# Los Medanos College Planning Committee Operation, Charges and Goals

Planning Committee Meeting

09.08.2022

### **Committee Operations**

#### 1. First meeting

- a. Review/update charge(s)
- b. LMC Mission Statement
- c. Reporting relationship within the College governance structure
- d. <u>SGC position paper (page 3)</u>
- e. Responsibilities
- f. 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

### Committee Responsibilities

- 1. Demonstrate civility at all times: Respect, Compassion, Humility, Inclusion, Civility & Empathy
- 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

• Source: SGC Position Paper, 2015; SGC Guideline for Committee, 2017; SGC Memo to Committee Chairs, 2014

### Membership

- 3 Faculty:
  - Ozlem Guclu
  - Mark Lewis
- 3 Classified Professional:
  - BethAnn Stone
  - Cesar Reyes
  - Irene Sukhu

- 3 Management:
  - Bob Kratochvil,
  - · Natalie Hannum,
  - Tanisha Maxwell
- 3 Students:
  - Antonio Moore
  - Jeffrey Bui

Chair: Vacant-Bob Kratochvil Interim Chair

Admin support: BethAnn Stone

### **Charges for 2022-2023**

- 1. Review the existing <u>planning processes</u> and make adjustments to ensure that LMC pursues an "integrated" planning strategy to integrate all college planning. (IB4, IB6, IB8, IB9)
- 2. Monitor and evaluate the progress of the **Educational Master Plan 2020**-**2025**. (*IB4*, *IB5*, *IB6*, *IB7*, *IB8*, *IB9*)
- 3. Review, evaluate and/or modify the **program review process** in collaboration with shared governance committees. (IB1, IB2, IB5, IB7, IB9)
- 4. Continue using <u>eLumen</u> to streamline planning and program review processes.
- 5. Define and develop the structure of <u>institutional effectiveness</u> and the culture of inquiry by continuous improvement College data coaches, Tableaus (data dashboard), and metrics. (*IB1*, *IB3*, *IB5*, *IB6*, *IB9*)
- 6. Provide information on the <u>ACCJC</u> Standards related to the Planning Committee charges. (IB4, IB6, IB7, IB8, IB9)

### Proposed Goals for 2022-2023

#### 1. Planning Process

• Continue monitoring our Planning Timeline and Milestones

### 2. Monitor the Implementation of the EMP 2020-2025

- Monitor the progress
- Evaluate the process
- Integrate College plans and initiatives to this process (i.e., SEM, 5. Student Equity Plan)

#### 3. Program Review

Conduct and complete
 Comprehensive Program in eLumen

• Evaluate Comprehensive Program process

#### . Institutional Effectiveness

- Monitor the progress of measures
- Continue developing Tableau--Data Dashboard
- Prepare and administer various surveys (ex. SENSE, CCSSE, etc.)

#### Accreditation

 Provide information on the ACCJC Standards related to the Planning Committee charges

### Possible Agenda for 2022-2023

- 1. Planning Process (Sept & February)
  - Continue monitoring our Planning Timeline and Milestones
- 2. Monitor the Implementation of the EMP 2020-2025 (October, November, December)
  - Compile EMP Action Plans Reports, develop Theme Report for submission to SGC
  - Evaluate the process
- 3. Program Review (Feb, March, April)
  - Evaluate Comprehensive Program Review process
- 4. Institutional Effectiveness (November & March)
  - Monitor the progress of measures

- Continue developing Tableau--Data Dashboard
- Prepare and administer various surveys such as SENSE and CCSSE
- 5. Accreditation (November)
  - Provide information on the ACCJC Standards related to the Planning Committee charges

