

LOS MEDANOS  
COLLEGE

**Planning Committee  
MINUTES**

November 2, 2023 1:00 – 3:00 pm  
President’s Conference Room SS-409 & Via Zoom

**Committee Chair:** Ryan Pedersen

**Recorder:** BethAnn Stone

**Committee Members Present:** Christina Goff, Mark Lewis, BethAnn Stone, Tatiana Pak, Bill Bankhead, Tanisha Maxwell, Nicole Trager,

<i>Item #</i>	<i>Topic/Activity</i>	<i>Desired Outcome</i>	<i>Information Discussion Action</i>	<i>Lead</i>	<i>Notes</i>
1.	Welcome and Public Comment	➤ Listen to our college community	I	Pedersen	<ul style="list-style-type: none"> <li>Ryan Pedersen welcomed the committee members to the November meeting.</li> </ul>
2.	AB2449	➤ Review and approval of AB2449 Teleconference Waiver Forms	I, D, A	Pedersen	<ul style="list-style-type: none"> <li>No waivers submitted.</li> </ul>
3.	Agenda and Minutes from October 5, 2023	➤ Review and approval	A	Stone	<ul style="list-style-type: none"> <li>The Committee reviewed and approved the agenda with no corrections (<b><i>B. Bankhead motioned, T. Pak seconded; approved 6-0-0</i></b>)</li> <li>The Committee reviewed and approved the October 5, 2023 minutes with no corrections (<b><i>M. Lewis motioned, B. Bankhead seconded; approved 6-0-0</i></b>).</li> </ul>
4.	District Research Updates	➤ District updates	I, D	Blackthorne/ Pedersen	<ul style="list-style-type: none"> <li>Ryan Pedersen provided the committee with some brief updates of planning and research work being done at the District.</li> <li>The district-wide Program Review Re-Imagined team held their first meeting. DVC is on a “pause” on Program Review until 2025, CCC is approving a “pause” until 2025 as well. We are currently in-between Program Review update years, our next update year for program review is fall 2024. The Program Review Project Team is working on drafting a proposal to “pause” or not for the Planning Committee to review at the next meeting. The program team will also be incorporating outcomes from the DW Program Review Re-Imagined group.</li> </ul>
5.	Committee Membership <ul style="list-style-type: none"> <li>Vacancies</li> </ul>	➤ Review and discuss committee membership vacancies	I, D, A	Pedersen	<ul style="list-style-type: none"> <li>The committee extended its gratitude and appreciation for Mark’s service on the committee.</li> <li>Ryan has identified a Faculty member that is interested in serving on the committee, he will reach out and inform them to contact Mark to obtain approval of the appointment.</li> <li>Ryan talked to LMCAS about seeking additional student representation. Christina Goff and Tatiana Pak will also reach out to students.</li> </ul>

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**ACCREDITATION**

6.	Midterm Report 2024	➤ Review changes, implications and process	I, D	Pedersen	<ul style="list-style-type: none"> <li>• Ryan Pedersen provided the committee with a presentation on the ACCJC 2024 Midterm Report and an overview of the process and timeline for developing the report.</li> <li>• The focus this term is on the Midterm Report, we will be rolling out the new standards more widely and for discussion next year.</li> <li>• The Accreditation Steering Committee (ASC) has met twice this term to discuss timeline and writing process for the Midterm Report.</li> <li>• Ryan and/or BethAnn have visited the Academic Senate and Classified Senate once to obtain feedback to inform the report narrative, and will be returning for additional feedback at their next meeting. The P&amp;IE Office is also working with the committee chairs to obtain feedback to inform the narrative from the LMC Associated Students (LMCAS), Teaching &amp; Learning Committee (TLC), General Education (GE) Committee, Curriculum Committee, Student Services Leadership Team (SSLT) and the Learning Support Outcomes (LSO) Committee.</li> <li>• We will also be able to utilize aspects or parts of the Aspen Prize 2025 application to inform the report narrative.</li> <li>• The District Office (DO) has provided some language for prompts #2 and #3 in Section A of the Midterm Report related to the recommendations received from our last visit.</li> <li>• It was noted, that we need a more robust cross-disciplinary SLO review team to determine how we use the results of assessment and make changes.</li> <li>• The committee members are tasked with reading the prompts in the handout and providing feedback pertaining to both the role in their program/department/constituency and the role on this committee. Committee members are instructed to e-mail their feedback to BethAnn Stone by November 29, 2023. The ASC will be meeting on November 30<sup>th</sup> to review the feedback, identify themes and being developing the narrative draft in early spring 2024.</li> </ul> <p><i>*The P&amp;IE Office has presented/is scheduled to present and obtain feedback to inform the ACCJC 2024 Midterm Report narrative from Academic Senate, Classified Senate, LMCAS, TLC, GE,</i></p>
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					<p><i>Planning Committee, SSLT, SS LSO Committee and Curriculum Committee.</i></p> <p><i>**The committee is instructed to provide feedback on the Midterm Report section prompts according to both their role in their respective department/program/constituency and the role/work on the Planning Committee. Feedback is due via e-mail/hard copy to the P&amp;IE Office by Wednesday November 29, 2023.</i></p>
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**REPORT-OUTS ON WORK/PROJECTS**

