

PLANNING COMMITTEE MEETING SUMMARY

November 7, 2024

2024-25 Committee Charges – Sample Plans Checklist/Best Practices:

- Ryan shared “Sample Sections & Best Practices for Writing a Plan at LMC” document with the committee. The goal was to keep the checklist to one (1) page with a glossary and SMART goals/objectives examples attached. This sample combines the guidance received from the President’s Office and the feedback from the Planning Committee at our last meeting.
 - Change “Section” to “Key Elements”
 - Change “Action Plan” to “Action Steps”
 - Remove the term “Plan” from the “Evaluation/Assessment”, “Communication” and “Documentation” section titles.
- The committee agreed to keep the checklist to one sheet printed. However, it was noted that putting the checklist online would allow for extra formatting and the inclusion of additional steps (i.e. Step 1, Step 2, etc.).
- It was noted that we want to ensure that it will be used and not just sit online or on a shelf. How many people do we think would use it? How often?
- Ryan Pedersen will take the updated draft to President Ralston for her review, feedback and/or approval.

****The committee reviewed and provided feedback on the “Key Elements & Best Practices for Writing a Plan at LMC” sample checklist and examples. Ryan Pedersen will take the updated draft to Dr. Ralston for review, feedback and/or approval; including any additional details or clarification.***

Report-outs on Work/Projects:

Institutional Effectiveness & Goal Setting Project Team (Bill Bankhead, Richard Stanfield, John Schall)

- The team shared the updated matrix of our Institution-Set Standards, Guided Pathways, Student Equity Plan, and Educational Master Plan 2020-2025 and the alignment for common metrics and goals.
- What are the baselines, targets, etc. Trying to align metrics across all plans (i.e. baseline year, target, etc.).
- It was noted that this work will help as we proceed with closing out and assessing our EMP 2020-25 and developing our new Educational Strategic Plan next year.
- The team will dive into “x” to determine alignment, baseline, and/or target. It was noted that some State initiatives and plans are very prescriptive and may not align well with our other plans, there are directives that are specific on demographics.
- The team will review the College Plans website and look at the plans to see which of those may have metrics to include and align with.

****The Institutional Effectiveness & Goal Setting Project Team shared the matrix with the alignment of common metrics and goals across college-wide initiatives and plans.***

*****The team will work to determine alignment, baseline, and/or target (solve for “x”) and review the various initiatives and plans on our College Plans website to determine which of those have metrics to include and can align with others.***

Program Review Project Team (Nicole Trager, Tanisha Maxwell, Paula Gunder)

- The team shared the project team's outline and fall 2024 activities. The team has scheduled the next activity for the Monday November 18th College Assembly. This assembly activity will assist in gathering qualitative feedback from the campus on program review.
- The team requested assistance from the P&IE Office in providing waters and snacks for the assembly.
- The committee reviewed the outline for the College Assembly discussion and activity. It was noted that the input and information gathered at the November 18th assembly will be brought back to the Planning Committee for review and consideration.
- The project team anticipates having a draft program review proposal available in spring 2025.

****The Program Review Project Team has scheduled Program Review for the November 18th College Assembly, and requested the assistance of the P&IE Office in providing waters and snacks.***

*****The team will bring the feedback collected and information gathered from the College Assembly to the Planning Committee for review and consideration. The draft program review proposal is anticipated to be available sometime in spring 2025.***

******It was also noted that the DW Reimagining Program Review Workgroup has not met again since the first initial meeting. The team noted this as a barrier in the information collection process pertaining to the technology we will be using for program review.***

Use of Survey Data Team (Christina Goff, Abigail Thinn, Sheri Woltz)

- The project team presented on SENSE and CCSSE (major student surveys) at the LMCAS, Academic Senate and Classified Senate. The team co-facilitated with the P&IE Office and provided suggestions on possible strategies and activities around improvement of survey outcomes in areas such as student effort, engagement, and student support/resources.
- The discussion at the Academic Senate went very well, it seemed to raise awareness and discussions on student learning and success. The Classified Senate presentation went well, with a very robust discussion and questions pertaining to the results. The Classified Senate will be continuing the discussion at their next meeting, including developing strategies and interventions.
- The team will follow-up with Senate leaders and post the presentation and question documents from the surveys on the Research & Data webpage.
- Christina Goff will schedule the presentation with the Instructional Deans for the next Department Chairs meeting. The P&IE Office will schedule the presentation with the Student Services Leadership Team (SSLT).

**** The presentations co-facilitated by the Use of Survey Data Project Team and the P&IE Office were held at the LMCAS, Academic Senate and Classified Senate. All presentations were successful and lead to robust discussions on the results and on possible strategies/interventions to improve the outcomes.***

*****Christina Goff will schedule the presentation with the Instructional Deans for the next available Department Chairs meeting. The P&IE Office will schedule the presentation with Tanisha and Irma for the next available SSLT meeting.***