

PLANNING COMMITTEE MEETING SUMMARY

October 3, 2024

2024-25 Committee Charges:

- Ryan reported on the response from the College President regarding the committee's feedback on newly proposed charge #3 - developing a template, process and framework for establishing measurable quantitative goals directly addressing the College Mission and include an ongoing assessment cycle.
- The College President provided clarification that a template may not be the right document, an optional template with a checklist or a best practices document may be better suited for this purpose. Additionally, our deliverable would be the checklist and best practices document to the College President and/or SGC. The Planning Committee would not be monitoring the process nor be responsible for its implementation.
- It was noted that the document/process should include feedback from constituency groups and stakeholders.
- Ryan Pedersen will update the proposed charge language and bring back for approval. Additionally, Ryan will bring charge, sample steps and an example of proposed document/checklist to the next meeting.
- The committee discussed the demand for this from, will people use it? The committee wants to ensure the time and effort spent on the process and/or documents will result in a useful tool.

****The committee chair will update the language on the proposed charge per the feedback and discussion and bring back to the committee for approval, with sample steps and an example of a planning checklist/best practices document.***

Report-outs on Work/Projects:

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

- The team briefly reviewed the accomplishments in developing a process for setting our ACCJC institution-set standards. The team researched best practices for setting the standards, then developed a package of options with corresponding datasets. This led to a campus-wide and shared governance acceptance and approval of a process for setting our institution-set standards and the corresponding data or institutional review and discussion.
- The team established a Sharepoint folder last semester for sharing documents and notes. This team lost two (2) members at the end of spring. New committee member Richard Stanfield has joined this team. It was proposed that new committee member Tenisha Manoharan may want to join this project team.
- The team lead met with P&IE Office, and will meet as a team soon.
- The team will continue to work on the draft matrix drafted last year and aligning the institutional metrics with plan goals (strategic priorities, SEP, etc.).

****The Institutional Effectiveness & Goal Setting Project will meet soon and schedule a check-in with the P&IE Office later this month.***

*****The team will continue to work on the matrix drafted last year and aligning the institutional metrics with institutional planning goals (i.e. strategic priorities, SEP, etc.).***

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

- The team lead provided a brief overview of the team's charges and accomplishments from last year (i.e. pause). The next steps for 2024-25 are as follows:
 - August 2024 – Campus e-mail sent about pause in program review process
 - Fall 2024 – Planning Committee review survey results and feedback
 - Fall 2024 – College Assembly to collect qualitative feedback and themes from survey results to drill down deeper into
 - Fall 2024 – Design proposal for any recommended updates/revisions to our program review process
 - Spring 2025 – Shared governance review and approval process for final revisions to program review process.
- A reminder was sent out earlier today, the survey closes tomorrow. The results were briefly reviewed by the committee, but will be reviewed in greater detail at our November meeting. The team will work to schedule the College Assembly fall 2024 date as soon as possible as content is getting scheduled quickly.
- Ryan presented the committee with the draft data elements for a program review dashboard based on feedback received, and opened it for additional input:
 - Cohort based data versus program data by term
 - Using SIDs to drill down in program/major
 - Whatever is asked in program review, make it accessible and convenient
 - Missing data points – four outcome data points that Vfs 2030 asks for, would like to see those reflected in the data
 - Ask to consider that there can be significant difference between transfer and CTE programs (ex. CTE students do not need to take transfer level English and Math courses if seeking a Certificate of Achievement)
 - Where does the skills certificates, non-credit certificates live in program review?
 - Can we get a pathway data view to make interventions?
 - Develop floor and stretch goals for programs.

****The Program Review Project Team will contact the President's Office to schedule a fall 2024 College Assembly to collect qualitative feedback on program review and take a deeper dive into the emerging themes from the survey results.***

*****The team will bring the survey results to the next committee meeting for review and input.***

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

- The project team has not had an opportunity meet yet. The original project was to continue developing a survey inventory however, with all the new surveys coming out it is hard to keep up. The committee noted how helpful it would be in fighting survey fatigue if the college had a survey inventory or calendar of surveys.
- Ryan will work with the project team on co-presenting SENSE/CCSSE to the Senates. The team will need to identify potential dates for Senate agenda meeting time, and recruit volunteers from team to co-present on the item.
 - Sheri & Ryan – Request time on November 4th for Classified Senate
 - Abigail, Ryan & Christina – Request time on 10/28 for LMCAS
 - Christina & Ryan – Request time on Academic Senate agenda for ~~10/21~~ 11/4.
- The presentation will help to build awareness of SENSE and CCSSE and how to use and understand the data to make decisions. These results are directly tied to Institutional Strategic Priority #1.

- The committee discussed ensuring awareness by telling someone about the survey and results, asking for help if needed to review/understand the results, use the results to make a decision for your department/program.
- We also want to be sure to not just give results for information but encourage action on the results. Discussing the items on a survey before results, then prioritizing which items to focus on and develop an action plan. Including high impact best practices that have been researched may help guide reviews of and use for survey results in decision making.

**** The project team will co-present with Ryan Pedersen on SENSE/CCSSE to the Senates (administration process, review, understanding results and use in decision making).***

*****The team will need to identify potential dates for Senate agenda meeting time, and recruit volunteers from team to co-present on the item.***

- ***Sheri & Ryan – Request time on November 4th for Classified Senate (Sheri to request)***
- ***Abigail, Ryan & Christina – Request time on 10/28 for LMCAS (BethAnn to request)***
- ***Christina & Ryan – Request time on Academic Senate agenda for ~~10/21~~ 11/4. (Christina to request).***

******BethAnn will reach out to the project team to schedule a meeting with Ryan to develop the presentation.***