

LOS MEDANOS
COLLEGE

**Planning Committee
MINUTES**

September 5, 2024 2:00 – 4:00 pm
President’s Conference Room SS-409 & Via Zoom

Committee Chair: Ryan Pedersen

Recorder: BethAnn Stone

Committee Members Present: Christina Goff, Louie Giambattista (*Pro-temp Rep*), Paula Gunder (*to be confirmed by Academic Senate as representative*), Tanisha Maxwell, Bill Bankhead, Nicole Trager, BethAnn Stone, Richard Stanfield, Sheri Woltz, Abigail Thinn

<i>Item #</i>	<i>Topic/Activity</i>	<i>Desired Outcome</i>	<i>Information Discussion Action</i>	<i>Lead</i>	<i>Notes</i>
1.	Welcome and Public Comment	➤ Listen to our college community	I	Pedersen	<ul style="list-style-type: none"> • Ryan Pedersen welcomed the committee members to the first meeting of the fall 2024 semester. • Committee members briefly introduced themselves and shared highlights from the summer. • No Public Comment(s) were given.
2.	AB2449	➤ Review and approval of AB2449 Teleconference Waiver Forms	I, D, A	Pedersen	<ul style="list-style-type: none"> • No waivers submitted.
3.	Agenda and Minutes from May 2, 2024	➤ Review and approval	A	Stone	<ul style="list-style-type: none"> • The Committee reviewed and approved the agenda with no corrections (<i>T. Maxwell motioned, B. Bankhead seconded; approved 9-0-0</i>) • The Committee reviewed and approved the May 2 2024 minutes with no corrections (<i>T. Maxwell motioned, C. Goff seconded; approved 7-0-2; R. Stanfield, S. Woltz abstained</i>)
4.	District Updates	➤ District updates	I, D	Pedersen	<ul style="list-style-type: none"> • Emma Blackthorne, 4CD Senior Dean of Research & Planning, has left the District for another position. Currently Kelly Schelin is covering this position until an interim can be identified and/or the hiring process results in filling the position permanently. • Assessment on campus currently in eLumen does not disaggregate results demographically. The process currently used in eLumen does not allow us to disaggregate to the level ACCJC is requiring. Key leads and representatives from all three (3) Colleges (assessment coordinators, faculty, managers, staff) and the District are meeting regularly to identify a uniform system and process for completing assessment and disaggregating the results to meet ACCJC requirements. eLumen has a new product to accompany their existing assessment module, called InSights which works with Canvas to complete assessment and disaggregate results. The committee asked how would this change affect LSO assessments and the technology infrastructures (i.e. CRM - TargetX).

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INSTITUTIONAL EFFECTIVENESS/ACCREDITATION

5.	<p>2024-25 Committee Charges & Membership</p> <ul style="list-style-type: none"> • Committee Operations • Membership Updates • Project Teams Draft Agenda for Year • 2024-25 Committee Proposed Charges 	<ul style="list-style-type: none"> ➤ Review overall committee structure and participation responsibilities. ➤ Review and discuss membership vacancies and plan to work to identify replacements. ➤ Review, discuss and approve 2024-25 project team agendas ➤ Review, discuss and approve 2024-25 committee charges including new charge. 	I, D, A	Pedersen	<ul style="list-style-type: none"> • The committee reviewed operations, responsibilities, our 2023-24 charges and our updated 2024-25 charges. <ul style="list-style-type: none"> ○ Charge #2 was revised slightly to note the assessment of our current EMP, and the planning of our new EMP. ○ Charge #3 is a new charge on developing a template, process and framework for establishing measurable quantitative goals directly addressing the College Mission and include an ongoing assessment cycle. • The committee expressed concerns regarding charge #3 related to professional development around the template and process, who reviews and approves the submissions, what are the resources behind the process (i.e. who manages it). Is this similar to Tech Review in Curriculum...for example, Tech Review for Planning? Can we use a similar format to the Participatory Governance Assessment Task Group (i.e. a workgroup composed of both Planning Committee and SGC representatives)? What is SGC’s role in this process? The committee noted that this may be more like a “guide” to create plans and not a template.
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REPORT-OUTS ON WORK/PROJECTS

