

# Los Medanos College Planning Committee

## Accomplishments 2019-2020

5.7.2020

Planning Committee

### Demographic Summary

1. The Committee has a total of 11 members and one chair: 3 faculty, 3 classified, 3 managers, and 2 students.
2. The Committee met 6 times in 2019-2020: Sept, Oct, Nov, Feb, April, and May (March and December meetings were cancelled for planning business due to EMP retreat and work).
3. The attendance rate in average was 73% to 90%. Deans were our regular guests and their attendance were highly appreciated.
4. At least one (1) student representative attended every meeting in 2019-2020.
5. Beginning October 2019, the Planning Committee expanded to the EMP Core Group to a total of 20 members and one chair: 5 faculty, 5 classified, 5 managers, and 5 students. The EMP Core Group would occasionally meet immediately after or in lieu of a Planning Committee meeting (if there was no Committee business to discuss).

### Planning Committee Charges 2019-2020 and ACCJC Standard

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 enterprise software 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. Provide information on the **ACCJC** Standards related to the Planning Committee charges. *(IB4, IB6, IB7, IB8, IB9)*

## Planning Committee 2019-2020 Accomplishment of Charges

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).
  - The Committee revised its charges and aligned them to ACCJC Standards
  - The Committee approved "LMC Planning Timeline and Milestones" that guides the committee's work for the next 3 years.
2. Review, evaluate and/or modify the **program review process** and enterprise software tool as appropriate in collaboration with shared governance committees. (IB1, IB2, IB5, IB7, IB9).
  - The Committee revised the Program Review Year 3 Update template (2019-2020).

Program Review and Assessment Cycle						
	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
<b>Dept. Chairs/ Deans</b>	Checking on Courses to be assessed and updated (COORS revised and sent to Curriculum Committee for Approval) each year					
<b>Program Review</b>	Comprehensive		Year 3 Update		Year 5 Update	Comprehensive
<b>Assessment</b>	CSLO	CSLO	CSLO	CSLO	PSLO	CSLO
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 1
	COOR Updates for Course Assessed in Previous Year					
	5 Year Cycle					

- The Committee enhanced the Program Review Year 3 Update Process and, improved and expanded the [Program Review website](#).
- The Committee conducted a Program Review Survey and the findings were incorporated in the Evaluation Report (#d below).
- The Committee completed *Program Review Year 3 Update 2019-2020 Evaluation Report*
- The Committee studied and made recommendations in the PR Year Three Update Goal Setting/VfS Theme Report.
- The eLumen curriculum module was set-up and implementation continued. This effort is led by Instructional Dean (Nikki Moultrie).
- The Program Review module will be set-up and piloted in fall 2020, with implementation anticipated for Year 5 (2021-2022).
- The Assessment module will be set up and piloted in fall 2020.

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).

- The Faculty Research Coordinator continued to support research needs at the College.
- In fall 2019 multiple trainings were held in collaboration with the program review process on the three Tableaus—Enrollment, Course Success, and Degree/Certificate.
- The Committee worked to align the College’s Institution-Set Standards with the *CCCCO Vision for Success* goals, and incorporated it in to program review.

4. Develop a process and timeline for the creation of the **Educational master plan 2020-2025**. (IB4, IB5, IB6, IB7, IB8, IB9).

- The Committee focused on the creation of the *EMP 2020-2025* for the academic year.
- The Committee established a timeline and process for the development of the *EMP 2020-2025*
- The Committee developed the EMP Core Group by augmenting the current membership with two (2) additional representative positions for each constituency group. The EMP Core Group met monthly starting in fall 2019 after or in lieu of the regularly scheduled Committee meetings.
- A consultant was hired to facilitate the process and creation of the EMP 2020-2025.
- In 2019-2020 the EMP Core Group:
  - Shared and received feedback from college communities (faculty, classified professionals, student, and managers)
  - Developed the goals and objectives for the EMP
  - Established draft bi-annual *EMP 2020-2025 Implementation Plan*
  - Disseminated the final draft of the *EMP 2020-2025* to the campus
  - Published the [EMP 2020-2025 website](#) to communicate the progress of the development of the EMP

5. Provide information on the **ACCJC** Standards related to the Planning Committee charges. (IB4, IB6, IB7, IB8, IB9).

- The Committee provided feedback on the ACCJC standards related to planning, program review, institutional effectiveness, and data.
- The [ISER 2020](#) for LMC was completed and approved via the shared governance process.