

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. SGC position paper (page 3)
- 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 planning processes 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 eLumen to streamline planning and program review processes.
5. Define and develop the structure of institutional effectiveness 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 ACCJC Standards related to the Planning Committee charges. *(IB4, IB6, IB7, IB8, IB9)*

(Approved by SGC 10.13.2021. Approved by Planning Committee 9.2.2021)

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, Student Equity Plan)

3. Program Review

- Conduct and complete Comprehensive Program in eLumen

- Evaluate Comprehensive Program process

4. Institutional Effectiveness

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

5. Accreditation

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

Possible Agenda for 2022-2023

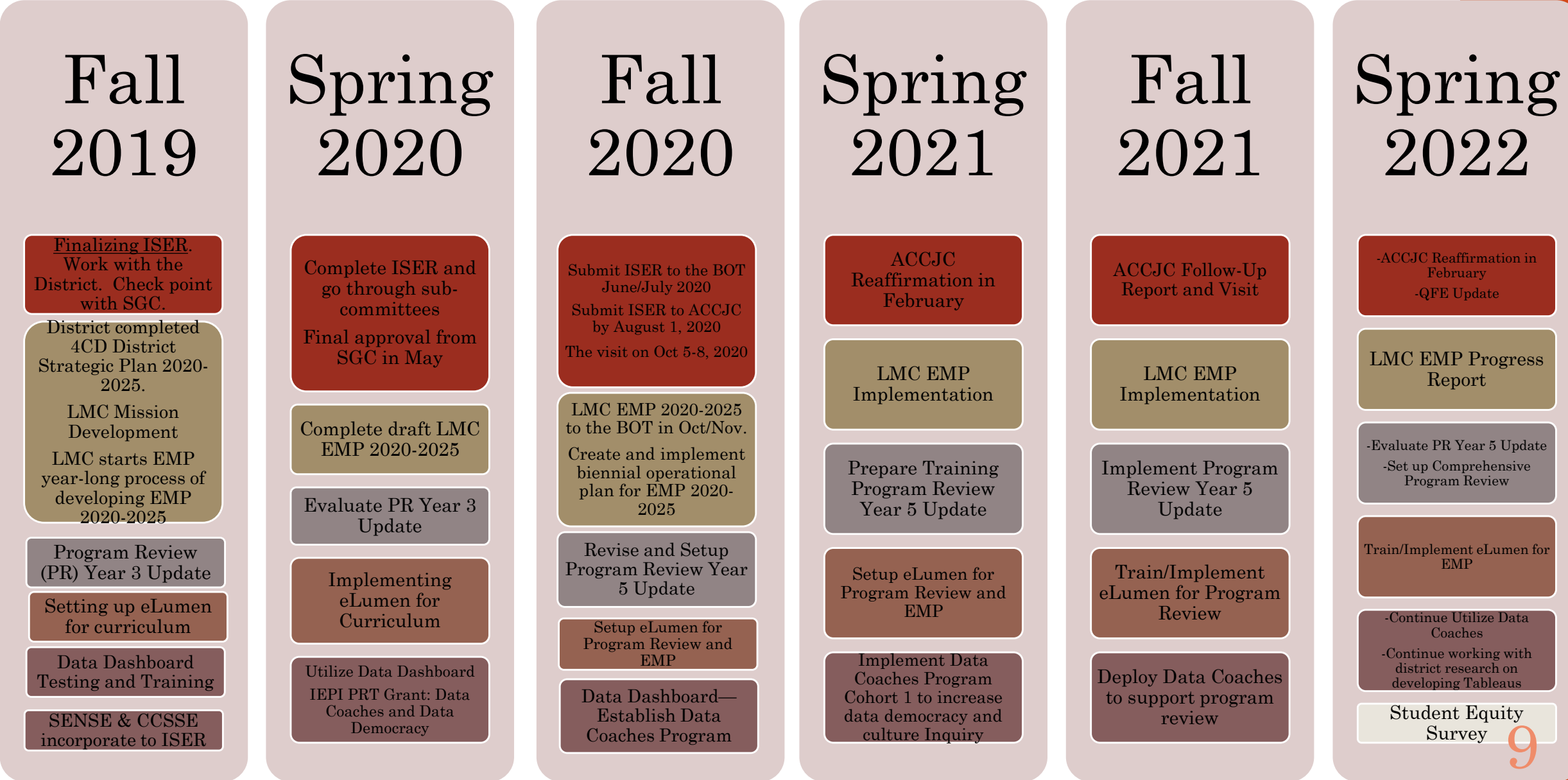
- 1. Planning Process (Sept & February)**
 - Continue monitoring our Planning Timeline and Milestones
- 2. Monitor the Implementation of the EMP 2020-2025 (October, November, December)**
 - Compile EMP Action Plans Reports, develop Theme Report for submission to SGC
 - Evaluate the process
- 3. Program Review (Feb, March, April)**
 - Evaluate Comprehensive Program Review process
- 4. Institutional Effectiveness (November & March)**
 - Monitor the progress of measures
- 5. Accreditation (November)**
 - Continue developing Tableau--Data Dashboard
 - Prepare and administer various surveys such as SENSE and CCSSE
 - Provide information on the ACCJC Standards related to the Planning Committee charges

