



# INSTITUTIONAL PLANNING AND EFFECTIVENESS COMMITTEE MEETING MINUTES

## 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.

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

- ❖ 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 and integrate assessment of SLOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

## Voting Members

### Faculty

Karin Spirn, ALSS - **Present**  
John Ruys, BSBA - **Present**  
Ruchira Majumdar, STEMPS – **Present**  
Vacant, BHAWK  
Scott Miner, CTE Discipline -  
Michelle Zapata, Student Services - **Present**

### Classified Professionals

Frances DeNisco – **Present**  
David Rodriguez, Research Analyst - **Present**  
Bill Eddy -

### Students

1 Vacant

### Administrators

Rajinder Samra, Director of Institutional Research and Planning (Co-Chair) - **Present**  
Diane Scott-Summers, V.P. Student Services  
Roanna Bennie, V.P. Academic Services - **Present**  
Diane Brady, V.P. Administrative Services - **Present**  
Barry Russell, Ph.d

### Other(s) present:

Donna Alaoen, AA President's Office (Minutes) - **Present**  
Heidi Ulrech - **Present**

*Thursday, November 10, 2016 | 2:30 pm to 4:30 p.m. | Room 1687*

## Meeting Minutes

1. Call to Order – Rajinder Samra opened the meeting at 2:42 p.m.
2. Review and Approval of Agenda – The agenda was not approved as presented.
3. (New Business)
  - a. Brief Review of Committee Membership – Mr. Samra reports that College Council approved all 3 Vice President's to be members of the Institutional Planning and Effectiveness Committee. There was a deletion of a Dean as well.
  - b. Discussion of Program Review – Ms. Spirn reports how program reviews are currently reviewed triangular. The triangular review consists of updates for two years and then they are reviewed during the third year. Being able to look at data for the past 3 years and then being able to plan 3 years in the future will assist in planning effectively. Ms. Spirn suggests that the program review have the option to have the ability to plan one to three years on a case by case. Scott Miner suggests that it would be ideal to have a category being evaluated one year at a time. The ability to focus on a program year by year would also to fully focus on the updates and details as necessary. Mr. Ruys informs the committee that the district will be adopting 3 year program reviews with updates every 2 years. Heidi Ulrech mentions there has been discussions surrounding board policies being more generic and administrative policies more descriptive so that it would allow for those policies to be able to be changed as necessary when needed. Mr. Miner suggests the possibility of creating short-term (achievable within the academic year) and long-term (longer than the academic year) goals for each program.
  - c. Seven Factors of Good Planning
    - i. Discussion of the First Three Factors – Mr. Samra begins discussions about the first three factors of good planning by asking the two questions that we will be focusing on

for each factor: 1) what is LPC currently doing to address this factor and 2) what more could LPC do to address this factor? The three factors of good planning in discussion are: emphasize good planning, define effective planning and agree on priorities. The committee discusses how the district charrette assisted in bringing many from different areas to assist in planning and creating a vision for the college. Mr. Samra asks how well we prioritize programs and do we do our best in allocated resources to those programs. Ms. Spirn informs that there has been circumstances where decisions have been made regardless of priority to accommodate special circumstances. The committee moved to table the other two factors: define effective planning and agree on priorities for the next meeting.

d. Status of Current Planning Priorities

i. Curriculum Development and Maintenance - Ms. Roanna Bennie briefly updated us on the statuses of the curriculum development and maintenance. She informs the committee that this process has been extremely helpful in prioritizing what was needed to focus on curriculum development and maintenance. Throughout this process, there has been a new hire for a curriculum specialist, Student Learning Outcomes Liaison and the formation of the new accreditation team. A list of disciplines has been created and are not in process of linking the courses with those disciplines. The linkage between disciplines and course would allow us to know who would be able to teach those courses. It will be presented and recommended to Human Resources that this list should be utilized in hiring adjunct and full-time faculty for those courses. Ms. Bennie was concerned about the history of the source documents and expressed that we do not hold those source documents. We are working well on documenting everything moving forward but we currently do not have the history data to be able to refer to which could provide valuable information. There is progress in matching the catalog with those classes in CurricuNet to ensure they meet state standard. The catalog is also currently being updated with all the new changes.

ii. Assessment and Integration of SLOs/SAOs – Tabled for next month’s meeting.

4. Adjournment - The meeting was adjourned at 4:39 pm.

5. Next Regular Meeting – Thursday, December 8, 2016