

Los Medanos College Planning Committee Charges and Goals

Planning Committee Meeting

09.03.2020

Committee Operations

1. First meeting

- a. Review/update 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

Committee Roles and 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:
 - James Noel,
 - Scott Hubbard,
 - Irsabenda Archuleta
- 3 Classified Professional:
 - BethAnn Stone,
 - Tammy Oranje,
 - Christopher Long
- 3 Management:
 - Bob Kratochvil,
 - Natalie Hannum,
 - Tanisha Maxwell
- 3 Students: (waiting for Student Senate)
 - Shagoofa Khan,
 - Christian Ortiz,
 - Jocelyn Villalobos

Chair: Chialin Hsieh

Admin support: BethAnn Stone

Charges 2020-2021

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. Develop a process and timeline for the implementation 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. Utilize **eLumen** (technology) to streamline planning and program review processes.
5. Define and develop the structure of **institutional effectiveness** and the culture of inquiry by continuous improvement and standardizing 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 9.3.2020)

Goals for 2020-2021

1. Planning Cycle
 - Continue monitoring our Planning Cycle
 - Update Planning Calendar
2. Implementation of the EMP 2020-2025 process
 - Develop the implementation process
 - Develop the timeline for implementation
 - Integrate College plans and initiatives to this process (i.e., SEM, Student Equity Plan)
3. Program Review
 - Review/Revise/Develop Year 5 template
4. eLumen
 - Implement College Plan module
 - Implement Program Review module
5. Institutional Effectiveness
 - Define metrics
 - Develop Tableau--Data Dashboard
 - Set up Data Coaches to increase capacity
6. Accreditation
 - Provide information on the ACCJC Standards related to the Planning Committee charges

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 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

Selected eLumen

Design Data Dashboard

CCSSE Implement

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)

Setting up eLumen for curriculum

Data Dashboard Testing and Training

SENSE & CCSSE incorporate to ISER

Spring 2020

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

Complete draft LMC EMP 2020-2025

Review and Evaluate PR year 3

Implementing eLumen for Curriculum

Utilize Data Dashboard

Fall 2020

Submit ISER to the BOT June/July 2020
 Submit ISER to ACCJC by August 1, 2020
 Prepare for the visit in Oct 5-8, 2020

LMC EMP 2020-2025 to the BOT in Oct/Nov.
 Create and implement biennial operational plan for EMP 2020-2025

eLumen set up for Assessment, college plans, and Program Review

Data Democracy—Tableaus and Data Coaches

LMC Facilities Plan Development

Spring 2021

Reaffirmation in February

LMC EMP Implementation

eLumen training for assessment, college plans, and program review

Data Democracy—Tableaus and Data Coaches

LMC Facilities Plan Complete

CCSSE Implementation??