



# 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.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.
- ❖ Coordinate available resources to address current and future professional needs of faculty, classified professionals, and administrators in support of educational master plan goals

## Voting Members

### Faculty

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

### Classified Professionals

Frances DeNisco – **Present**  
David Rodriguez – **Present**  
Heidi Ulrech – **Present**  
Bill Eddy

### Students

Jasleen Gill – **Present**  
1 Vacant

### Administrators

Rajinder Samra, Director of Institutional Research and Planning (Chair) - **Present**  
William L. Garcia, V.P. Student Services - **Present**  
Don Miller, Interim V.P. Academic Services - **Present**  
Diane Brady, V.P. Administrative Services – **Present**

### Other(s) present:

Roanna Bennie, Interim President - **Present**

Thursday, September 14, 2017 | 2:30 pm to 4:30 p.m. | Room 1687

## Meeting Minutes

1. Call to Order – Rajinder Samra opened the meeting at 2:35 p.m.
2. Review and Approval of Agenda – The agenda was approved as presented. **(DeNisco/Rodriguez). All in favor.**
3. Review and Approval of Minutes (4/13/17, 5/11/17 – The minutes were approved as presented. **(DeNisco/Rodriguez) All in favor.**
4. Review of Committee Charge and Membership – The charge and membership of IPEC was reviewed. In addition, a brief history of IPEC was provided.
5. College Planning Priorities
  - a. Review Planning Priorities – Mr. Samra reviewed the history of college planning priorities. He noted that the first planning priorities created by the Integrated Planning Committee (IPC) were vague. IPC learned from its experience and gathered information from stakeholders to better define and address college planning priorities. In addition, IPC recommended and the President agreed that vice presidents coordinate planning priorities in order to ensure priorities would be addressed effectively.
  - b. Discuss Planned 2017-18 Activities for Each Priority – Mr. William Garcia reviewed presented the Tutoring Services Planning Priority and made the following observations:
    - Learning Center exploratory workgroup started in AY 16-17.
    - Pauline Trummel visited other campuses. Centralized tutoring services (peer, RAW, math, etc.) before making recommendations.
    - Need to review tutoring curriculum

- Acquisition of TutorTrac—scheduling and run reports
- Working with facilities planning
- Future planning for a centralized center

The committee provided feedback to Mr. Garcia. Ms. Michelle Zapata suggested that counselors should be trained on TutorTrac. In addition, some committee members stated that planning the facility will be a big piece for this planning priority. Moreover, some noted that IPEC would not be able to graduate this priority until CTE is addressed and the tutoring budget is institutionalized.

Ms. Roanna Bennie presented on the Accreditation Planning Priority and her report included the following:

- Building a Standards integration document for committees and offices
- Linking accreditation standards to committees and offices
- Training committees and staff about accreditation standards
- Finding ways to store information/documents
- Familiarizing campus with new standards

It was noted that Ms. Bennie would be presenting on the Curriculum Planning Priority at the next IPEC meeting.

Ms. Diane Brady briefly discussed the Professional Development Planning Priority. She met with the Professional Development Committee and an assistant will be hired for the committee. Questions were asked about how to best distribute the knowledge people gain at conferences and trainings and leverage funding from multiple sources (e.g., categorical, restricted, grants). Ms. Brady will make a formal presentation at the next IPEC meeting.

Mr. Bennie suggested that a template of planning priority table/chart be sent to Mr. Garcia and Ms. Brady for their use. She also asked if we should start a new chart at some point if a priority continues over several years. Ms. Frances DeNisco asked whether the vice presidents received the stakeholder forms. Mr. Samra confirmed that the vice presidents received the completed forms.

## 6. Discuss Recommended Accreditation-Related Work for IPEC

The committee reviewed the following Visiting Team College Recommendation:

“To improve institutional effectiveness, the team recommends that the College specify the population it serves in the mission statement and establish stronger linkages from the mission to the integrated planning cycle and resource allocation by concentrating on its educational master plan goals.”

The committee also reviewed the LPC’s mission statement and Mr. Samra stated that LPC may have already addressed the first portion of the recommendation by including a Glossary of Terms with the college mission statement. The Glossary of Terms includes the definition for the word “inclusive,” which describes the various student populations served by LPC. It was noted that the visiting accreditation team did not see the Glossary of Terms on the website because the glossary was located at the bottom of a college webpage.

A discussion occurred as to how best address this recommendation. Some members suggested looking at how other colleges may have addressed similar recommendations.

7. Review and Discuss Student Outcomes Data – Mr. Samra presented data on the annual number of associate degrees that were completed over the last ten years. He specifically focused on the discrepancy in recent years between the total number of associate degrees that were awarded compared to the headcount of students who earned the degrees. There has been an increase in the number of students who have earned multiple degrees. The committee cited that the increase could be the result of ADTs, use of DegreeWorks and an emphasis on the importance of degrees. A similar trend has not emerged with certificates.
8. Adjournment - The meeting was adjourned at 4:30 pm.
9. Next Regular Meeting – Thursday, October 12, 2017 at 2:30 pm.