6.	<p>Institutional Effectiveness & Goal Setting 2024-25 Assignments</p> <ul style="list-style-type: none"> • Membership on Project Teams • Updates & Next Steps 	<ul style="list-style-type: none"> ➤ Review committee membership in relation to project team assignments ➤ Review project update template ➤ Review project team lead responsibilities ➤ Discuss next steps for project 	I, D, A	Bankhead	<ul style="list-style-type: none"> • Ryan provided an overview of the structure and charges of the three (3) project teams, including regular check-in meetings with the P&IE Office to ensure we are providing support and resources for the teams to complete their work. • The project team reviewed and discussed charges from last year and completed work, and team membership, Tatiana is out of leave for the academic year which only leaves Bill for this project team. New committee member Richard Stanfield volunteered to serve on this project team. • Last year, the team built a process for setting collegewide goals for institutional metrics including reestablishing ACCJC college stretch goals. This fall the team will continue the work on achieving their 2nd charge goal on “Connecting Institution-Set Standards to Learning Major & Career Pathways and Success Team work tied to Student Equity Plan goals.” Through incorporating the final Institution-Set Standards and metrics into the draft matrix, then developing the Guided Pathways standards and incorporating them in the matrix as well. • The work completed last year reflected partial achievement of the team’s charges, with work continuing this fall to achieve the second charge.
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7.	<p>Use of Survey Data</p> <ul style="list-style-type: none"> • Membership on Project Teams • Updates & Next Steps 	<ul style="list-style-type: none"> ➤ Review committee membership in relation to project team assignments ➤ Review project update template ➤ Review project team lead responsibilities ➤ Discuss next steps for project 	I, D, A	Goff	<ul style="list-style-type: none"> • Ryan provided an overview of the structure and charges of the three (3) project teams, including regular check-in meetings with the P&IE Office to ensure we are providing support and resources for the teams to complete their work. • The project team reviewed and discussed charges from last year and completed work, and team membership. New committee member Sheri Woltz volunteered to serve on this project team. • Last year, the Project Team completed part of their charges in the development and use of survey flyers. The committee and P&IE Office worked with the Project Team to develop additional survey data flyers for NACCC, CCSSE, and SENSE surveys to accompany LMC data for an activity at the April 1st College Assembly following the student panel. The team noted the survey inventory and/or a survey calendar needs to be done. It was noted how we need to create a culture of awareness and proactiveness on the use of data. This can include more data presentations at the Senates and College Assemblies on how to use the results to help better serve our students. • The committee noted a specific recommendation pertaining to the SENSE survey which will be administered starting September 23rd to students, results will be available in spring 2025. What should we be doing now for SENSE and CCSSE in spring? Some suggestions were to communicate early, develop interventions based on results for example – “The College uses these to _____ (blank).” <p><i>*The Use of Survey Data Project Team developed Survey Flyers for HOPE, NACCC, CCSSE and SENSE and worked with the committee and the P&IE Office to use them at a College Assembly</i></p>

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8.	<p>Program Review</p> <ul style="list-style-type: none"> • Membership on Project Teams • Updates & Next Steps 	<ul style="list-style-type: none"> ➤ Review committee membership in relation to project team assignments ➤ Review project update template ➤ Review project team lead responsibilities ➤ Discuss next steps for project 	I, D, A	Trager	<ul style="list-style-type: none"> • Ryan provided an overview of the structure and charges of the three (3) project teams, including regular check-in meetings with the P&IE Office to ensure we are providing support and resources for the teams to complete their work. • The project team reviewed and discussed charges from last year and completed work, and team membership. New committee member Paula Gunder volunteered to serve on this project team. • Last year, the team successfully developed a proposal to “pause” our program review to work with our sister colleges and the district in “reimagining” our program review and aligning timelines and data. Each college will maintain autonomy in their templates and processes. The Senates approved the “pause” in our program review and highlighted that CSLO and LSO assessments will still continue while we work to evaluate and redesign our program review and align with our sister colleges. • This fall the team will participate in the DW Program Review Reimagined Workgroup, and continue the work at the college-level towards: <ul style="list-style-type: none"> ○ Simplifying and streamlining the program review process to make it more meaningful for units/departments while maintaining ACCJC standards; ○ Build an increased focus on equity and support of the college Student Equity Plan into program review; ○ Connect program review process to Learning Major and Career success teams work

