

LOS MEDANOS
COLLEGE

**Planning Committee
MINUTES**

December 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, Paula Gunder, John Schall, Tanisha Maxwell, Nicole Trager, Bill Bankhead, BethAnn Stone, 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 meeting. The committee discussed the recent tsunami warning and earthquake, with members sharing her experiences and observations. |
| 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 John Schall was review and approved by the committee. (B. Stone motioned, S. Woltz seconded; approved 8-0-1, T. Maxwell abstained). |
| 3. | Agenda and Minutes from November 7, 2024 | ➤ Review and approval | A | Stone | <ul style="list-style-type: none"> The Committee reviewed and approved the agenda with no corrections (C. Goff motioned, R. Stanfield seconded; approved 9-0-0) The Committee reviewed and approved the November 7, 2024 minutes with no corrections (P. Gunder motioned, N. Trager seconded; approved 7-0-2, R. Stanfield and B. Bankhead abstained) |
| 4. | District Updates | ➤ District updates | I, D | Pedersen | <ul style="list-style-type: none"> Ryan Pedersen informed the committee of the successful recruitment of a new Senior Dean of Planning at the District Office, Z. Reese, who will be starting on January 6th. Ryan discussed the implications of the Graham Leach Bailey Act (GLBA) on data sharing protocols within the college. It was noted that the act could affect various areas of the college, including the sharing of student information and the use of external vendor software. The act could impact the college's subscriptions to software like Canva and Survey Monkey. The need was emphasized for new data sharing protocols and encouraged the team to bring any issues related to data sharing to Ryan’s attention. Additionally, the committee was informed that the transition to a new cloud-based Tableau server has been completed. If the committee notes any issues with Tableau, following this transition please inform the P&IE Office. |

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| | | | | | <ul style="list-style-type: none"> The committee briefly discussed the issue around the disaggregation of SLO assessment to meet ACCJC Standards and the reflections of SLO assessments. There is a districtwide committee that is currently working to determine a solution for supporting this work. It was noted that the upcoming Focused Flex at LMC is on Distance Education interactions and engagement with students in online learning. |
| 5. | 2024-25 Committee Charges & Membership <ul style="list-style-type: none"> Sample Plans Checklist/Best Practices Document Next Steps | <ul style="list-style-type: none"> ➤ Review and discuss feedback from Dr Ralston on sample of key elements and best practices checklist document. ➤ Discuss and determine next steps. | I, D, A | Pedersen | <ul style="list-style-type: none"> Ryan Pedersen shared the revised document with Dr. Ralston for feedback. It was also shared with SGC. The committee discussed posting the document on the website and sharing it with the campus community via e-mail. <p><i>*The P&IE Office will work on posting the checklist on the "Plans" webpage and sending out a campus-wide email.</i></p> |

REPORT-OUTS ON WORK/PROJECTS

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| 6. | Program Review <ul style="list-style-type: none"> College Assembly Outcomes & Results Updates & Next Steps | <ul style="list-style-type: none"> ➤ Review and discuss outcomes from 11/18 College Assembly and results from feedback and information received. ➤ Review and discuss updates and next steps. | I, D, A | Trager | <ul style="list-style-type: none"> The committee discussed the College Assembly feedback and the current Program Review model. The model involves a 5-year program review cycle, with a comprehensive review in the first year, an update in the third year, and a final review in the fifth year. The feedback from the assembly was analyzed, with themes identified for timeline, data usage, templates, and training support. The main themes from the assembly included flexibility versus standardization, integration and accessibility, continuous and minor adjustments, 5-year cycles for strategic planning, and the use of tools like Canvas for ease and alignment. The feedback also included areas for improvement such as overlapping timelines, rigid 5-year cycles, and the time-consuming process of gathering data. The discussion also touched on the need for more data categories, interdepartmental collaboration, and the desire for executive summaries to simplify the process. The conversation ended with a discussion on the need for a backward design approach, beginning with goals and providing disaggregated data. The committee discussed the need for simplifying the program review process, emphasizing the importance of providing hands-on |
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| | | | | | <p>support with tools and calculations, and incorporating successful programs and examples for inspiration and guidelines.</p> <ul style="list-style-type: none"> • The committee suggested that the program review process could be improved by providing more examples and models, and by ensuring that all groups are represented. The team agreed to meet after the break to discuss next steps and potential proposal development. <p><i>*The Program Review Project Team will work on synthesizing the information collected and bringing it back to the committee next semester.</i></p> |
| 7. | <p>Use of Survey Data</p> <ul style="list-style-type: none"> • Presentation Updates • Updates & Next Steps | <p>➤ Review and discuss outcomes from survey presentations at Department Chairs and SSLT.</p> <p>➤ Review and discuss updates and next steps.</p> | I, D, A | Goff | <ul style="list-style-type: none"> • CCSSE/SENSE presentations were conducted at the Department Chairs on Tuesday by Christina and Ryan. Ryan and BethAnn presented to SSLT via Zoom. SSLT is thinking on what questions/items can be used for assessment. It was also mentioned of presenting again at the Student Services Division meeting. • The committee discussed the progress of the team's work, highlighting the need for further discussions on how to use the data effectively. • The committee also discussed the responses in the surveys and noted challenges faced by students, particularly around counseling access. • The committee discussed possible ways to improve communication and collaboration with other departments around these results and possible interventions. It was noted that the Senates have also responded with discussions around these results and possible interventions and collaborations. • The committee discussed the need for a standardized protocol for college-wide surveys to avoid survey fatigue and ensure that surveys are not sent out at the same time. A suggestion was to create a calendar for survey distribution, guidelines for survey development, and a network of experts to provide feedback. • Another idea was an opt-in survey group or a standing focus group for those willing to participate in surveys. The committee was tasked with thinking through these ideas and coming up with tools and next steps by early spring. <p><i>* The project team held a presentation on SENSE/CCSSE during the December Department Chairs Meeting.</i></p> |

