

LOS MEDANOS
COLLEGE

**Planning Committee
MINUTES**

March 6, 2025 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, John Schall, Paula Gunder, Tanisha Maxwell, Nicole Trager, Bill Bankhead (AB2449), BethAnn Stone, Sheri Woltz

Guest(s): Alex Sterling, Sepideh Daroogheha

<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 meeting. • BethAnn Stone shared the disappointment of the cancellation of the 2025 Classified Senate Scholarship Crab Feed event due to insufficient ticket sales. • BethAnn also shared Lawrence Punsalang is the recipient of the 2025 LMC President’s Classified Professional Exemplary Leadership & Service Award.
2.	AB2449	➤ Review and approval of AB2449 Teleconference Waiver Forms	I, D, A	Pedersen	<ul style="list-style-type: none"> • The AB2449 Teleconference Waiver Form for member Bill Bankhead was reviewed and approved by the committee. <i>(C. Goff motioned, S. Woltz seconded; approved 6-0-0).</i>
3.	Agenda and Minutes	➤ Review and approval of agenda and minutes	A	Stone	<ul style="list-style-type: none"> • The Committee reviewed and approved the agenda with one (1) amendment – Insert Item #4 titled “April 2025 Meeting” <i>(B. Stone motioned, B. Bankhead seconded; approved 5-0-0).</i> • The committee reviewed and approved the December 5, 2024 minutes with no corrections <i>(C. Goff motioned, S. Woltz seconded; approved 5-0-0).</i> • The committee reviewed and approved the February 20, 2025 minutes with no corrections <i>(C. Goff motioned, J. Schall seconded; approved 5-0-1; P. Gunder abstained).</i>
4.	April 2025 Meeting	➤ Discuss and determine to hold April 2025 meeting as scheduled	I, D, A	Pedersen	<ul style="list-style-type: none"> • Ryan Pedersen shared that he will be at the RP Group Conference in S.F. for our next meeting. He posed to the committee to either reschedule the meeting for the following week or to proceed as scheduled with BethAnn Stone stepping in to chair. • The committee discussed and determined to proceed with the April 2025 meeting as scheduled for April 3rd with BethAnn Stone serving as chair for the meeting.
5.	District Updates	➤ Review and discuss updates provided by District research	I, D	Pedersen	<ul style="list-style-type: none"> • Ryan Pedersen provided an overview of the District updates, highlighting the work of the new District Dean of Research

LOS MEDANOS
COLLEGE

Planning Committee
MINUTES

March 6, 2025 2:00 – 4:00 pm

President's Conference Room SS-409 & Via Zoom

					<p>including the development of a new data warehouse and a distance education dashboard.</p> <ul style="list-style-type: none">• The development of a Distance Education Dashboard is beginning, which would display courses associated with a degree or certificate, along with their respective modalities has been discussed. dashboard would also provide insights into enrollment and success of students by modality in different courses. It is clarified that while all courses are authorized to use all modalities, not all are actually offered online. T• The committee also discussed the need for a more efficient system to track course modality changes and their impact on degree completion. Concerns were raised about the visibility of course modality information, and BethAnn suggested a potential solution involving an eLumen switch or button. The team agreed on the need for better infrastructure to understand the implications of switching courses from face-to-face to online or vice versa.• The eligibility form for Title III and Title V grants is expected to open soon. LMC is working on the 2025 ACCJC Annual Report and plans to present updated Institution-Set Standards to the Senates in April. LMC is currently administering the CCSSE survey to students this semester, and will be administering this year the NACCC Faculty Survey on collegiate campus climate, and the Real College Survey to students on basic needs. Ryan will present the Executive Summary of the recent SENSE survey and comparing it with previous years' data.
6.	<p>SENSE 2024</p> <ul style="list-style-type: none">• Review & Discuss Outcomes• Next Steps	<p>➤ Become familiar with the results</p> <p>➤ Determine next steps</p>	I, D, A	Pedersen	<ul style="list-style-type: none">• The committee reviewed and discussed the trend data beginning with the 2012 results and the new SENSE 2024 results (a student survey focusing on first-year experiences at LMC).• Ryan presented the data showing that the college scored below average in most categories, with "Clear Academic Plan & Pathway" being the lowest performing area for several years, and "Academic & Social Support" being the highest performing area.• The survey primarily targets Math and English courses to capture new students, with a sample size of 250-300 responses.• A concern was raised about potential bias against CTE students in the survey results, but it was noted that many of the experiences measured would be similar for CTE and non-CTE students. The