### LMC Planning Calendar 2020-2027

	Year 1: 2020-21	Year 2: 2021-22	Year 3: 2022-23	Year 4: 2023-24	Year 5: 2024-25	Year 6: 2025-26	Year 7: 2026-27	Year 8: 2027-2028
Accreditation	ISER Report (July 2020)     Site Visit (Fall 2020)     Site Visit Oct 2020     Annual Report	Follow-Up Report and Visit (Nov 2021)	Annual Report	Annual Report	Mid-Term Report (Oct 15, 2024)     Draft ISER     Annual Report	Draft ISER     Annual Report	• ISER Due to ACCJC (Dec 1, 2026) • Team ISER Review (Spring 2027)	• Focused Site Visit (Fall 2027)
Planning	Mission, Vision, and Values revision (Oct 2020)     Educational Master Plan 2020-2025     SGC reviewed Mission annually	EMP Progress Report     Update state mandated college plans     SGC reviewed Mission annually	EMP Progress Report     Update state mandated college plans     SGC reviewed Mission annually	Update state mandated college plans     SGC reviewed Mission annually	Mission Review/ Revision     EMP 2020-2025 Evaluation Report	Development of EMP 2025-2030	EMP Progress Report     Update state mandated college plans     SGC reviewed Mission annually	
Program Review	• NA	Program Review Year 5 Update	Comprehensive Program Review (Year 1)	• NA	Program Review Year 3 Update	• NA	Program Review Year 5 Update	
Resource Assessment Program Allocation Review	CSLO (cycle 2 Year 4)     Learning Support Outcomes (LSO)	PSLO (cycle 2 Year 5) Learning Support Outcomes (LSO)	CSLO (cycle 3     Year 1)     Learning Support     Outcomes (LSO)	CSLO (cycle 3 Year 2)     Learning Support Outcomes (LSO)	CSLO (cycle 3 Year 3)     Learning Support Outcomes (LSO)	CSLO (cycle 3 Year 4)     Learning Support Outcomes (LSO)	PSLO (cycle 3 Year 5) Learning Support Outcomes (LSO)	
Resource Allocation	Annual Resource Allocation/Budge Process (including Instructional, Student Services, and Administrative Services)							
Surveys	Employee Engagement Survey (sp2021)	Equity Survey	SENSE     CCSSE Survey	Employee     Engagement     Survey (sp2024)			Employee     Engagement     Survey (sp2027)	
District Strategic Plan	District Strategic Plan Progress	District Strategic Plan Progress	District Strategic Plan Progress	District Strategic Plan Progress	District Strategic Plan-2025-2030	District Strategic Plan Progress	District Strategic Plan Progress	

### Fall 2019

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

District completed 4CD District Strategic Plan 2020-2025.

> LMC Mission Development

LMC starts EMP year-long process of developing EMP 2020-2025

Program Review (PR) Year 3 Update

Setting up eLumen for curriculum

Data Dashboard Testing and Training

SENSE & CCSSE incorporate to ISER

### Spring 2020

Complete ISER and go through subcommittees

Final approval from SGC in May

Complete draft LMC EMP 2020-2025

Evaluate PR Year 3 Update

> Implementing eLumen for Curriculum

Utilize Data Dashboard IEPI PRT Grant: Data Coaches and Data Democracy

### Fall 2020

Submit ISER to the BOT Submit ISER to ACCJC by August 1, 2020 The visit on Oct 5-8, 2020

LMC EMP 2020-2025 to the BOT in Oct/Nov.

Create and implement biennial operational plan for EMP 2020-2025

Revise and Setup Program Review Year 5 Update

> Setup eLumen for Program Review and EMP

Data Dashboard— Establish Data Coaches Program

### Spring 2021

ACCJC Reaffirmation in February

LMC EMP Implementation

**Prepare Training** Program Review Year 5 Update

Setup eLumen for Program Review and EMP

Implement Data Coaches Program Cohort 1 to increase data democracy and culture Inquiry

### Fall 2021

ACCJC Follow-Up Report and Visit

LMC EMP Implementation

Implement Program Review Year 5 Update

Train/Implement eLumen for Program Review

Deploy Data Coaches to support program review

# Spring 2022

February -QFE Update

LMC EMP Progress Report

-Evaluate PR Year 5 Update -Set up Comprehensive Program Review

Train/Implement eLumen for **EMP** 

Continue Utilize Data Coaches

Continue working with district research on developing Tableaus

Student Equity Survey

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