

LOS MEDANOS
COLLEGE

**Planning Committee
MINUTES**

February 20, 2025 2:00 – 4:00 pm
Student Services Building Room SS-412 & Via Zoom

Committee Chair: Ryan Pedersen

Recorder: BethAnn Stone

Committee Members Present: Christina Goff, John Schall, Tanisha Maxwell, Nicole Trager, Bill Bankhead, Richard Stanfield, BethAnn Stone, Sheri Woltz

Guest(s): Alex Sterling

<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 extended their condolences to BethAnn on the recent loss of her father. • Alex Sterling introduced himself as the new AB1705 Composition Coordinator/English Faculty for LMC. Alex joined the meeting as a guest today, and may attend future meetings given new role.
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 BethAnn Stone was reviewed and approved by the committee. <i>(S. Woltz motioned, R. Stanfield seconded; approved 5-0-0).</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 two (2) corrections – Item #6 add “Review” after the work “Program” in the topic column; and the December 5th minutes have been tabled until the March meeting <i>(B. Stone motioned, S. Woltz seconded; approved 6-0-1; T. Maxwell abstained).</i> • The review and approval of the December 5, 2024 minutes have been tabled until the March meeting.
4.	District Updates	➤ Review and discuss updates provided by District research	I, D	Pedersen	<ul style="list-style-type: none"> • Ryan Pedersen informed the committee to submit an IT ticket and carbon copy DO Sr. Dean of Research, Z, if experiencing issues with Tableau or SQL. The update to the server has been completed, and some have experienced some “bugs” or minor issues since. • Z has a lot of experience in designing and building dashboards and has started conversations on the program review dashboards, beginning with instructional program review. These dashboards may help to alleviate some of the research bottlenecks between the campus and district. • There was a SEAP update provided to the Governing Board at their last meeting.

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					<ul style="list-style-type: none"> • Additionally, there are also some concerns about the delay in the application process for Title 3 and Title 5 eligibility. This could affect grant opportunities and financial aid eligibility, noting that the usual February application period has not opened yet.
5.	District Strategic Plan <ul style="list-style-type: none"> • Review District Goals and Objectives • Provide Feedback 	<ul style="list-style-type: none"> ➤ Become familiar with draft goals and objectives for District Strategic Plan ➤ Provide Feedback 	I, D, A	Pedersen	<ul style="list-style-type: none"> • The Governing Board met last night and was presented with a draft plan. There were a number of community and college forums held across the District. Ryan provided a comprehensive update on the draft plan and its progress. Kelly Schelin and team have been instrumental in the planning process, including community forums and the development of the district mission, vision, and values. • Ryan discussed the draft strategic directions and the need to align them with our new Educational Strategic Plan. He also noted that this plan is more concise than the previous plan. Ryan encouraged the committee to provide feedback on the draft plan through the planning committee. <ul style="list-style-type: none"> ○ It was commented to use the word “streamline” instead of “simplify” in the first draft goal. ○ It was commented that what support at the District level is there for implementing the plan and working towards achievement of the goals and objectives, as the colleges do? It was clarified that while the DO does not have a separate strategic plan (i.e. like program review, or its own plan) each department within the district office develops goals and objectives that align with the district-wide strategic plan. It was suggested that an Executive Summary of the district office's efforts to support these goals would be beneficial for the colleges. What does the District do to be held accountable and/or advance the achievement of the 4cd plan goals and objectives? The committee discussed the need for transparency regarding how the District Office contributes to strategic plan goals. It was noted that the district's strategic plan is high-level and lacks specific details on activities and action plans. ○ The importance of feedback on the strategic plan and the need for more detailed information at the pragmatic level was highlighted. • Ryan will send this feedback to Kelly as committee input. Bethann shared a concern from Professor Joe Bauman, regarding student

