LOS MEDANOS COLLEGE

Planning Committee
MINUTES
September 4, 2014   1:00 – 4:00 pm
Office of Instruction Conference Room CO-420

Committee Chair: Kiran Kamath

Recorder: BethAnn Robertson

Committee Members Present: Bob Kratochvil, Gail Newman, Ruth Goodin, Cecil Nasworthy, Ryan Pedersen, Paula Gunder, George Mills

Committee Members Not Present: Rashaad McAlpin

Expanded Membership for Strategic Planning Present: Linda Kohler, Louie Giambattista, Erich Holtmann, Aderonke Olatunji, Gregory Stoup

Expanded Membership for Strategic Planning Not Present: Gary Walker, Brianna Klipp, Jennifer Ma, A'kilah Moore, Iris Archuleta and Keith Archuleta

Guests Attending: Nancy Ybarra, Natalie Hannum

CURRENT ITEMS						
Item #	*Topic/Activity*	*Desired Outcome*	*Information Discussion Action*	*Lead*	*Time (mins)*	*Follow up*
1.	Public Comment	Information	I	Kamath	5	• Welcome to two (2) members of the public – Nancy Ybarra and Natalie Hannum. Nancy commented that the deans will be rotating attendance as members of the public for the Planning Committee meetings in order to receive and communicate information to other committees and departments.
2.	Welcome new members		I	Kamath		• The committee welcomes Paula Gunder as a new faculty representative to the Planning Committee. • The committee still needs a Classified Senate representative and at least one student senate representative. The Classified Senate meets tomorrow (9/5/14) and the LMCAS has not yet met.
3.	Agenda Minutes (8/21/14)	• Review and approval • Review and approval	A A	Kamath	5	• An extra hour has been added to the meeting today in order to get through the full agenda. There will be an additional meeting on 9/30/14 of the Core Planning Team to work on Strategic Planning. • Agenda reviewed and approved with item #7 moved to item #8. *Ruth Goodin motioned, Gail Newman seconded, all approved (7-0-0).* • August 21, 2014 minutes reviewed and approved with spelling/grammatical errors fixed. *Bob Kratochvil motioned, Ryan Pedersen seconded, all approved with one abstention from Ruth Goodin (6-0-1).*
	OLD BUSINESS					
4.	Committee meeting dates for -Planning Committee -Core Planning Team	• Shared understanding. (Attachment of key dates)	I	Kamath	5	• Committee reviewed handout and it is noted that the writing team will have met with all shared governance bodies and committees except for the Technology Advisory Group (TAG) before our next meeting on 9/30/14. TAG will be meeting on 10/1/14.

| 5. | Committee Charges for 2014-2015 | • Charges to be presented for approval to SGC | A | Kamath | 5 | • The committee reviewed and discussed each of the 2013-14 charges as to which charges will be recommended to roll-over for 2014-15.
• Suggested revisions to charges:
  o To charge #4 – add "will modify the program review submission tool annually as appropriate".
  o Ryan Pedersen noted that he feels the IDEA committee needs to be included in the charges about infusing equity into the Program Review process (it should "mirror" one of the charges IDEA has). It is also noted that PDAC has a similar charge pertaining to the cycle of planning and ensuring professional development is a part of it. Planning goes across campus and committees (i.e. integrated planning). Determine language to include all other committees involved in Program Review and planning.
  o The Strategic Plan's goals and objectives should drive Program Review not the goals from specific committees – these committees' goals should be in the Strategic Plan's directions.
  o Include equity as one of our values; so it is in the foundation
  o We have to honor our processes
  o How does the work get done when we incorporate all committees, departments, units, etc. into our charges?
  o A motion was put forward to add the following verbiage to Planning Committee Charge #4 to read " Review and evaluate the program review process <u>while working collaboratively with shared governance committees, units and departments and will modify the program review</u> submission tool annually <u>as appropriate.</u>" and roll-over all other charges for 2014-2015. *Ruth Goodin motioned, Bob Kratochvil seconded, all approved (7-0-0).* |
| 6. | Strategic Planning | • Keep informed on the process | I | Kamath | 5 | • After Opening Day, the Core Planning Team met and discussed comments and feedback then designated a writing team.
• The process has been going smoothly. The writing team met with PDAC and the meeting went well. There were some suggested content and vocabulary changes. The writing team will be meeting with other committees over the next two weeks and will have more |

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#	Topic		Type	Presenter	Time	Notes
						feedback from these meetings at the 9/30/14 strategic planning meeting.

7.	Standard I	• Committee is prepared to meet and discuss Standard I and college planning with Accreditation Visiting Team	I, D	Kamath	20	• The visiting team will be here 10/6/14. Meetings will be held on 10/7/14, 10/8/14 and 10/9/14. The exit interview will be held in the afternoon of Thursday 10/9/14 in the Recital Hall.
						• The first meetings will begin on Tuesday 10/6 at 9:00 a.m. The visiting team members will meet with the counterpart committee members of their standard (i.e. Standard I and Planning Committee).
						• A link in the agenda and a handout are provided of Standard I. The Planning Committee homework is to read Standard I: Mission and Institutional Effectiveness and respond for discussion at the next meeting. Some examples are given of questions you may expect from team members:
						  o What is the mission of the college?
						  o Where is the mission statement published?
						  o How many participated in the review of the mission statement?
						  o Where does institutional dialog on assessment take place?
						  o What is our progress on our next 5 year plan?
						  o How well does the centralized model of research work?
						  o What do we do to serve our community?
						• Treat the visiting team meetings as an interview. As a group cover a lot of topics and every group should have a lead facilitator.
						• They will be asking for assessment results and interventions and evidence.
						• Keep time open and be available on the morning of Tuesday 10/7.