LOS MEDANOS
COLLEGE

**Planning Committee
MINUTES**

March 6, 2025 2:00 – 4:00 pm

President’s Conference Room SS-409 & Via Zoom

					<p>group also briefly discussed how online classes might have affected survey results.</p> <ul style="list-style-type: none"> • The committee discussed the ongoing struggles with early connections with students, noting that the issue has persisted for over a decade. It was also noted a recent drop in “Engaged Learning” to below the benchmark. • It was also highlighted the need for a more nuanced approach to understanding the data, emphasizing the importance of considering the average school's performance rather than just top-performing schools. • It was suggested that the data could be used to identify areas for improvement, such as increasing counseling staff or implementing mentorship programs. The team also discussed the potential impact of modality on student experiences and the need for further research into this area. • It was asked if we can breakdown the results between new students right out of high school and new students not right out of high school. Additionally, the committee would like the results broken down by modality. <p><i>*Ryan will present the SENSE survey results with Academic and Classified Senates, focusing on questions with the greatest change.</i></p> <p><i>**The Planning Committee will work to develop a larger, college-wide strategy for addressing early student engagement and retention based on SENSE results.</i></p> <p><i>***The P&IE Office will work on disaggregating the SENSE results by modality and new-high school students (if possible).</i></p>
REPORT-OUTS ON WORK/PROJECTS					
7.	<p>Use of Survey Data</p> <ul style="list-style-type: none"> • Survey Inventory &/or Calendar • Updates & Next Steps 	<p>➤Discuss project plan and outline next steps to begin drafting a survey inventory and/or calendar.</p> <p>➤Review and discuss updates and next steps.</p>	I, D, A	Goff	<ul style="list-style-type: none"> • The committee discussed the recent SENSE survey results and how to present them to the Senate and the College. The team agreed that the results should be presented quickly, with an emphasis on the questions that showed the most significant change. It was noted to conduct presentations at the Senates and possibly Department Chairs (executive summary review, fall 2024 results available online). It was noted to pick questions for these presentations that have experienced the most dramatic changes in results. The committee agreed with the idea of highlighting the largest improvement and the largest decline in the results.

LOS MEDANOS
COLLEGE

Planning Committee

MINUTES

March 6, 2025 2:00 – 4:00 pm

President’s Conference Room SS-409 & Via Zoom

					<ul style="list-style-type: none"> • The committee also discussed the need for a broader, college-wide approach to address the challenges highlighted in the survey. The idea of a culture shift was brought up, with a focus on improving student engagement and retention. There is not adequate space or time available to conduct a collegewide presentation and discussion this semester. There was some discussion on holding a Focused Flex or Flex sessions for more collegewide review and discussion of possible interventions. • The committee agreed the results are concerning. It was noted that a trend has developed that reflects LMC performs well when our students reach 12+ units (i.e. we are not keeping students who have less than 12 units). Recent data has shown that we are losing thousands of students from fall-to-spring. The question was posed, how do we use this data to tell the story and motivate the college to improve the outcomes? • It was also suggested to identify in the SENSE results items/areas that align with the college’s institutional priorities. • It was also mentioned the need for a change readiness evaluation to prepare the college for the necessary changes. The conversation ended with the idea of integrating these discussions into the college's strategic planning and priorities. • Christina Goff noted the recent research of survey protocols, website, inventory/calendaring from other institutions. It was found that the best examples had both a survey protocol and survey request/report requirement. It was noted that there would need to be a “stop gap” at the P&IE Office between survey requests and approved survey administration. <p><i>*The Planning Committee will discuss and develop a larger, college-wide strategy for addressing early student engagement and retention based on SENSE results.</i></p> <p><i>**Christina Goff will send examples of survey calendars and protocols from other colleges to Ryan for distribution to the committee.</i></p>
8.	Institutional Effectiveness & Goal Setting <ul style="list-style-type: none"> • Updated Matrix – Alignment of Institutional Metrics • Updates & Next Steps 	➤ Plan for Spring Semester. ➤ Review and discuss updates and next steps.	I, D, A	Bankhead	<ul style="list-style-type: none"> • Bill Bankhead informed the committee that the form has been developed and the matrix is complete, this project is done.