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| | | | | | <i>**The team will consider developing a spring project around a survey inventory or survey calendar.</i> |
| 8. | Institutional Effectiveness & Goal Setting <ul style="list-style-type: none"> • Updated Matrix – Alignment of Institutional Metrics with Goals • Closing the Current EMP and Setting Up the Next Educational Strategic Plan • Updates & Next Steps | <ul style="list-style-type: none"> ➤ Review current progress on metrics and goal review. ➤ Review and discuss updates to metrics for the EMP assessment and evaluation. ➤ Review and discuss updates and next steps. | I, D, A | Bankhead | <ul style="list-style-type: none"> • The team shared the “Planning Standards” Excel workbook with the committee for review and discussion. • The team noted the need for more robust data points and the shift in the order of specific goals based on the most frequently used metrics across all plans (i.e. transfer rates, degrees/certificates, etc.). • John Schall shared the metrics added from SEP and Guided Pathways, including percentages and specific values. The P&IE Office will work with Rosa Armendariz to obtain the updated SEP metrics and provide that to the project team to update the workbook accordingly. • The project team also noted that they will be updating the workbook to include the alignment of SEM and the 4CD Strategic Plan metrics. • The committee briefly discussed the difference between relative targets and explicit targets in plan development. <p><i>*The Project Team will update the “Planning Standards Workbook” for alignment with SEM and the 4CD Strategic Plan.</i> <i>**The P&IE Office will provide the updated SEP metrics to the project team so the workbook can be updated accordingly.</i> <i>***The Project Team will take another look at Guided Pathways and flush out the “X”s.</i> <i>****The Project Team will have the 1st draft of recommendations for metrics in future plans in spring. Additionally, the team will consider setting up for a possible summary on progress of our EMP.</i></p> |
| INSTITUTIONAL EFFECTIVENESS | | | | | |
| 9. | CCSSE 2025 <ul style="list-style-type: none"> • Administration Timeline • Next Steps | <ul style="list-style-type: none"> ➤ Review administration timeline and communication plan. ➤ Review and discuss next steps | I, D, A | Stone | <ul style="list-style-type: none"> • BethAnn Stone provided an overview of the upcoming CCSSE 2025 administration, including the timeline and next steps. • Due to time constraints, the P&IE Office worked with the President’s Office to select our “Custom Survey Items” questions. |

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| | | | | | <p>Unfortunately, due to the timing we were unable to share in advance with the Planning Committee for review and input.</p> <ul style="list-style-type: none"> • The custom survey questions are related to student financial health, the working learner, basic needs, and academic advising and planning. • The P&IE Office has sent the data verification form and is working to compile the Course Scheduling File (CSF) to CCSSE for the random sampling of in-paper classroom survey administration. • The survey administration period will begin in mid-March and close at the end of April. The survey is also offered to our online-only students during the same administration period. • It was noted that the response rate varies, dependent upon faculty scheduling their course section, and the populations the survey is administered to. For example, with SENSE we are only surveying first-year students and their experiences. Whereas, with CCSSE it surveys all students (new, continuing, returning). • The surveys must be returned by May 7th. The results will be sent to the campuses around July 31st. <p><i>*The P&IE Office is awaiting for confirmation of data verification submitted to CCSSE and will be submitting the CSF to CCSSE.</i></p> <p><i>**The committee reviewed and accepted the updated timeline.</i></p> <p><i>***College President will be sending an e-mail to campus announcing the survey. Faculty whose sections have been selected will be contacted in early March to schedule survey administration.</i></p> <p><i>****Survey administration begins in mid-March and ends in late-April, results will be available around July 31st.</i></p> |
| 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 current College and District strategic planning timelines. ➤ Closing the current educational master plan and developing the new Educational Strategic Plan. ➤ Make connections to current college priorities. | I, D, A | Pedersen | <ul style="list-style-type: none"> • Chair Ryan Pedersen extended gratitude to those who were able to attend the District Strategic Plan session at LMC. • To prepare for our new Educational Strategic Plan: <ul style="list-style-type: none"> ○ Spring 2025 – SGC with the support of P&IE and the Planning Committee will be conducting a review of our Mission, Vision and Values as we prepare for our new Educational Strategic Plan. ○ Summer 2025 – The P&IE Office in collaboration with the District Research Office will conduct an environmental scan. ○ Fall 2025 – Focus groups and forums will be held to gather college-wide input. |