8.	Integrated Planning	• Define and develop common understanding	D	Kamath	10	• Integrated planning includes planning cycles, assessing program review and integrating all college plans (i.e. 3SP, Strategic Plan, Equity Plan, Workforce Development Strategic Plan, etc.) • The Planning Cycles draft handout is reviewed by the Planning Committee. • A comment is made that a meeting should be held with the Planning Committee and leaders of all college plans to review and discuss the identified needs before the plans are developed and to fill in any gaps if needed (i.e. resources). • Need to add a "data/research used" column and under "identified needs" include the question "What data do we need?"

						• Add a "Metrics" column (i.e. what is the metrics that we will use to measure?") • It was suggested that grants also fit into this grid and integrated planning.
9.	Program Review	• Inform Planning Committee about Academic Senate discussion of IDEA Committee request to include equity data and comments after analyzing this data in program review. • Revise timeline for 2015-16 program/unit review and planning process	I,D I,D,A	Pedersen Kamath	10	• Ryan Pedersen is going to the Academic Senate (AS) again on Monday. If the AS does not accept the IDEA Committee request to include equity data and comments after analyzing data, Ryan will then recommend the AS provide suggestions on improving it. • The Planning Committee recommends the PRST opens on September 2, 2014 and closes in February 2015. • Still trying to include Professional Development in to the PRST however, there have been issues in programming as it continues to crash. Therefore, Professional Development will have a new tab, we will have to roll-out the PRST without the new tab so as not to delay the release date. • Instructions for the PRST need to be developed and released. The ACCJC Visiting Team wants to access the PRST now. We need to grant them access however, we need the instructions as well. The Planning Committee is comfortable with updating the instructions from last year to reflect the changes to the PRST. Need to release instructions when PRST opens and also need to include suggestions from IDEA on how to include equity in Program Review. • Update PRST instructions to reflect changes to PRST, Ryan Pedersen and Paula Gunder will get suggestions on infusing equity in Program Review to Kiran by Wednesday September 10, 2014 to include with instructions. *Cecil Nasworthy motioned, Bob Kratochvil seconded, all approved* **(8-0-0)**

10.	Equity Data	• Understanding the data on equity	I,D	Stoup/Baldefras	45	• Greg Stoup presented data on equity. This data is also located online at the District Research and Planning webpage.
						• Every year Research and Planning tries to include more information. The Scorecard data looks at a cohort upon starting and then completion.
						• The committee reviews the LMC completion table in the equity packet. The State of California requires that we have to use one of two measures:
						  o Proportionality Index
						  o 80% rule (which can be a confusing method to use)

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						• A request to include another group in the data can be made through DGC. A request will be made through DGC to include sexual orientation as one of the groups we need equity data on. • 70% of our students are unprepared (pre-transfer courses need to be taken). A lot of this 70% drop after the 30 unit mark. We need to look at our preparedness story. • A breakdown of every type of our students and their completion rate then, explore different strategies to improve upon. • It is not easy to have the equity gap close with the completion rate improving too. Need to align our data with strategies. 85% of colleges experiences increases in overall completion rates but did so at the cost of widening the gap. Those that reduced the gap, experienced an 82% decrease in overall completion rates. The "win-win" is everyone goes up. Are we a bottom-up or win-win? • 35 colleges participated in the summer institute, LMC had the smallest in gap and was one of two colleges that showed a decline in the gap (by 2%). District Research needs to give this success story in a chart/graph form and include on our website. • Demographics have changed rapidly over the past 10 years and that can change the equation. We can project demographics into the future and use as a baseline. • The LMC equity gap is closing, the Hispanic/Latino group gap is closing (is this due to the 3 HSI grants we have?). How do we get these successes out to the internal and external community? We need the numbers if we want to build the story. • There is a huge gap between prepared vs. underprepared. We need to bring this to the forefront of the college and make it a big deal! We need to look at the mix of students that are coming in underprepared. Need to address all different needs from all different groups (infusing basic skills at every level).
11.	Program Review data	• Additional data to be gathered to make program review data more robust	I,D	Stoup	30	• Individual programs and departments look at their data and need to interpret the data, but do not know how. Not enough people know where to access the data or how to use it. Need to structure questions to aid them in interpreting and using data (i.e. "What is your program/department's gap?"; "How did you get there?"; "How do you plan to close it?"). District Research could provide us with prompts on questions to ask. • Put together an "ideal" Program Review packet as an example.

						• ESL data, especially on ethnicity, is not useful. Need baseline data for everyone in Program Review. Basic Skills data could be uploaded to the PRST. • CCCCO Datamart is also a useful tool for data. If you need data for individual programs/departments/units – request research. Develop protocols on requesting research and send out to campus. • Develop a Professional Development activity (i.e. Program Review training) whereas Greg Stoup could inform attendees (face-to-face) on locating data, interpreting data and using data for Program Review.
12.	Surveys	• Determine types of surveys and establish a regular cycle for college surveys	I,D	Kiran/Stoup	10	• The Committee reviews the "Survey Cycles" handout. When completed, this will be placed on the "Data & Surveys" webpage via the Planning website. • There are 20-30 surveys done every year (department/unit specific) that the Office of P&IE is not aware of. Need to have a "bank" where all this data/information can be located and to get all the surveys on a cycle. The Academic Senate and SG Committees survey every two years.
13.	Building Future Agendas: • Codifying a sustainable Program/Unit Review Validation or Review Process • Discussing strategies to implement Integrated Planning • Discussing Administrative Unit Outcomes	Gather Committee comments and suggestions re these and additional agenda items	I,D	All	5	• Timing of Integrated Planning Implementation (i.e. meeting with BSI, Student Equity, 3SP, Strategic Plan) • A report-out from the BSI Plan, Student Equity Plan and 3SP Plan as a future agenda item.