7.	<p>Institutional Effectiveness &amp; Goal Setting</p> <ul style="list-style-type: none"> <li>• SEP and College Metrics</li> <li>• Meeting Updates</li> <li>• Next Steps</li> </ul>	<ul style="list-style-type: none"> <li>➤ Plan for November 20<sup>th</sup> College Assembly</li> <li>➤ Review and discuss projects and updates from team</li> <li>➤ Discuss and determine next steps</li> </ul>	I, D, A	Pak/Peder sen	<ul style="list-style-type: none"> <li>• The project team met and discussed the presentation for the November 20<sup>th</sup> College Assembly. It was noted that it is not possible at this point to evaluate the metrics for pathways (i.e. we do not have a database). Their discussions then led to looking at historical data and tracking trends for all LMC students and our three (3) disproportionately impacted populations (Black/African American, Low Income, Foster Youth). In reviewing trends when setting goals, we can ensure realistic attainable goals.</li> <li>• The team wants to present the data in both raw numbers and percentages. The team also discussed possibly setting Key Performance Indicators (KPIs) similar to what DVC has done.</li> <li>• Using the total college population in prior years as a denominator to get percentage is recommended. For the DI populations/equity data some of the metrics should be based off total headcount but for some equity data would need to use the total for the same population.</li> <li>• The team would like to have a couple graphs set-up for overall college population and our primary disaggregated student population – Black/African American Students – going back five years in both percentages and raw numbers. After the data is presented, a history of how we previously set the standard/floor and stretch/aspirational goals and give possible options for the College to consider (i.e. standard deviation, 25% above 5-year average, etc.). The team would like to have a survey that can be completed in the room to collect input/feedback on how the College should proceed with updating the goals on our Institution-Set Standards. Following the assembly presentation, the team will open up to the College for discussion.</li> </ul>
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					<ul style="list-style-type: none"> <li>• The P&amp;IE Office will cultivate the data and develop graphs/charts for the presentation. The project team will lead the conversation, with the first 30 minutes to be presented on the methodology previously used and, the advantages and disadvantages. Then the data will be presented, discussed and reviewed. Following the data, a survey will be opened for feedback on updating our Institution-Set Standards. The team will work with BethAnn and Jennifer to determine the application to use for the survey (Zoom poll, Google Form, Kahoot, Survey Monkey, etc.). The anticipated outcomes is to obtain college-wide input on how we set our Institution-Set Standards and whether to report them in raw numbers or percentages.</li> <li><i>*The P&amp;IE Office will cultivate the data and develop charts/graphs for the overall College student population and disaggregated by our primary disproportionately impacted population (Black/African American Students) in both raw numbers and percentages for each of the Institution-Set Standard metrics for the November 20<sup>th</sup> College Assembly.</i></li> <li><i>**The Project Team will lead the College Assembly presentation and conversation. The team will work with BethAnn and/or Jennifer Adams to identify a survey application to use to collect feedback after the presentation on how LMC sets our Institution-Set Standards and what format (i.e. percentage vs. raw numbers).</i></li> </ul>
8.	<p>Use of Survey Data</p> <ul style="list-style-type: none"> <li>• Meeting Updates</li> <li>• Next Steps</li> </ul>	<ul style="list-style-type: none"> <li>➤ Review and discuss projects and updates from team</li> <li>➤ Discuss and determine next steps</li> </ul>	I, D, A	Reyes/ Pedersen	<ul style="list-style-type: none"> <li>• The project team discussed marketing of survey data that is available, and put it out to the campus with prompts or questions to consider when reviewing it. Conducting strategic outreach to both the campus as a whole and committees simultaneously.</li> <li>• It was noted to consider timing the outreach with the release of the NACC Staff Survey.</li> <li>• The committee recommended the team develop a marketing plan to share with the committee at our next meeting.</li> <li>• It was asked, how we can ensure those who need to look at the data are having dialog and using the data. A response to consider is providing questions to be asking when reviewing the data to spark conversation, and providing support in reviewing and using the data.</li> </ul>

