

LOS MEDANOS
COLLEGE

**Planning Committee
MINUTES**

September 5, 2013 3:00 – 4:30 p.m.
Conference Room CO-420

Committee Chair: Kiran Kamath

Recorder: BethAnn Robertson

Committee Members Present: Bob Kratochvil, Carol Hernandez

Committee Members Not Present: Ruth Goodin, Gail Newman, George Mills, Allison Roeder, Miguel Mauricio,

Invitee Unable to Attend: Invitee-Gregory Stoup (*Senior Dean of Research and Planning, District Office*)

Guests Attending: Kevin Horan (*LMC Vice President*), Aderonke Olatunji (*Director of Business Services*), Rosa Armendariz (*Manager of Academic & Student Services*), Ryan Pedersen (*Faculty/Previous Planning Committee Member*)

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>Follow up</i>
1.	Agenda Minutes	Review and approve	A	Kiran	3-5	<ul style="list-style-type: none"> Agenda approved with one revision to Item #6 ‘Student Satisfaction Engagement Survey’ and ‘All Rosa’. 5/2/13 Minutes Approved
2.	Committee Membership	Adequate Shared Governance representation	I	Kiran	5	<ul style="list-style-type: none"> Planning Committee is an SGC sub-committee, no position paper has been located. BethAnn will contact Michael Norris and Kiran will contact Gil Rodriguez to request information regarding a potential position paper. Need to recruit more members. Establish current members continued involvement. President Kratochvil will discuss with Academic Senate President about a timeline for future appointments.
3.	Updates	Share new developments since last meeting	I	All	5	<ul style="list-style-type: none"> Student Satisfaction Survey Scantrons were sent to Greg Stoup at D.O. in late August for compilation of results. Request a copy of the student survey question format from Clint Ryan. Are the questions aligned with Accreditation standards?

LOS MEDANOS
COLLEGE

**Planning Committee
MINUTES**

September 5, 2013 3:00 – 4:30 p.m.
Conference Room CO-420

4.	Goals for 2013-14 (Handout of previous charge)	Recommended ‘charge’ to SGC for goals to be accomplished	D	All	10	<ul style="list-style-type: none"> • Handout provided of 11-12 Committee Charges. • No discussion due to time constraints. • Revised proposed charges will be emailed to the committee for input.
5.	Meeting Schedule and committee organization	Determine how best to address the work for the year	D	All	5-10	<ul style="list-style-type: none"> • Currently Committee meets on the first Thursday of every month. • Since it will be a busy year, review meeting schedule and formation of working groups at next meeting.
6.	Student Engagement Surveys – SENSE and CCCSE (Survey results emailed with agenda)	Share highlights of what you have learned from studying the results. Prepare for College Assembly on 9/9/13	D	Rosa	25	<ul style="list-style-type: none"> • The EXITO Grant funded two (2) surveys, SENSE and CCCSE, to gather information on student engagement: <ul style="list-style-type: none"> ○ The SENSE Survey was conducted in Fall 2012 and targeted new incoming students. ○ The CCCSE Survey was conducted in Spring 2013 and targeted continuing students. ○ Survey questions were aligned with the focus of the EXITO Grant, Accreditation Standards and college goals. ○ These surveys gather student feedback which is nationally benchmarked. • Discussion initiated regarding the process of sharing this information with the college community and then developing a strategy for utilizing the data. • Rosa provided a handout from CCCSE “<i>Tips and Recommendations for Communicating Results.</i>” • Rosa and Ryan will give a brief presentation on Monday at the College Assembly to provide a description of SENSE and CCCSE and a small snapshot of some LMC data. • Need to define next steps in the communication of SENSE and CCCSE results.

LOS MEDANOS
COLLEGE

**Planning Committee
MINUTES**

September 5, 2013 3:00 – 4:30 p.m.
Conference Room CO-420

						<ul style="list-style-type: none"> • LMC needs to determine if the college will conduct SENSE and CCCSE surveys regularly, and if so how often the surveys will be scheduled. • CCCSE and SENSE survey results will be posted on Planning Webpage.
7.	2013 Program Review Update	Determine start and end date for the process	D, A	All	10-15	<ul style="list-style-type: none"> • President Kratochvil requested the summary of the Program Review Submission Tool feedback that Clint Ryan received be posted on the Planning Committee Website. • Kiran reported that she, President Kratochvil, Mike Becker and Aderonke Olatunji met with Eng Saw to discuss modifications to the Program Review Submission Tool for Fall 2013.
8.	Validation Process for 2012 Comprehensive Program Review	Determine a sustainable process to validate program reviews	D	All	10	<ul style="list-style-type: none"> • Agenda item not discussed due to time constraints.
9.	Other:					
10.	Future agenda items:	<ul style="list-style-type: none"> • Other Surveys to be conducted: <ul style="list-style-type: none"> ○ Employee Climate Survey ○ Evaluations of Committees, units and processes • Developing the next Strategic Plan 2014-2019 	D	All	5	