LOS MEDANOS COLLEGE

Planning Committee

DRAFT MINUTES

February 7, 2013
3:00 – 4:30 p.m.
Conference Room CO-420

Attendees: Ruth Goodin, Bob Kratochvil, Danielle Liubicich, George Mills, Joe Myers, Gail Newman, Ryan Pedersen, Allison Roeder, Clint Ryan

CURRENT ITEMS		
Item #	*Topic/Activity*	*Follow Up*
1.	**Welcome**	
2.	**Agenda Approval** The agenda was reviewed and approved, with the addition of one item: "Review of December Minutes."	
3.	**Minutes Review** The minutes from the December meeting were reviewed and approved.	
4.	**Program Review Timelines and Update** Program Review deadlines were discussed. There seems to be some campus confusion about the dates, particularly regarding the relationship between program review and the resource allocation process. It was agreed that Bob would send communication via email to the College (similar to what was done in November) with updated information about the process.	Bob will send out a campus-wide message to provide additional details and clarification.
5.	**Need for Program Review "Camps"** The committee members discussed the need for additional training regarding the program review process, particularly the comprehensive training. An element of the needed instruction will be outlined in the email to be sent to the College; but training "camps" will be held on Monday, 2/11 from 3 p.m. to 5 p.m. and on Tuesday, 2/12 from 12:30 p.m. to 2:30 p.m. Although not to be publicized yet, an additional training camp could be held the following week.	Two "camps" will be held to provide Program Review training.

6.	**Student and Staff Satisfaction Surveys** The committee began evaluating the survey instrument entitled "LMC Annual Student Satisfaction Survey, Fall 2012." In its current form, the survey has more than 100 questions – which was viewed as too long. The committee began identifying duplicative/less important questions to eliminate. Because of time limitation, it was agreed to work in teams within the next week and to email resulting survey questions to the committee members. Team assignments made were: Page 3, Danielle/Joe; Page 4, Gail/Bob; Page 5, Ruth/Allison; Page 6, Clint/George.	Committee members will work in teams to review the survey questions and identify some to be eliminated.
7.	**Need for Additional Data for Program Review** The data sources for the information required in Program Review are found either in the InSite portal or on the P drive. It was agreed that this information would be included in the email identified above (Item 3 and 4).	
8.	**Other**	