

PLANNING COMMITTEE MEETING SUMMARY

October 4, 2018

CCSSE Survey Administration Process – C. Hsieh/N. Ybarra/B. Stone

- We registered for the CCSSE Survey to be administered in spring 2019. Faculty typically designs their lesson plans well in advance therefore, we would like to notify the faculty for the course sections selected to survey this semester so they can adjust their plans accordingly.
- The *Spring 2019 Schedule of Classes* should be finalized by November 2nd, we would like to inform the selected faculty by the first week in December (at the latest).
- The Guided Pathways Special Focus Items module is included (first 10 questions on page 7). Questions 11-20 are custom questions in which we can select which questions we would like to ask. We are unable to modify any of the other questions (i.e. Guided Pathways, original questions).
- The Dean of Equity & Inclusion will be reviewing the questions to ensure we include questions on equity.
- The CCSSE Special Focus Items questions from the last survey administration period (spring 2016) will be sent to the Planning Committee for members to solicit feedback from their constituencies. Additionally, Scott will take it to TLC, Natalie Hannum will take it to Workforce Development, Nikki Moultrie will take it to CTE.
**** BethAnn will send a PDF of the Special Focus Item questions from the last survey administration period to the Planning Committee.**
****The Planning Committee will review the Special Focus Item question links that are located on the CCSSE website, and the questions from the spring 2016 survey administration period. At the next meeting the Committee will provide their input in addition to a review and discussion of any input from the members' constituencies.**

Planning Calendar – C. Hsieh

- The Planning Committee reviewed the Planning Calendar and provided some feedback and edits.
**** The Planning Calendar will be revised to reflect the changes and updates, then posted on the Planning website.**

Institution Set Standards – C. Hsieh/S. Hubbard

- The next ACCJC Annual Report (March 2019), will have questions directed at our Institutional-Set Standard "Stretch Goals". CCCC and ACCJC are both requiring stretch goals for degrees, certificates and transfers. We can simplify this process by developing one set of numbers that satisfies both requirements.
- The Committee discussed the process for the setting of our last Institution-Set Standards. The Committee agreed the process last time was very quick and did not allow enough time for College review and input.
****Chialin will research what approach and/or processes other Colleges are using to develop and/or revise their Institution-Set Standards and "Stretch Goals".**

Strategic Plan 2014-2019: An Educational Master Plan for LMC (SPEMP)

Evaluation Report Process – C. Hsieh

- The Committee reviewed the handout and discussed the process for the evaluation of our *SPEMP 2014-2019* to begin next year.
- We need to include in this process a way to compare and contrast the data from 2014 versus the data from 2019, to better assess how we did in meeting our goals and objectives.
- When composing our next SPEMP, we need to improve in the development of our goals, to make them more measurable.

*****The Committee agreed to utilize the same process for evaluation of the SPEMP 2014-2019 as we used in the evaluation of our Educational Master Plan 2006-2016.***

*****Chialin and Bob will outline a step-by-step process for the evaluation.***

Accreditation – C. Hsieh

- A presentation on the current accreditation process was given at the College Assembly on Monday. A work group and standard teams have been developed, and are regularly meeting with work beginning on each standard (i.e. writing, interviewing, etc.). The current teams are comprised of Managers, Faculty, Classified and Students.
- Additionally, it is noted that we can utilize various committees/groups on campus to assist with feedback and/or writing (i.e. TLC, CTE, etc.).

Announcements

- A large amount of managers/faculty/staff will be attending SEA trainings over the remainder of this semester.

*****A recommendation is made for the Planning Committee to include a standing agenda item for SEA moving forward.***