



## LPC Mission Statement

Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

## LPC Planning Priorities (15-16 & 16-17)

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs/SAOs and integrate assessment of SLOs/SAOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

# INSTITUTIONAL PLANNING AND EFFECTIVENESS COMMITTEE

Thursday, September 8, 2016 | 2:30 p.m. to 4:30 p.m. | Room 1687

## Meeting Minutes

### 1. Call to Order

**Rajinder Samra, Chair**

Meeting called to order at 2:37 pm

### 2. Review and Approval of Agenda

- a. Agenda approved – MSC (Spirn, S. Rodriguez.) All agreed, no abstention

### 3. Review of Charge and Membership

- a. The newly proposed committee merges the charges of the former Integrated Planning Committee (IPC) and the Institutional Effectiveness Committee (IEC).
- b. Committee reviewed the new proposed charge for the Institutional Planning and Effectiveness Committee (IPEC). It was clarified that the IPEC reports to the President. This committee could look at various metrics including any measures adopted to measure progress toward accomplishing goals in the Educational Master Plan. The committee discussed what documents the program considers when fulfilling its duties and responsibilities. The decision was made to broadly consider all the college's "strategic plans", as appropriate, rather than limit itself to a definite list.
- c. Membership of the committee was discussed. It was agreed to:
  - i. Keep the same number of administrator
  - ii. Increase the number of faculty representation to a total of 6 faculty.
  - iii. Increase the number of classified staff representation to a total of 6.

- iv. Keep the same number of student representatives at total of 2.
- v. The committee also considered ex-officio and non-voting members and whether some currently voting members should be made non-voting members as a way to ensure key stakeholders are involved to provide valuable input to committee work.
- d. The committee decided not to require the committee to be co-chaired.
- e. Committee reviewed some redundancy to the wording associated with the membership requirements and voting.

#### **4. Selection of Chair(s)**

- a. A motion was raised to make Rajinder Samra the chair of IPEC. MSC (Spirn, S. Rodriguez.).  
Ayes (all present), no abstentions.

#### **5. Review of Planning and Budget Cycle**

- a. Rajinder described the overview of the 5 key process of the college's Planning and Budget Cycle. In the diagram, IPEC will now replace IPC in the process.

#### **6. Review of Educational Master Plan**

- a. Brief review of the College Mission with the perspective of the new accreditation standards.
- b. The committee discussed how the progress under the various goals and strategic directions in the EMP will be measured. Rajinder made the observation that those EMP areas addressed with the planning priorities are being tracked. Some of the progress could already be measured by institutional metrics already adopted and used such as the Institution-Set Standard and the Institutional Effectiveness (IEPI framework) College Goals. The committee, or other entities at the college, would need to discuss what metrics would be best suited to measure progress for the other goals in the plan.

#### **7. Discussion of Planning Priorities**

- a. Review of Current Planning Priorities
  - i. Committee discussed what should be done to obtain an update on the planning priority previously assigned to the Vice-president of Student Services. Additionally we will need to find out who will be reporting on progress on activities and needs related to the Student Equity Plan and Student Success and Support Program Plan.
- b. Potential Planning Priority

- i. Rajinder raised the option of introducing a new planning priority for this year. Last year, IPC identified a potential issue with the method and level of funding for the Library. The issue was raised in various documents reviewed by the committee from the program review process and reports from various college plans. The idea of introducing a new planning priority which would address the needs for improved Library access/resources was tabled for this year; the committee thought it would be important to wait for more information on the results of the new bond measure and any results from conversations potentially underway in other areas of the college. Tina presented updated on the current needs the Library and opened it up for discussion. Members present, from last years' committee process, recalled and shared highlights from last years' discussions. The committee also elaborated on the difficulty of establishing a planning priority which essentially deals with a lack or need of financial/human resources. As a result of extensive deliberations, the committee decided to introduce a new college planning priority forwarding the need improve college Library resources.

**8. Seven Factors for Successful Planning**

- a. Tabled for future discussion.

**9. Good of the Order - None**

**10. Adjournment - 4:28 p.m.**