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| | | | | | <ul style="list-style-type: none"> • It was noted to ensure input from District Strategic Plan on mission, vision, values is shared (i.e. themes) to ensure some alignment and distinguish characteristics for LMC. * <i>SGC will initiate mission/vision/values review process in spring 2024. The P&IE Office will begin environmental scan work in summer 2024, with focus groups/forums to take place in fall 2025 as we prepare for our new strategic plan.</i> **<i>The committee will consider restructuring project teams to support strategic planning process in spring.</i> |
| ACCREDITATION | | | | | |
| 11. | ACCJC 2024 Standards Training <ul style="list-style-type: none"> • Standards 1 & 2 Trainings | ➤Overview of trainings. ➤Discuss next steps and follow-up. | I, D, A | Pedersen | <ul style="list-style-type: none"> • Ryan Pedersen noted the completion of the ACCJC Standards 1 and 2 accreditation trainings earlier this semester. • The ASC Tri-Chairs are discussing a plan to bring a 2nd part/edition to the Standard 2 training in spring. As this particular training session was not as well attended. Additionally, due to time constraints and the robust discussions, there were some elements of the training we were unable to cover. • Ryan expressed gratitude to the committee and BethAnn for their contributions. • The ASC Tri-Chairs will be meeting to develop the spring training sessions for ACCJC Standards 3 and 4. *<i>The ASC Tri-Chairs will be discussing a plan to offer a 2nd part to the ACCJC Standard 2 training in spring 2025.</i> **<i>The ASC Tri-Chairs will be meeting to develop the content for the ACCJC Standard 3 and 4 trainings in spring 2025.</i> |
| CAMPUS COMMUNICATION/CONSTITUENCY REPORTS | | | | | |
| | Campus Communication/Constituency Reports <ul style="list-style-type: none"> a. Academic Senate b. Classified Senate c. SGC d. TLC | Actions and Notable Items to Report from Planning Committee to Constituency; or from Constituency to Planning Committee | | | <ul style="list-style-type: none"> *<i>The committee reviewed and provided feedback on the “Key Elements & Best Practices for Writing a Plan at LMC” sample checklist and examples. Ryan Pedersen will take the updated draft to Dr. Ralston for review, feedback and/or approval; including any additional details or clarification.</i> **<i>The Institutional Effectiveness & Goal Setting Project Team shared the matrix with the alignment of common metrics and goals across college-wide initiatives and plans. The team will work to determine alignment, baseline, and/or target (solve for “x”) and review the various initiatives and plans on our College Plans</i> |

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| | | | | | <p><i>website to determine which of those have metrics to include and can align with others.</i></p> <p><i>***The presentations co-facilitated by the Use of Survey Data Project Team and the P&IE Office were held at the LMCAS, Academic Senate and Classified Senate. All presentations were successful and lead to robust discussions on the results and on possible strategies/ interventions to improve the outcomes. Christina Goff will schedule the presentation with the Instructional Deans for the next available Department Chairs meeting. The P&IE Office will schedule the presentation with Tanisha and Irma for the next available SSLT meeting.</i></p> <p><i>****The Program Review Project Team has scheduled Program Review for the November 18th College Assembly, and requested the assistance of the P&IE Office in providing waters and snacks. The team will bring the feedback collected and information gathered from the College Assembly to the Planning Committee for review and consideration. The draft program review proposal is anticipated to be available sometime in spring 2025. It was also noted that the DW Reimagining Program Review Workgroup has not met again since the first initial meeting. The team noted this as a barrier in the information collection process pertaining to the technology we will be using for program review.</i></p> |
| 12. | Meeting adjourned at 4:01 p.m. | | | | |
| Spring 2025 Meeting Dates: March 6 th , April 3 rd , May 1 st | | | | | |