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9.	Templates for Future Planning & Goal Setting <ul style="list-style-type: none"> Membership on Project Teams Updates & Next Steps 	<ul style="list-style-type: none"> ➤ Review committee membership in relation to project team assignments ➤ Review project update template ➤ Review project team lead responsibilities ➤ Discuss next steps for project 	I, D, A	Pedersen	<ul style="list-style-type: none"> The charge associated with this project team assignment was discussed in item #5. The development of this project team is tabled until the committee receives feedback from SGC on the charge itself.
INSTITUTIONAL EFFECTIVENESS					
10.	SENSE <ul style="list-style-type: none"> Fall 2024 Survey Administration Timeline 	<ul style="list-style-type: none"> ➤ Review outline of survey administration process (i.e. communication, survey administration, etc.) ➤ Review and discuss timeline for completion of survey administration. ➤ Discuss campus-wide survey dissemination and action. 	I, D	Pedersen/ Stone	<ul style="list-style-type: none"> SENSE will be administered starting later this month to first year, entering students at LMC. The survey is administered in-person and to online only students at both the Pittsburg Campus and Brentwood Center. The survey administration period ends October 25th. The results from SENSE will be available in March 2025, the committee discussed ways to prepare the campus for the results, advertise/market the availability and use of the results, and professional development around using the results to identify gaps and areas for possible improvement, as well as successes.

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ACCREDITATION					
11.	ACCJC 2024 Standards Training <ul style="list-style-type: none"> Identify Accreditation Experts September 9th Training 	➤ Identify 2-3 accreditation experts from committee	I, D, A	Pedersen	<ul style="list-style-type: none"> Ryan noted the September 9th ACCJC 2024 Standards Training in SUC-109 from 2-5:00 p.m. Committee members are strongly encouraged to participate. Participants will receive an “Ask Me About Accreditation” button designed by David Valencia and produced in part by our own committee member and MESA student, Abigail Thinn. The committee will work to identify 2-3 accreditation experts to participate in future trainings and work groups associated primarily with Standard 1.
CAMPUS COMMUNICATION/CONSTITUENCY REPORTS					
10.	Campus Communication/Constituency Reports <ol style="list-style-type: none"> Academic Senate Classified Senate SGC TLC 	Actions and Notable Items to Report from Planning Committee to Constituency; or from Constituency to Planning Committee			<p><i>*CCCCD Senior Dean of Research & Planning Emma Blackthorne has left the District for another position, Kelly Schelin is currently covering the position until a hiring process for interim/permanent replacement can be completed. Ryan asked committee members to e-mail him before the end of the month any ideas for potential projects related to research and data for the DW Planning Deans Group to consider during their retreat.</i></p> <p><i>**The committee reviewed their 2024-25 charges, and had a robust discussion around the new Charge #3. Ryan Pedersen will take the committee’s feedback to the President and SGC requesting more information on the deliverables, resources and management involved for the process to work, professional development, and responsible parties (who reviews and approves).</i></p> <p><i>***The Institutional Effectiveness & Goal Setting Project Team built a process last year for setting collegewide goals for institutional metrics, including reestablishing ACCJC Institution-Set Standards. The team will continue their work this fall in connecting Institution-Set Standards to the work of our pathways and success teams tied to our SEP goals. New committee member Richard Stanfield joined this project team.</i></p>

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11.	Meeting adjourned at 4:03 p.m.
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Fall 2024 Meeting Dates: October 3rd, November 7th, December 5th