LOS MEDANOS
COLLEGE

**Planning Committee
MINUTES**

March 6, 2025 2:00 – 4:00 pm

President's Conference Room SS-409 & Via Zoom

					<ul style="list-style-type: none"> The committee suggested the next project for this team would be to focus on the analysis of data and metrics to best evaluate our expiring Educational Master Plan 2025. <i>* Bill Bankhead will send the institutional effectiveness matrix to Ryan for distribution to the committee.</i> <i>**The Institutional Effectiveness team will present their findings on frequently used metrics across different plans at the next meeting.</i> <i>***Bill and Ryan will schedule a meeting to discuss the metrics for evaluating and closing out the educational master plan.</i>
9.	Program Review <ul style="list-style-type: none"> Template Review & Input Updates & Next Steps 	<ul style="list-style-type: none"> ➤Review and discuss updates to the templates. ➤Review and discuss updates and next steps 	I, D, A	Trager	<ul style="list-style-type: none"> Nicole Trager updated the committee on the recent revisions to the template based on feedback received at our last meeting. Activities were added to the Year 3 Update Template. The template offers more freedom and flexibility for the user. It was noted to ensure there is additional data or information space specifically for areas like the Library and Center of Academic Support. These instructional learning areas fall between student services and instruction, sometimes requiring specific data they cultivate and would like to include in their program reviews. Nicole will send the draft template to the Planning Committee. It was also mentioned that we may need to look at customizing the templates for departments like Counseling, Learning Communities and the Library. BethAnn noted that the upload feature in the PR eLumen templates allows for the user to upload reports or data to their program reviews. Nicole requested feedback from the instructional support areas and counseling to better understand their needs. The committee recommended that the project team take the draft template to the Senates for review and approval (especially the Instructional template). The committee also noted the need to start planning for the program review process for instructional programs in spring 2026. <i>*Nicole Trager will send the draft program review template to the committee for additional review and input.</i> <i>**Nicole Trager and the Project Team will work to get the template(s) on the Senates agendas for review, input and approval.</i>