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REPORT-OUTS ON WORK/PROJECTS					
6.	<p>Program Review</p> <ul style="list-style-type: none"> • Updates & Next Steps 	<p>➤ Plan for Spring Semester.</p> <p>➤ Review and discuss updates and next steps.</p>	I, D, A	Trager	<ul style="list-style-type: none"> • Nicole Trager provided a brief overview and history outlining the plan to revamp the program review process. The project team has gathered feedback from a campus-wide survey and a college assembly meeting. • The updated program review process will focus on simplified templates, an executive summary of data for each department, and maintaining the current timeline. Nicole presented a draft template that includes sections for both instructional and student services areas, for the committee to review and provide feedback. The committee aims to finalize the program review redesign over the next three meetings in March, April, and May. It was clarified that the template would be implemented into existing systems (i.e. eLumen, Word, etc.) and that Excel was just used for the purpose of drafting and sharing the template. • Nicole explained the structure of the new program review template, and that it includes sections for enrollment goals, equity goals, activities to meet those goals, and narrative explanations. The plan spans five years, with a comprehensive planning year followed by updates in years three and five. • The team discussed the need for flexibility to add new activities during updates and the importance of setting SMART goals that are both attainable and relevant. It also was discussed how the template might need to be adapted for different areas of the

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7.	<p>Use of Survey Data</p> <ul style="list-style-type: none"> • Updates & Next Steps 	<p>➤Plan for Spring Semester.</p> <p>➤Review and discuss updates and next steps.</p>	I, D, A	Goff	<ul style="list-style-type: none"> • Christina Goff provided a brief overview of the activities the project team conducted last semester, and is now seeking direction on how to best support ongoing efforts related to the use of survey data. BethAnn noted that at the last committee meeting, an idea noted was to create a survey inventory or calendar in an effort to avoid survey fatigue. • Following receipt of the SENSE 2024 results, the project team plans to share them with the Senates, and possibly adopting a practice of presenting new data as it becomes available to maintain momentum and visibility. • Ryan discussed the current state of surveys and their administration, expressing concerns about becoming gatekeepers

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8.	<p>Institutional Effectiveness & Goal Setting</p> <ul style="list-style-type: none"> • Updated Matrix – Alignment of Institutional Metrics • Updates & Next Steps 	<p>➤Plan for Spring Semester.</p> <p>➤Review and discuss updates and next steps.</p>	I, D, A	Bankhead	<ul style="list-style-type: none"> • Bill Bankhead provided the committee with an overview of work/ activities done last semester, as well as looking ahead this semester. The primary project for the team has been the development of a matrix to prioritize metrics for various standards, with a goal of standardizing metrics to make data retrieval easier. • The project team received direction from the committee at the last meeting to drill down into the metrics. • It was noted that finding common metrics has been an easier process versus unique lines/metrics which are growing. The team is working on aligning and simplifying them. • Ryan suggested a meeting with the project team and Z in District Research to discuss the matrix and get feedback. <p><i>**The Project Team will meet with the P&IE Office before the next committee meeting to review and discuss the matrix.</i></p>

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INSTITUTIONAL EFFECTIVENESS					
9.	<p>CCSSE 2025</p> <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. The custom survey questions are related to student financial health, the working learner, basic needs, and academic advising and planning. 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. The surveys must be returned by May 7th. The results will be sent to the campuses around July 31st. Ryan suggested that the results from the custom survey items in addition to other questions in the survey, could be shared with programs/departments that might be interested in the outcomes (i.e. financial aid, counseling, basic needs, etc.). It was also emphasized that the survey is not evaluative and should not be used for performance evaluations. The team agreed to consider how to communicate the survey results effectively to various departments. <p>*CCSSE administration begins in mid-March and ends in late-April, results will be available around July 31st.</p> <p>**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.</p> <p>***The P&IE Office will discuss a plan for potentially presenting CCSSE results at fall opening day.</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. ➤ Make connections to current college priorities. 	I, D, A	Pedersen	<ul style="list-style-type: none"> Due to time constraints this item was tabled.

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CAMPUS COMMUNICATION/CONSTITUENCY REPORTS					
	Campus Communication/Constituency Reports <ul style="list-style-type: none">a. Academic Senateb. Classified Senatec. SGCd. TLC	Actions and Notable Items to Report from Planning Committee to Constituency; or from Constituency to Planning Committee			<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 Office will discuss a plan for potentially presenting CCSSE results at fall opening day.</i></p>
11.	Meeting adjourned at 4:04 p.m.				
Spring 2025 Meeting Dates: March 6 th , April 3 rd , May 1 st					