LMC Planning Calendar 2020-2027

Los Medanos College Planning Calendar 2020-2027 <i>(Update 9.2.2021)</i>								
	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	<ul style="list-style-type: none"> ISER Report (July 2020) Site Visit (Fall 2020) Site Visit Oct 2020 Annual Report 	<ul style="list-style-type: none"> Follow-Up Report and Visit (Nov 2021) 	<ul style="list-style-type: none"> Annual Report 	<ul style="list-style-type: none"> Annual Report 	<ul style="list-style-type: none"> Mid-Term Report (Oct 15, 2024) Draft ISER Annual Report 	<ul style="list-style-type: none"> Draft ISER Annual Report 	<ul style="list-style-type: none"> ISER Due to ACCJC (Dec 1, 2026) Team ISER Review (Spring 2027) 	<ul style="list-style-type: none"> Focused Site Visit (Fall 2027)
Planning	<ul style="list-style-type: none"> Mission, Vision, and Values revision (Oct 2020) Educational Master Plan 2020-2025 SGC reviewed Mission annually 	<ul style="list-style-type: none"> EMP Progress Report Update state mandated college plans SGC reviewed Mission annually 	<ul style="list-style-type: none"> EMP Progress Report Update state mandated college plans SGC reviewed Mission annually 	<ul style="list-style-type: none"> Update state mandated college plans SGC reviewed Mission annually 	<ul style="list-style-type: none"> Mission Review/ Revision EMP 2020-2025 Evaluation Report 	<ul style="list-style-type: none"> Development of EMP 2025-2030 	<ul style="list-style-type: none"> EMP Progress Report Update state mandated college plans SGC reviewed Mission annually 	
Program Review	<ul style="list-style-type: none"> NA 	<ul style="list-style-type: none"> Program Review Year 5 Update 	<ul style="list-style-type: none"> Comprehensive Program Review (Year 1) 	<ul style="list-style-type: none"> NA 	<ul style="list-style-type: none"> Program Review Year 3 Update 	<ul style="list-style-type: none"> NA 	<ul style="list-style-type: none"> Program Review Year 5 Update 	
Assessment	<ul style="list-style-type: none"> CSLO (cycle 2 Year 4) Learning Support Outcomes (LSO) 	<ul style="list-style-type: none"> PSLO (cycle 2 Year 5) Learning Support Outcomes (LSO) 	<ul style="list-style-type: none"> CSLO (cycle 3 Year 1) Learning Support Outcomes (LSO) 	<ul style="list-style-type: none"> CSLO (cycle 3 Year 2) Learning Support Outcomes (LSO) 	<ul style="list-style-type: none"> CSLO (cycle 3 Year 3) Learning Support Outcomes (LSO) 	<ul style="list-style-type: none"> CSLO (cycle 3 Year 4) Learning Support Outcomes (LSO) 	<ul style="list-style-type: none"> PSLO (cycle 3 Year 5) Learning Support Outcomes (LSO) 	
Resource Allocation	Annual Resource Allocation/Budge Process (including Instructional, Student Services, and Administrative Services)							
Surveys	<ul style="list-style-type: none"> Employee Engagement Survey (sp2021) 	<ul style="list-style-type: none"> Equity Survey 	<ul style="list-style-type: none"> SENSE CCSSE Survey 	<ul style="list-style-type: none"> Employee Engagement Survey (sp2024) 			<ul style="list-style-type: none"> 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	

ACCJC year based on ACCJC VP Liaison (8.30.2021)

LMC Planning Timeline and Milestones 2.3.2022



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