



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.

17-18 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, A&H - **Present**
Jason Craighead, BHAWK
Ruchira Majumdar, MSEPS - **Present**
Scott Miner, CTE
Michelle Zapata, Student Services –

Classified Professionals

David Rodríguez – **Present**
Bill Eddy – **Present**
Heidi Ulrech – **Present**
Frances DeNisco - Present

Students

Tatiana Hernandez -
Treasure Bonningo -

Administrators

Rajinder Samra, Director of Institutional Research and Planning (Co-Chair) - **Present**
William Garcia, V.P. Student Services - **Present**
Roanna Bennie, Interim President - **Present**
Diane Brady, V.P. Administrative Services –
David Johnson, Interim V.P. of Academic Services

Other(s) present:

Alisha Perdue, SAA President's Office (Minutes)

Tuesday, April 24, 2018 | 2:30 pm to 4:30 p.m. | Room 1687

Meeting Minutes

- Welcome**
Rajinder Samra opened the meeting at 2:30 p.m.
- Review and Approval of Agenda**
The agenda was approved as presented. Brady/Ulrech.
- Review and Approval of Minutes**
The minutes were approved as presented. DeNisco/Spirn. Abstentions: Ulrech, Majumdar, Brady.
- Status of Current College Planning Priorities**
Mr. Samra reviewed the stakeholders form for the Accreditation planning priority. Ms. Bennie discussed, interpreted and explained the status of the Accreditation planning priority. She gave updates on each solution/step and discussed the need to have committee review their charges. Mr. Bennie recommended the Accreditation planning priority continue next year.

Mr. Samra reviewed the feedback from the stakeholders/actionable initiatives form for the Curriculum planning priority. Ms. Bennie discussed curriculum solutions and steps, including information about the articulation officer position. In addition, she discussed curricUNET and catalog work being done. Ms. Bennie's recommendation is that it will take another year to get Banner and articulation work nailed down.

Mr. Samra reviewed the stakeholders form for the Professional Development planning priority. Ms. Brady gave handout on recommended solution steps to address challenges. Reviewed with committee. All professional development agendas and minutes are online. Ms. Brady stated that required certification should come out of other funds, not professional development. Flex Day has been better in recent years and aligned with standards. Classified professionals still need more attention when it comes to professional development. Solution/steps activities discussed. Ms. Brady recommend to extend the Professional Development planning priority for another year.

Mr. Samra reviewed the stakeholders form for the Tutoring Services Planning Priority. Mr. Garcia discussed and explained the status of this priority. TutorTrac was launched this semester. Hiring decisions were discussed. Prep 2 Pass funding was discussed. Increased tutorial assistance was discussed. Mr. Garcia's recommendation is, that with full time tutor coordinator, this planning priority can be graduated. It can move from student services to academic services as of July 1, 2018.

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Motions:

Motion to continue the accreditation, curriculum, and professional development planning priorities. Ulrech/Rodriguez. Motion passes.

Motion that tutoring services planning priority graduates and a status report is given next year. DeNisco/Rodriguez. Spirn and Majumdar abstain. Motion passes.

Motion to request that the planning priority coordinators report to IPEC in the fall the steps needed to graduate the remaining planning priorities by spring 2019. Ulrech/Spirn. Motion passes.

5. **Status of Former SLO/SAO College Planning Priority**

Mr. John Ruys sent report regarding SLO/SAO. Mr. Samra read the report to committee. Is it sustainable? Yes.

6. **Potential Future College Planning Priorities**

Ms. Bennie discussed and explained the planning priority for security. We will get a status update next year. Ms. Spirn brought information from her division meeting regarding planning priority about grants. Grants are not getting serviced properly without centralized procedures for management of grants. Next year, get an update.

7. **ACCJC Midterm Report – Data Trends**

Handout provided. ACCJC midterm report data reporting form, including completion rates: institutional set standards and draft stretch goal. Discuss next meeting.

8. **Committee Charge and Membership**

Motion to table. Approved. Garcia/Ulrech.

9. **Division Summary Template**

Mr. Samra removed from agenda.

10. **Good of the Order – None.**

11. **Adjournment – 4:30 p.m.**

Next meeting: May 10, 2018