

Committee Charge and Goals

Planning Committee Meeting

09.06.2018

Committee Guidelines and Membership

1. Demonstrate civility at all times
2. All voices are heard
3. Represent constituency group
4. Arrive prepared for each meeting
5. Identify all “report-out” information for members to share with their respective constituency group and specify any follow-up/action required for next session
6. Equity and inclusion

Committee Operations

1. First meeting

- a. Review/update its charge(s)
- b. LMC Mission Statement
- c. Reporting relationship within the College governance structure
- d. Roles and responsibilities
- e. Protocols for action items

2. Throughout the year

- a. Maintain website
- b. Monitor progress toward charges
- c. Members provide their respective constituents with reports/updates, or opportunities for feedback about discussion/decision that occur during meetings.

3. At the end of the academic year...

- a. Document progress
- b. Evaluate the committee's effectiveness in conducting its work
- c. Provide a report on activities to the group responsible for the committee's oversight

Charges 2017-2018 and 2018-2019?

1. Review the existing **planning processes** and make adjustments to ensure that LMC pursues an "integrated" planning strategy to integrate all college planning. *(IB4, IB6, IB8, IB9)*
2. Review, evaluate and/or modify the **program review process** and program review submission tool as appropriate in collaboration with shared governance committees. *(IB1, IB2, IB5, IB7, IB9)*
3. Define and develop the structure of **institutional effectiveness** and the culture of inquiry by continuous improvement and standardizing college research methods, data tools and metrics. *(IB1, IB3, IB5, IB6, IB9)*
4. Develop a process and timeline for the creation of the **Educational Master Plan 2020-2025**. *(IB4, IB5, IB6, IB7, IB8, IB9)*
5. Develop a process for conducting an **annual progress review of the Strategic Plan**. *(IB4, IB6, IB7, IB8, IB9)*

(Approved November 2017)

Goals and Accomplishments for 2017-2018

1. Planning Committee

- Decide Members/Meeting Schedule
- Charge of the Planning Committee

2. Planning Cycle

- Decide which option to adopt
- Decide which plan to move forward: Strategic Plan vs EMP
- Program Review Cycle: 1st year Comprehensive, 3rd and 5th

3. Comprehensive Program Review

- Decide timeline/Confirm process
- Submission tool
- Decide questions/prompts
- Establish Process

4. Strategic Plan Progress Report

- Identify tasks for responsible parties
- Develop timeline and process
- Include all College plans and initiatives to this process

5. RFP on enterprise for Program Review, Assessment, Planning, Accreditation, Curriculum, and Resources

- Create user groups-- Program Review, Assessment, Planning, Accreditation, Curriculum, and Resources

- Support groups-- district (Ed Services, Technology, etc.)
- Invite vendors for demo
- Talk to colleges on their tools—pros and cons
- Develop specifications Put out the RFP

6. Planning Calendar

7. Institutional Effectiveness

- Data Dashboard: Data Democracy

8. Integrated Planning Process

9. EMP 2006-2016 Closing the Loop Report

- Identify tasks for responsible parties
- Develop timeline and process

Goals for 2018-2019

1. Planning Committee

- Decide Members/Meeting Schedule
- Charge of the Planning Committee

2. Planning Cycle

- Continue monitoring our Planning Cycle
- Update Planning Calendar
 - SENSE
 - CCSSE
 - Employee Voice

3. Program Review

- Program Review Cross Section Reports support future EMP
- Develop Year 3 template
- Possibly evolve program review process to “unit strategic planning process”

4. Evaluation of the Strategic Plan 2014-2019 Report

- Identify tasks for responsible parties
- Develop timeline and process
- Include all College plans and initiatives to this process

5. Enterprise Tool

- Setting up Assessment and Program Review Modules

6. Institutional Effectiveness

- Data Dashboard (district)
- Data Democracy

7. Integrated Planning Process

LMC Planning Timeline and Milestones

Color Coding--Blue: Accreditation; Orange: Planning; Green: PR; Gray: Guided Pathway; Yellow: Enterprise tool

Bold: Focus of the semester

Fall
2017

Planning for accreditation conversation with District: define Milestones

-Establish evaluation process of the EMP 2006-2016
-Establish evaluation process of the Strategic Plan 2014-2019

Comprehensive Program Review (CPR) (Year 1)

Seeking for enterprise tool vendors—via webinars

Spring
2018

Share accreditation plan and process with SGC and sub-committees. Training from ACCJC