LOS MEDANOS COLLEGE

Planning Committee MINUTES

March 6, 2025 2:00 – 4:00 pm

President's Conference Room SS-409 & Via Zoom

INSTITUTIONAL EFFECTIVENESS					
10.	<p>LMC Strategic Plan Update</p> <ul style="list-style-type: none"> • Coordination with District • Timelines • Next Steps 	<ul style="list-style-type: none"> ➤ Review LMC draft strategic planning timeline. ➤ Request extension of current college priorities. ➤ Evaluation of current college priorities and development of a new Educational Strategic Plan. 	I, D, A	Pedersen	<ul style="list-style-type: none"> • Ryan Pedersen presented to the committee the draft timeline for the strategic planning process, including surveying about mission/vision/values this spring, environmental scanning over the summer, and goal-setting activities in the fall. Ryan requested consensus from the committee on the draft timeline and process so that it can be taken to SGC and the Senates. • In order to align with the District Strategic Plan approval and anticipated start date of July 1, 2025, we will need to extend our Institutional Priorities to the end of the 2025-25 academic year. This would allow sufficient time to participate in a collegewide process of review and evaluation, as well as the process to develop our new educational strategic plan. • The committee approved the recommendation to SGC that our Institutional Priorities be extended until the end of the 2025-26 academic year (6/30/26), with an added emphasis on Goal #2 (early student experiences). • approved the draft timeline for SGC and Senates, and recommends to SGC an extension of the Institutional Priorities to the end of the 2025-26 academic year (6/20/26) with an emphasis on Goal #2 as a 1st year priority. The committee agrees to begin discussions with SGC about this timeline. The institutional effectiveness team has mapped metrics across different plans to identify key measures for the strategic planning process (<i>B. Stone motioned, B. Bankhead seconded; approved 6-0-1; P. Gunder abstained</i>). Ryan will work to schedule the presentations and approval items for the Senates and SGC at their upcoming meetings. • The committee also reviewed the draft timeline and agreed to proceed with presenting it at the Senates and SGC for review, input and consensus/approval. It was noted that we may want to include in the timeline the anticipated date of the DO Strategic Plan release. • It was also questioned if we will be hiring a consultant as we did last time for the EMP, and/or form an augmented group of campus community members, the Planning Committee, and SGC. <p><i>*The P&IE Office will schedule the extension approval of the Institutional Priorities to the end of 2025-26 with SGC and the Senates.</i></p>

LOS MEDANOS COLLEGE

Planning Committee MINUTES

March 6, 2025 2:00 – 4:00 pm

President's Conference Room SS-409 & Via Zoom

					<p><i>**Ryan will present the strategic planning timeline and evaluation process for the mission, vision and values and the EMP 2020-25 to SGC and Senates for review, input and approval.</i></p> <p><i>** Ryan to add the release date of the District Mission, Values, and Strategic Plan to the strategic planning timeline.</i></p>
CAMPUS COMMUNICATION/CONSTITUENCY REPORTS					
	<p>Campus Communication/Constituency Reports</p> <ul style="list-style-type: none"> a. Academic Senate b. Classified Senate c. SGC d. TLC 	<p>Actions and Notable Items to Report from Planning Committee to Constituency; or from Constituency to Planning Committee</p>			<p><i>*Ryan Pedersen will share the committee's feedback on the draft 4CD Strategic Plan with Kelly Schelin at the District Office. BethAnn Stone will send the draft to the committee for additional sharing and feedback with constituents.</i></p> <p><i>**BethAnn will send the draft program review template to the committee to share and provide feedback. Committee members should bring their input to the March meeting. The project team is anticipating finalizing the draft template and then sharing at the Academic Senate, Classified Senate and SGC by the end of the spring semester. The DW Program Review Re-Imagined Workgroup has not met since fall, as of now all colleges have paused their program review until fall 2025. We need to complete a program review cycle before our next accreditation ISER.</i></p> <p><i>***The project team will research developing a survey inventory or calendar and what information would be needed to begin the work. The project team will work on scheduling out presentation dates with the Senate in anticipation of new data (i.e. SENSE results, CCSSE results, etc.). The project team will schedule a meeting with the P&IE Office for support.</i></p> <p><i>****The Project Team will meet with the P&IE Office before the next committee meeting to review and discuss the matrix. The project team will send the draft matrix of metrics and initiatives to the planning committee for review before the next meeting. The committee will review and fill in any gaps in the project team's matrix at the next meeting.</i></p> <p><i>*CCSSE administration begins in mid-March and ends in late-April, results will be available around July 31st. The Use of Survey Data project team and the P&IE Office will consider how to share the custom CCSSE questions and/or results to relevant departments/programs for use in decision-making. The P&IE</i></p>

LOS MEDANOS
COLLEGE

Planning Committee
MINUTES

March 6, 2025 2:00 – 4:00 pm

President's Conference Room SS-409 & Via Zoom

					<i>Office will discuss a plan for potentially presenting CCSSE results at fall opening day.</i>
11.	Meeting adjourned at 4:02 p.m.				
Spring 2025 Meeting Dates: April 3 rd , May 1 st					