LOS MEDANOS COLLEGE

PLANNING COMMITTEE
MINUTES

March 7, 2013
3:00 – 4:30 p.m.
Office of Instruction – CO-420

Attendees: Ruth Goodin, Carol Hernandez, Bob Kratochvil, Danielle Liubicich, Miguel Mauricio, Joe Meyer, Gail Newman, Ryan Pedersen, Allison Roeder, Clint Ryan

Item #	Topic/Activity	Notes
1.	Welcome	Short welcoming statements
2.	Agenda Approval	Agenda for the March 7 meeting was approved with one addition: Program Review Assessment process.
3.	Review of Minutes – February 7, 2013	The minutes for the February 7, 2013 were reviewed and approved with no changes.
4.	Student Satisfaction Survey Review	Student Satisfaction Survey: The Committee continued its work of last meeting in reviewing the six-page draft survey labeled "LMC Annual Student Satisfaction Survey, Fall 2012", the template of which had been initiated by the Contra Costa College. Work on the first two pages had been completed in the February meeting; today's meeting focused on the work done by the sub-groups over the last month on pages 3 - 6. Various suggestions and comments ensued, resulting in these actions: Questions retained: Numbers 38-44, 88, 89. Questions retained, but language modified: Numbers 61, 62, 66, 69, 87, 93, 101. Questions deleted: 37, 46-60, 63, 67, 68, 70-86, 90-100. Questions regarding gender, age, race/ethnicity, disabilities, enrollment duration, frequency of taking on-line classes, should be added. Additional revisions, including those from the Academic Senate, will be included for review at the next meeting.
5.	Survey of Entering Student Engagement (SENSE) for LMC	There was discussion about the how the campus will utilize the data, advertising the results with no passing judgment. The survey impacts the campus' strategic priority 2 regarding engagement. The committee and the college needs to explore ways to use the data for improvement. One suggestion was to roll out the information with a possible tie-in with Habits of Mind at Opening Day.
6.	Program Review Assessment Process	Subject will be carried over to next meeting.
7.	Other	None