
LOS MEDANOS COLLEGE

Meeting Minutes

Date: September 4, 2025

Time: 2:00 – 4:00 pm

Location: President's Conference Room SS-409 (Pittsburg) & BRT-125 (Brentwood) Via Zoom (for non-committee members)

Committee Chair: Ryan Pedersen

Recorder: Ryan Pedersen

Members Present: Christina Goff, Paula Gunder, John Schall, Tanisha Maxwell, Nicole Trager, Elizabeth Esparza (guest)

Members Absent: Richard Stanfield, Bill Bankhead, Sheri Woltz

1. Welcome and Public Comments

- The Planning Committee meeting began with Elizabeth joining remotely from Brentwood, though she is not yet confirmed by the classified Senate. Several committee members were absent due to various reasons including medical leave and out-of-office status. The committee members introduced themselves to Elizabeth, who is considering joining the committee, and discussed the need for official meeting location in BRT-135 for voting members.
- Tanisha discussed the implementation of a new sexual violence and harassment training policy for students. This will be communicated through emails and flyers distributed at both college locations.

2. AB2449 Teleconference Waiver Request

- None

3. Agenda and Minutes from April 3, 2025 Planning Meeting

- The agenda and May minutes were approved unanimously. Eliminate charges and goals on agenda and replace with program review training update and plan.

4. District Updates

- The district is working on program review dashboards that will align with the program review template, though these are not yet ready. A new environmental scan has been completed and will be shared as part of the educational strategic planning process. The meeting also addressed issues with student equity plan data and the discrepancies between the visual schedule builder and the actual student education plans in the scheduling system.

5. Committee Evaluation Results, Committee Operations, Membership, Charges, and Goals

- The committee reviewed its self-evaluation of their performance, with 6 members participating and generally positive feedback on areas such as participation, meeting effectiveness, and workload distribution. Key challenges identified included student participation and communication between SGC, LMCAS, and academic classified representatives. The committee discussed improving constituency reporting mechanisms and the need for better coordination between Academic Senate and other governance bodies regarding item prioritization and communication flow.
- The committee discussed membership updates and responsibilities, including the need to reconfirm committee members in the spring and address temporary replacements for absent members. They reviewed and modified the committee's charges for the upcoming year, focusing on the educational strategic plan, program review, student surveys, and accreditation. The committee agreed to provide feedback on the proposed charges and prepare to present them to the SGC. They also discussed the need to update the language around program review to reflect the current approved template and its implementation at the department level.
- The group discussed refining the charge related to accreditation, focusing on clarifying its role to assist rather than lead the college in these college-wide processes including educational strategic planning. They debated the use of terms like "lead" and "assist" to accurately reflect the committee's contribution while avoiding confusion about decision-making responsibilities. The discussion highlighted the need for shared governance and collaboration among various college bodies in the planning process, with a college assembly scheduled for September 15th as part of the initiative

6. Fall 2025 Meeting Structure

- The committee discussed restructuring their meetings to include one hour for voting and agenda items followed by an hour for subgroup work, with Paula proposing this change and Tanisha expressing support. The work that needs to be accomplished this year was reviewed in the context of considering this new format. The committee agreed to review the matrix documents as homework to better understand the integrated planning process, and LMC noted that certain items requiring votes would need to be

distributed in advance of meetings with enough time for review with the new meeting format being adopted

7. Mission, Vision, and Values

- The group discussed the process for reviewing and updating the college's mission, vision, and values. LMC reported that survey results and mentimeter feedback from opening day have been submitted to SGC, who will draft new values for constituent groups to review. The timeline for completing this process was discussed, with the goal of informing the educational strategic plan. The group also briefly touched on a meeting structure proposal that needed further discussion.

8. Overview of Integrated Planning at LMC

- The meeting focused on educational strategic planning and program review processes for the upcoming year. LMC presented a timeline of key events, including community forums, assemblies, and goal-setting deadlines. The group discussed the new program review template and its integration with institutional metrics. They agreed to hold a working session to develop frequently asked questions and prepare for upcoming training sessions. The administrative template still needs to be developed, and there was discussion about how to collect and analyze data specific to different departments.

9. Integration of Resource Allocation with Strategic Planning

- Item was tabled.

10. Calendar of Integrated Planning Assemblies and Events – Fall 2025

- Item to be addressed dynamically as assemblies are planned.

11. Program Review

- Updates from teams were tabled.

12. Use of Survey Data: Survey Request Protocol/Procedure; Planning for Survey Promotion – Fall 2025

- Updates from teams were tabled.

13. Institutional Effectiveness & Goal Setting: Update and Plan

- Updates from teams were tabled.

14. Plan for Outcomes for October Meeting

- Discuss Date and Outcomes for October Planning Meeting: The next meeting will focus on program review planning and loose ends.
- Academic Senate, Classified Senate, SGC, TLC: No actions and notable items to report from Planning Committee to Constituency; No actions from Constituency To Planning Committee.

15. Campus Communication/Constituency Reports

- Academic Senate, Classified Senate, SGC, and TLC items were not discussed.
- Meeting summary with key items will be sent out to the Planning Committee.