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					<i>*The project team will work to develop a marketing plan on survey data availability, review and discussion for both the campus and committees, and share with the committee at the next meeting.</i>
9.	<p>Program Review</p> <ul style="list-style-type: none"> <li>• Meeting Updates</li> <li>• Next Steps</li> </ul>	<ul style="list-style-type: none"> <li>➤ Review and discuss projects and updates from team</li> <li>➤ Discuss and determine next steps</li> </ul>	I, D, A	Trager/ Pedersen	<ul style="list-style-type: none"> <li>• The project team reviewed the research on other colleges, and noted that most other institutions either have a peer review group or a cross-constituency committee to review and validate their program reviews.</li> <li>• The team also discussed having a space for meaningful discussion and dialog on program review to better close the loop.</li> <li>• The team also discussed the current status of program review at our sister colleges, and the possibility of a program review “pause” at LMC to align with their timelines and the work of the DW Program Review Re-Imagined Group.</li> <li>• The team will have a proposal drafted to share with the committee at our next meeting. Following the committee’s review and feedback, the team will then move forward with moving the proposal through our shared governance process.</li> </ul> <p><i>*The project team has reviewed and discussed research from other Colleges and noted key aspects of Program Review to consider for change (i.e. review/validation committee, space for meaningful dialog, etc.). Additionally, the committee noted the work occurring simultaneously with the DW Program Review Re-Imagined Group.</i></p> <p><b>**DVC and CCC have both elected to “pause” their Program Review cycle until 2025.</b></p> <p><b>***The project team will have a draft proposal to share with the committee.</b></p>
<b>PLANS/BUDGET</b>					
10.	Facilities Master Planning – Steinberg Hart	➤ Follow-up on how EMP and Program Review goals translates to the FMP	I, D	Pedersen/ Dr. Rose/ N. Friend	<ul style="list-style-type: none"> <li>• Item cancelled, no presentation.</li> </ul>
<b>CAMPUS COMMUNICATION/CONSTITUENCY REPORTS</b>					
11.	<p>Campus Communication/Constituency Reports</p> <ul style="list-style-type: none"> <li>a. Academic Senate</li> <li>b. Classified Senate</li> </ul>	<p>Actions and Notable Items to Report from Planning Committee to Constituency; or from</p>			<p><i>*The P&amp;IE Office has presented/is scheduled to present and obtain feedback to inform the ACCJC 2024 Midterm Report narrative from Academic Senate, Classified Senate, LMCAS, TLC, GE, Planning Committee, SSLT, SS LSO Committee and Curriculum</i></p>

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	<p>c. SGC d. TLC e. PDAC f. ...</p>	<p>Constituency to Planning Committee</p>		<p><i>Committee. The committee is instructed to provide feedback on the Midterm Report section prompts according to both their role in their respective department/program/constituency and the role/work on the Planning Committee. Feedback is due via e-mail/hard copy to the P&amp;IE Office by Wednesday November 29, 2023.</i></p> <p><i>** The Institutional Effectiveness &amp; Goal Setting Project Team will lead the College Assembly presentation and conversation. The team will work with BethAnn and/or Jennifer Adams to identify a survey application to use to collect feedback after the presentation on how LMC sets our Institution-Set Standards and what format (i.e. percentage vs. raw numbers). The P&amp;IE Office will cultivate the data and develop charts/graphs for the overall College student population and disaggregated by our primary disproportionately impacted population (Black/African American Students) in both raw numbers and percentages for each of the Institution-Set Standard metrics for the November 20<sup>th</sup> College Assembly.</i></p> <p><i>***The Use of Survey Data Project Team will work to develop a marketing plan on survey data availability, review and discussion for both the campus and committees, and share with the committee at the next meeting.</i></p> <p><i>****The Program Review Project Team has reviewed and discussed research from other Colleges and noted key aspects of Program Review to consider for change (i.e. review/validation committee, space for meaningful dialog, etc.). Additionally, the committee noted the work occurring simultaneously with the DW Program Review Re-Imagined Group. DVC and CCC have both elected to “pause” their Program Review cycle until 2025. The project team will have a draft proposal to share with the committee.</i></p>
<p>12.</p>	<p>Meeting adjourned at 3:07 p.m. (T. Maxwell motioned, T. Pak seconded; approved (7-0-0))</p>			
<p>Fall 2023 Meeting Dates: December 7<sup>th</sup></p>				