

**Planning Committee
MINUTES**

August 21, 2014 2:00 – 4:00 pm
Library Conference Room L106

Committee Chair: Kiran Kamath

Recorder: BethAnn Robertson

Committee Members Present: Bob Kratochvil, Gail Newman, Cecil Nasworthy and Ryan Pedersen

Committee Members Not Present: Ruth Goodin, Rashaad McAlpin, George Mills

Expanded Membership for Strategic Planning Present: Linda Kohler, Silvester Henderson, Keith Archuleta

Expanded Membership for Strategic Planning Not Present: Gregory Stoup, Erich Holtmann, Gary Walker, Brianna Klipp, Jennifer Ma, A'kilah Moore, Aderonke Olatunji and Iris Archuleta

CURRENT ITEMS						
Item #	Topic/Activity	Desired Outcome	Information Discussion Action	Lead	Time (mins)	Follow up
1.	Public Comment	Information	I		5	<ul style="list-style-type: none"> The expanded members who attended the Core Planning Retreat over the summer have been added to the agenda list above. The Planning Committee is a Brown Act Body. Committee members are encouraged to attend the Brown Act training on September 10th from 3 to 4 p.m. at LMC. Brown Act Committees have a public comment time on their agenda. Committee members should not respond or engage in a discussion on the public comment. The Accreditation Self Evaluation Report was shipped in early August to the visiting team members. The pre-visit is scheduled for tomorrow (8/22) and the site visit will take place from 10/6-10/9/2014. All Planning Committee members should read Standard I and familiarize themselves with it prior to the visit in October. The visiting team will meet with and interview the Planning Committee.
2.	Agenda Minutes (5/1/14)	<ul style="list-style-type: none"> Review and approval Review and approval 	A A	Kamath	5	<ul style="list-style-type: none"> Agenda reviewed and approved. <i>Ryan Pedersen motioned, Bob Kratochvil seconded, all approved (5-0-0).</i> May 1, 2014 minutes reviewed and approved. <i>Bob Kratochvil motioned, Cecil Nasworthy seconded, all approved (5-0-0).</i>
3.	Update Membership	<ul style="list-style-type: none"> Fill Open Positions 	I, D	Kamath	5	<ul style="list-style-type: none"> Review of list of members: need one faculty representative (to replace Carol Hernandez); need one more Classified representative; need one to three student representatives. Verify participation by members of the (expanded) Core Planning Team.

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						<ul style="list-style-type: none"> • All agendas are sent as an Outlook calendar update, please respond with attendance.
4.	Committee meeting dates for Planning Committee and Core Planning Team	<ul style="list-style-type: none"> • Determine which meetings the expanded membership should attend based on the Strategic Planning Timeline (Attachment) • Finalize all meeting dates for fall 2014 	I, D, A	Kamath	10	<ul style="list-style-type: none"> • Review of “Strategic Planning Key Dates”; handout of draft provided. • The Planning Committee and Core Planning Team must approve (“buy-in”) of the Strategic Plan, prior to the rest of the College. • The writing team (Keith Archuleta, Kiran Kamath and Leetha Robertson) are working on developing a draft plan by 8/26/14. • The final draft Strategic Plan will be presented at the College Assembly 11/3/14; the Planning Committee will vote on it at the 11/6/14 meeting. • The Planning Committee and Core Planning Team should be the most informed about the plan and will need to review and provide input. Additional meetings and/or extended meetings are required during the next two months to complete the strategic planning work and regular committee work. BethAnn will send an Outlook Meeting request to Planning Committee and Expanded Membership about the following: <ul style="list-style-type: none"> ○ Thursday 9/4/14: add 1 hour to regular meeting (1:00-2:00) to include Expanded Membership for Strategic Planning work for part of the agenda. ○ Tuesday 9/30/14 2:00-4:00 p.m.: Extra meeting for Planning Committee and Expanded Membership to work only on the Strategic Plan. • Some reviews and input of the Strategic Plan Draft may be conducted via e-mail. There will be no track changes to the document(s), should you have any comments/feedback include in a reply e-mail to Kiran Kamath.
5.	Strategic Planning	<ul style="list-style-type: none"> • Feedback on Opening Day presentation and College community input • Finalize the development process 	D	Kamath	30	<ul style="list-style-type: none"> • Feedback on Opening Day-Draft Strategic Directions presentation and College community input: <ul style="list-style-type: none"> ○ One of the best Opening Day’s ever! Presentations were good, informative and easy to follow. Specifically the Draft Strategic Directions presentation was clear and concise, excellent questions and audience was engaged. ○ Some felt the presentation on the Draft Strategic Directions was too long.

