair: Bob Kratochvil
Recorder: BethAnn Robertson
Committee Members Present: Ruth Goodin, Nancy Ybarra, Paula Gunder, Gail Newman, Leetha Robertson, Mary Oleson, Tabitha Romero
Committee Members Not Present: Cecil Nasworthy, Silvester Henderson
Guests: Marilyn Sargent, Rachel Carney (POLSC student), Amber Alfred (POLSC student)

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 to our September meeting.
2.	Public Comment	Listen to our college community	I	Kratochvil	5	<ul style="list-style-type: none"> • No Public Comment(s) given
3.	Agenda Minutes from May 5, 2016	Review and approval Review and approval	A A	Kratochvil	5	<ul style="list-style-type: none"> • Agenda was reviewed and approved (<i>Paula G. motioned, Ruth G. seconded; 6-0-0</i>) with the following corrections: <ul style="list-style-type: none"> ○ Move agenda item #6 up to agenda item #4 ○ Remove Catherine Fonseca and Tara Dale Sanders as Committee members from agenda. • Minutes were reviewed and approved (<i>Tabitha R. motioned, Gail N. seconded; 2-0-4 – abstentions: Paula G., Nancy Y., Ruth G. and Leetha R.</i>)
<u>OLD BUSINESS</u>						
6.	Recommended Program Review Submission Tool (PRST) Open and Close Dates Update to Implemented Modifications	Discuss and approve PRST open and close dates Discuss implemented modifications	I, D, A	Kratochvil/ B. Robertson	0	<ul style="list-style-type: none"> • BethAnn R. reported on all the implemented modifications to the PRST. All approved modifications with the exception of the “Report on individual activities” text box modification have been implemented. • BethAnn R. will contact Mike Becker regarding the status of the Professional Development requested modifications. • <i>The Committee approved the Program Review and PRST open date and October 4, 2016 and the close date and time of 11:59 p.m. on January 30, 2017. (Nancy Y. motioned, Gail N. seconded; 6-0-0).</i> • BethAnn R. will work with Mike Becker and Eng Saw to update the User Guides and provide a workshop during the second hour of the College Assembly on October 3, 2016.
4.	CCSSE Survey Update	Discuss timeline and status of results	I, D	Kratochvil/ Sargent	20	<ul style="list-style-type: none"> • Marilyn Sargent, Director of Research Collaboration (from the District Office) provided a PowerPoint presentation to the Committee outlining the results of the CCSSE Survey.

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						<ul style="list-style-type: none"> • The scores are scaled to compare to other similar community colleges in ACCJC (by size and type) to develop the benchmark score for each of the five (5) areas of engagement. • LMC is the star! The majority of LMC’s benchmarks are better than the Colleges in our District and colleges in the ACCJC. LMC leads in Active & Collaborative Learning, Student Effort and Faculty Interaction & Support. • If this PowerPoint is shown at a College Assembly, the presenter should include the question posed in the survey regarding withdrawal reasons. This would provide the College with a more accurate understanding of how the question was posed and the selections the students had to choose from for their response. • Is there a comparison between the results from two (2) years ago and these results? It is difficult to provide a comparison as the student population is different two (2) years ago then it is today and it would not be the same sample size. • Is it possible to “drill down” into some selected data with good results in an attempt to understand why are results were high in these areas (i.e. find out what we are doing right so we can apply the same methods)? It can be difficult to drill down to best practices with the survey as some students do not use the services or support hence, resulting in a “not likely” or “never” answer. For example, when asked about the Math Labs not all students need/use the labs. There were good practices reflected in the questions. • It would be interesting to see from these results if the District policies and procedures that we adhere to affect student outcomes. • If students were to be given the survey today would their answers be different? • LMCAS leadership has received feedback from students on improvements and availability needed in academic counseling services. • We need to work on capturing feedback from students that complete their coursework to receive a Certificate of Achievement and leave LMC. Some students (i.e. CTE students) obtain the required knowledge, receive their certification and then enter the workforce.
5.	<p>Research and Data</p> <ul style="list-style-type: none"> • Update from Sub-Committee • District Research 	<p>Any updates from Sub-Committee Fall 2016 Monday Meeting on Data Inquiries/Comments from District Research</p>	I, D	Kratochvil/ Goodin/ Stoup/Sargent	40	<ul style="list-style-type: none"> • Marilyn Sargent will present the CCSSE Survey Results at the College Assembly on Monday September 19th during the second hour of the meeting. • Bob K. and Marilyn S. will inquire if Greg Stoup can attend a Monday Meeting to give a data presentation specifically on equity and ethnicity.

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7.	Senior Dean of Planning & Institutional Effectiveness	Update on filling position	I, D	Kratochvil	10	<ul style="list-style-type: none"> • The position will be posted either today or tomorrow and will close on October 13, 2016. • The recruitment is being held nationally and will include such resources as SCUP and ListServe.
8.	Announcements			All	5	<ul style="list-style-type: none"> • Interviews began Friday for the Student Equity Coordinator position. In addition, an external evaluator was hired for the work with the Student Equity Plan. The final report from the evaluator will be presented in October. • A new K-12 pathway initiative will allow high school students to use their high school courses for assessment when beginning at a College. • District campuses have expressed interest in having a teaching and learning facilitation either district-wide or at each individual campus on planning. • DVC wants to better align their STEM pathways with LMC in order to eliminate gaps in approaching courses (i.e. creating paths to the next courses in the pathways when taking units at more than one campus).
9.	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 • Discuss Administrative Unit Outcomes 	Gather Committee comments and suggestions re these and additional agenda items	I, D	All	5	
10.	Adjournment					<ul style="list-style-type: none"> • Meeting adjourned at 3:52 p.m. (<i>Leetha R. motioned, Tabitha R. seconded; 5-0-0</i>).
Fall 2016 meeting dates: October 6, November 3, December 1						