

**Planning Committee
MINUTES**

September 3, 2015 2:00 – 4:00 pm
CO-420

Planning Committee Chair: Bob Kratochvil

Recorder: BethAnn Robertson

Committee Members Present: Ruth Goodin, Catherine Fonseca, Paula Gunder, Leetha Robertson, Cecil Nasworthy

Planning Committee Members Not Present: Ryan Pedersen, Tara Dale Sanders, Gail Newman

Guests: Nancy Ybarra, Silvester Henderson

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 Kratochvil (interim Committee chair) welcomes the Committee to a new semester.
2.	Public Comment	Listen to our college community	I	Kratochvil	5	<ul style="list-style-type: none"> Cecil Nasworthy announced that the manufacturer Valen (which manufactures components for refinery processes) has volunteered to come to LMC for two (2) evenings and donate time and materials in October. They will be furnishing the tubing necessary for the workshops to the ETEC students.
3.	Agenda Minutes from May 7, 2015	Review and approval Review and approval	A A	Kratochvil	5	<ul style="list-style-type: none"> The agenda was reviewed and approved (<i>Ruth Goodin motioned, Paula Gunder seconded; approved 5-0-0</i>) The minutes from the May 7, 2015 meeting were reviewed and approved. (<i>Paula Gunder motioned, Ruth Goodin seconded; approved 5-0-0</i>)
	<u>OLD BUSINESS</u>					
4.	Program Review Validation Process	Discuss second draft from team Discuss how to close the loop on reporting results	I, D	Newman, Pedersen, Nasworthy, Ybarra Kratocvhill	30	<ul style="list-style-type: none"> A quick review of the meeting minutes in May 2015 to remember where the Committee left off in the process. <ul style="list-style-type: none"> We as a College need to define the word validation and what it means at LMC. The Program Review validation process is an AIP from our 2014 Self-Evaluation Report and we will need to report on it next year in our Midterm Report. The instructional deans met with the department chairs to review their Program Reviews using the rubric. The deans are currently in the process of composing the results and forming a summary to send to the department chairs (i.e. program did not update objectives from previous year). <ul style="list-style-type: none"> Want to make the process more friendly, collaborative, open and transparent.

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CO-420

						<ul style="list-style-type: none"> ○ Include section in the summary to add notes/comments from deans about collaborations. ○ The final page is moving towards the validation piece of the process. ○ Completing Program Review has become more about requesting/receiving funding then about goals and objectives for a program/unit. ● Conversations with Dave Belman, Jeffrey Benford and Gail Newman are still ongoing regarding implementing the rubric/validation process for Student Services (as Student Services is different from instructional programs). ● Would it be helpful for units/programs to know what resources they may need in five years or even next year? As RAP is tied to Program Review a lot of units/programs have things happen (i.e. equipment break, lost/stolen) that they were not aware was going to happen a year, two years or even longer before. ● Some issues/requests for funding do not need to go through RAP or Program Review. For example, a need for additional space in a unit/program needs to be included in the <i>Facilities Master Plan</i>. Some technology issues need to get built in to the <i>Technology Plan</i>. ● Program Review has reached a point where it is about money and funding. You want it to be meaningful for you and your students, feeding back into improving your program. It would be useful for faculty to review Program Reviews as well to get the input from a pedagogical/peer/instructional standpoint. How can we take this process and make it result in improvement? <p>In conclusion, Nancy will continue to have the conversations with the instructional deans and Student Services and will be back for an update. BethAnn will e-mail Gail Newman to bring the Student Services Rubric and updates to their validation process to the next meeting. BethAnn will also bring some definitions of “validation” to the next meeting.</p>
5.	Integrated Planning <i>(Handouts emailed with agenda – College Plans Leads, PR Synthesizing-Manager Responsibilities, Progress on</i>	Finalize <i>Progress on Strategic Directions</i> template	I, D, A	Goodin, Robertson,L Sanders Kratochvil	30	<ul style="list-style-type: none"> ● The <i>Professional Development Plan</i> is in progress so add to list of <i>College Plans Leads</i>. Nancy will e-mail the membership of the BSI Plan. ● Ruth went to a 3CSN Conference and a College participating did a great job of integrating their College Plans. Ruth provided a handout

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	<i>Strategic Directions-Program Review 2014-15)</i>	Finalize plan for fall 2015 retreat for “Blue Wall” exercise Adopt the DRAFT as the final Committee draft to vet with the rest of the College				to the Committee of the crosswalk from the conference for integrating the 3SP, Student Equity and BSI Plans. <ul style="list-style-type: none"> • There was a discussion about forming an “Uber” Committee to research, assess and ensure we do a better job of how we are meeting our Strategic Directions. The <i>LMC Strategic Plan 2014-19</i> drives all other College plans. • An idea is to dedicate a College Assembly to the strategic plan and how to better align Program Reviews with the strategic directions. Attendance as a whole is most often poor at College Assemblies. We will not get as much college-wide input as we would hope for. <p>In conclusion, the Instructional Deans will finish the summaries, collect the information from the Program Review sheets and submit to BethAnn. BethAnn would collate the information submitted by the Instructional Deans and enter the information in to a grid. Nancy will report on the summary piece at the October meeting. The Committee will discuss further the blue-wall exercise and other suggestions at the next meeting.</p>
6.	Planning Committee Meeting Schedule and Senior Dean of Planning & Institutional Effectiveness Position	Discuss and approve the frequency of meetings for fall 2015 Discuss position and hiring a replacement	I, D, A	Kratocvhil	20	<ul style="list-style-type: none"> • The Committee decided to keep the frequency of the meetings to once a month. Additional meetings can be added as needed. • President Kratochvil would like the input of the Planning Committee regarding the Senior Dean of Planning & Institutional Effectiveness position (also the ALO and the Planning Committee Chair). Temporarily Kevin Horan has assumed the role of the ALO and Bob Kratochvil is working with BethAnn on the Planning piece of the position. • President Kratochvil stated that he may coordinate a survey with Greg to gather college-wide input. • What should this position look like going forward (i.e. should it include research if so, how much – less planning more research or vice versa). <p><u>Input and Comments</u></p> <ul style="list-style-type: none"> ○ Would like to see more industry involved in our planning processes. ○ In the old position it felt like there were too many obligations and that faculty was not as involved as they could have been. Would like to see the position split to 50% reassign time for a faculty person who works in collaboration with a Manager.

Planning Committee

MINUTES

September 3, 2015 2:00 – 4:00 pm

CO-420

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7.	Accreditation Update and Committee familiarity with Standard I (new standards)	Update Committee on status of Accreditation Follow-Up Report Review and discuss the new Accreditation Standard I	I, D	Kratochvil	20	<ul style="list-style-type: none"> ● Bob provided the Committee with a brief update on the follow-up report. ● There are new Accreditation Standards specifically to Standard I which the Committee should be familiar with. BethAnn will e-mail the Committee the new Accreditation Standards.
8.	Announcements			All	5	<ul style="list-style-type: none"> ●
9.	Building Future Agendas: <ul style="list-style-type: none"> ● Codify a sustainable Program/Unit Review Validation or Review Process ● Discuss strategies to implement Integrated Planning ● Regular Cycles for Surveys and Reviewing the College Mission ● Develop familiarity with Standard I ● Discuss Administrative Unit Outcomes 	Gather Committee comments and suggestions regarding these and additional agenda items	I, D	All	5	No additional items at this time
10.	Adjournment					<ul style="list-style-type: none"> ● Meeting adjourned at 4:00 p.m.
Fall 2015 meeting dates: September 3, October 1, November 5 and December 3						