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						<ul style="list-style-type: none"> • Create a “bucket list” or an appendix, either at the front or back of the strategic plan, which is a collection of issues that have come up during the process, in an effort to be transparent on how we got to the final Strategic Plan. There could be a synopsis or executive summary of the Strategic Plan, which can include the process.
6.	Review Committee charges and progress	<ul style="list-style-type: none"> • Committee self-evaluation (discussion) 	D	Kamath	10	<ul style="list-style-type: none"> • The 2013-14 charges as listed on the Planning Committee website were displayed and discussed. <ul style="list-style-type: none"> ○ Charge #1: Planning Committee is working on this now and will complete this charge in December 2014. ○ Charge #2: “Integration” is defined in two ways – between college plans and within the cycle of Assessment, Planning, Program Review and Resource Allocation. The Committee will work on the former this academic year. The college was commended after the last Accreditation Site Visit about integrating planning, program review and resource allocation. We do have an Actionable Improvement Plan to assess improvements made after funds were received from the resource allocation process. ○ Charge #3: An AIP has been included in the 2014 report on codifying a process. ○ Charge #4: This is currently done and documented in Program Review. ○ Charge #5: This was discussed earlier in today’s Planning Committee meeting as homework for the committee and is on the agenda for the next two meetings; be ready for Accreditation as they will be meeting with the Planning Committee. ○ There was a suggestion to include working with the IDEA Committee in the language of Charge #4, as the IDEA Committee has a charge to work with the Planning Committee. Should charges of one committee necessarily be included in the charge of another committee? • Charges will be reviewed again at the next meeting before being submitted for approval to SGC.
7.	Program Review	<ul style="list-style-type: none"> • Inform Planning Committee about IDEA Committee request to 	I, D	Pedersen	20	<ul style="list-style-type: none"> • At the end of the spring 2014 semester and the Planning Committee’s final meeting, the IDEA Committee emailed three suggestions to be included in the next program review

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		<p>include equity data and comments after analyzing this data in program review; and Senate discussion is scheduled for 8/25 (Attachment)</p> <ul style="list-style-type: none"> • Enhancements to PRST based on spring 2014 feedback • Timeline for 2015-16 program/unit review and planning process 	<p>I, D</p> <p>I, D, A</p>	<p>Kamath</p> <p>Kamath</p>		<p>process (email handout). As this was after the semester had ended and the majority of faculty were gone for the summer it was suggested by Academic Senate leadership that the discussion and approval of these recommendations be postponed until the first Academic Senate meeting in fall 2014. As it was determined this is a 10+1 issue (9th item on 10+1 is any Program Review adjustments or amendments go through the Academic Senate). The Planning Committee is a Brown Act Body anything that may arise over the summer months should wait until all faculty and staff have returned for fall 2014.</p> <ul style="list-style-type: none"> • Ryan Pedersen provided a handout of the 3 suggestions from IDEA to integrate into Program Review. Ryan will present these suggestions to the Academic Senate on 8/25/14 for feedback and/or approval, then bring back the information to the next Planning Committee meeting. • The roll-out of Program Review is scheduled for 9/2/14. Eng is continuing to work on the “Objectives” page in the PRST as it crashes every time a change is made. Learning Communities and other enhancements such as the tab for “Success Stories”, have been incorporated into the PRST. • In order to avoid any further delay in launching Program Review, it was suggested that item #3 from IDEA could be included in Program Review this year and the other two suggestions could be included next year if approved by the Academic Senate. • Instructions for the updated PRST will be updated once the programming of the tool is completed. Greg Stoup will conduct the data piece of training and Christina Goff will conduct the Assessment/CSLO piece. There will be multiple training dates throughout the year.
8.	<p>Building Future Agendas:</p> <ul style="list-style-type: none"> • Discussing Equity Data that could be included in fall 2014 for Program Review (Greg Stoup and 	<ul style="list-style-type: none"> • Gather Committee comments and suggestions re these and additional agenda items 	D	All	5	<ul style="list-style-type: none"> • The committee is encouraged to review and think about the future agenda items listed on the agenda to prepare for discussion on them at the next Planning Committee meeting. Are there other items to be added? • Greg Stoup will be at the next meeting.

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<p>Francisco Balderas scheduled for 9/4)</p> <ul style="list-style-type: none">• Making program review data more robust for fall 2015• Discussing Strategic Plan drafts prior to sharing with the College (Keith and Iris Archuleta in September and October)• Codifying a sustainable Program/Unit Review Validation or Review Process• Reviewing Accreditation Standard I and preparing for Accreditation site visit• Discussing strategies to implement Integrated Planning• Discussing Administrative Unit Outcomes					
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