Appendix D: LCC Evaluation Survey – Planning Committees

Lassen College Planning, Budgeting and Governance Process Review

Planning Committee Survey

Committee Name: Educational Master Planning Committee

Date: 5/5/2023

Members Present: Adam Runyan, Bridget Gowin, Michell Williams, Yuting Lin, Lisa Gardiner, Roxanna Haynes, Motare Ngiratmab, Colleen Baker

Members Absent: Chad Lewis, Tom Robb, Alison Somerville, Christina Madrid, Carol Growdon.

Planning Section

When answering these questions consider the "planning process" the process used to create the Comprehensive Institutional Master Plan; including but not limited to the work of planning committees (Academic Planning, Student Services Planning, Institutional Effectiveness Planning, Institutional Technology Planning, Facility Planning, Human Resource Planning etc.) as well as the recommendations from IPR and NIPRs and analysis of student learning and administrative unit outcome results.

Describe the committee's major accomplishment during this year.

The EMP plan with the new format was completed on time for 2022-2023 and integrated procedures for utilizing the new budget committee role. The committee updated the plan with new and changed goals and documented the reason for the changes.

- Non-credit for incarcerated students have been expanded to include CG 155 study lab for incarcerated students as well as non-credit offerings for annual block trainings for officers and free staff at the institutions. Adult education offerings are being expanded to include Class A driving program and a construction bootcamp. Instructors are currently being advertised to develop curriculum for the new programs.
- Curriculum for the RN program has received local and chancellor's office approval and initial state approval. Work has begun on expanding the health program areas into Dental Assisting and Dental Hygiene.
- Campus is still working on classroom space for the Veterinarian Technician program. Once a space has been secured, work will begin on the curriculum and program development.
- Community Education classes have been expanded to address community need.
- Sand Volleyball team has been established and campus is continuing to research the feasibility of new sports teams.
- The accreditation team and campus has done an extreme amount of work to improve the SLO reporting and data availability. Faculty and IPR authors have access to data and effectively using the data for their plans.

- Research has been done for Bachelor's programs and work is continuing to identify and be ready for the application period.

1. Please share your recommendations to improve committee efficiency and effectiveness?
   1) Deeper discussion of fiscal impact when bringing on new programs to consider program contributions given funding formula (completers for example)
   2) Add to planning committee agendas a final item of "items to consider for planning/governance improvement" to refer to when completing committee surveys at end of year
   3) Investigate and document increase in FTE and cost benefit before we explore other sports.
   4) Need student representation on the committee.

2. Please describe any additional resources (e.g., human, research data, additional information) the committee needs to perform its assigned tasks?

1) Researcher for the campus is desperately needed.

2) Individual to document meeting minutes.

Governance Section

Indicate the extent to which you agree or disagree with statements related to your service on the committee overall (Strongly Agree to Strongly Disagree)

- The committee mandate and charge are clearly understood by committee members **Agree**
- Meeting agendas were available to members at the start of each committee meeting **Strongly Agree**
- Draft minutes of prior meetings were available to members at the start of each committee meeting for approval **Disagree**
- The length of the meetings was adequate to perform the work of the committee **Strongly Agree**
- Meetings were held at the regularly scheduled time **Strongly Agree**
- The committee started on time (within 5 minutes of expected start time). **Strongly Agree**
- The committee ended on time (within 5 minutes of expected end time). **Strongly Agree**
- The chair (co-chair) operated the committee effectively **Strongly Agree**
- Members contribute ideas freely **Strongly Agree**
- All ideas are treated with respect, whether others agree with them **Strongly Agree**
- There are sufficient opportunities to provide input into committee recommendations **Strongly Agree**

Please rate the following aspects of the committee's work (Very Good to Very Poor)

- Quality of communication within the committee **Good**
- Quality of information flow from the committee to constituency groups **Good but could improve**
- Quality of information flow from constituency groups to the committee **Good**
- Quality of communication by the committee with the campus community as a whole **Good but could have more report outs at Consultation**
- Access to information needed for discussion **Adequate need data from IE**
- Appropriateness of meeting dates and times **Very Good**
- Effectiveness of meeting location **Adequate but change to in person or hyflex option**
- Access to other resources needed for the committee to work effectively

Adequate but need data from IE