-Complete the evaluation of the EMP 2006-2016
-Share the progress report of the Strategic Plan 2016-2017

Review and Evaluate CPR

Create RFP and cabinet makes decision

Applied IEPI PRT

Fall
2018

Accreditation evidence gathering and writing occur. Check point with SGC and District

-Share the progress report of the Strategic Plan 2017-2018
-Start the evaluation of the Strategic Plan 2014-2019

CPR Reports to support EMP

On hold enterprise technology tool

Enhance Institutional Effectiveness

SENSE Implement

Spring
2019

Accreditation evidence gathering and writing occur. Check point with SGC and District. Training from ACCJC

-Complete the evaluation of the Strategic Plan 2014-2019

Develop the biennial program review template

Setting up enterprise technology tool

Enhance Institutional Effectiveness

CCSSE Implement

Fall
2019

Finalizing ISER. Work with the District. Check point with SGC.

District start Strategic Plan 2020-2025 in fall 2018. **LMC starts EMP year-long process of developing EMP 2020-2025**

Program Review (PR) (Year 3)

Training enterprise technology tool

Enhance Institutional Effectiveness

SENSE & CCSSE incorporate to ISER

Spring
2020

-Complete ISER and go through sub-committees
-Final approval from SGC

Complete EMP year-long process of developing EMP 2020-2025

Review and Evaluate PR year 3

Implementing enterprise technology tool

Enhance Institutional Effectiveness

Fall
2020

-Submit the Report to the BOT May 2020
-Submit the Report to ACCJC June 2020
-Prepare for the visit in Fall 2020

Create and implement annual operational plan for EMP 2020-2025

Possible Agenda for Fall 2018

September 2018

1. Planning Committee
 - Decide Members/Meeting Schedule
 - Charge of the Planning Committee
2. Planning Cycle
 - SENSE
 - CCSSE
 - Employee Voice
3. Program Review
 - Program Review Cross Section Reports support future EMP

October 2018

1. Planning Cycle
 - Continue monitoring our Planning Cycle
 - Surveys
2. Program Review
 - Program Review Cross Section Reports support future EMP
 - Possibly evolve program review process to “unit strategic planning process”
3. Evaluation of the Strategic Plan 2014-2019 Report
 - Identify tasks for responsible parties
 - Develop timeline and process
 - Include all College plans and initiatives to this process

November 2018

1. Program Review
 - Program Review Cross Section Reports support future EMP
 - Possibly evolve program review process to “unit strategic planning process”
2. Evaluation of the Strategic Plan 2014-2019 Report
 - Identify tasks for responsible parties
 - Develop timeline and process
 - Include all College plans and initiatives to this process
3. Institutional Effectiveness
 - Data Dashboard (district)
 - Data Democracy

December 2018

1. Enterprise Tool
 - Setting up Assessment and Program Review Modules
2. Institutional Effectiveness
3. Program Review
4. Evaluation of the Strategic Plan 2014-2019 Report
5. Integrated Planning Process

Stop here

Goals for Fall 2018

September

1. Planning Committee
 - Decide Members/Meeting Schedule
 - Charge of the Planning Committee
2. Planning Cycle
 - Decide which option to adopt
 - Decide which plan to move forward: Strategic Plan vs EMP
3. Comprehensive Program Review
 - Decide timeline/Confirm process
 - Submission tool
 - Decide questions/prompts

October

1. Strategic Plan (EMP) Progress Report Identify responsible parties
 - Identify tasks for responsible parties
 - Develop timeline and process
 - Include all College plans and initiatives to this process
2. RFP on enterprise for Program Review, Assessment, Planning, Accreditation, Curriculum, and Resources
 - Create user groups-- Program Review, Assessment, Planning, Accreditation, Curriculum, and Resources
 - Support groups-- district (Ed Services, Technology, etc.)
 - Invite vendors for demo
 - Talk to colleges on their tools—pros and cons
 - Develop specifications Put out the RFP
3. Planning Calendar
4. Accreditation Planning (Accreditation Committee)

November

1. Program Review Cycle, as well as Comprehensive vs annual vs biennial
2. Assessment Cycle and Structure including Academic, Student Services, and Administrative Services on
 - ISLO?
 - PSLO/Service Area Outcomes (SAO)?
 - CSLO
3. Continue Accreditation Planning (Accreditation Committee)

December

1. Data Dashboard: Data Democracy
2. Institutional Effectiveness
3. Integrated Planning Process including budget planning
4. Resource Allocation Process?