



# INSITUTIONAL PLANNING AND EFFECTIVENESS COMMITTEE MINUTES

Thursday, September 12, 2019 | 2:30 – 4:30 PM | Room 1687

## 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.

### LPC Planning Priorities

- ❖ Implement the integration of all ACCJC standards throughout campus structure and processes.
- ❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- ❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

### IPEC Meeting

#### **Members Present (Voting):**

Rajinder Samra, Director of Research, Planning & Institutional Effectiveness (Chair)  
William Garcia, VP Student Services  
Diane Brady, VP Administrative Services  
Kristina Whalen, VP Academic Services  
Frances DeNisco, Classified  
Heidi Ulrech, Classified  
David Rodriguez, Classified  
Karin Spirn, A&H  
Jin Tsubota, SLPC  
Ruchira Majumdar, STEM  
Angella VenJohn, SS

#### **Members Present (Non-Voting):**

Roanna Bennie, Interim President

#### **Members Absent:**

Jason Craighead, BHAWK  
Ann Hight, Chair Student Learning Outcomes Comm.  
Sarah Thompson, President, Academic Senate  
Blessing Knrumah, President, LPCSG  
Mike Sugi, SEIU

#### 1. Call to Order

#### 2. Review and Approval of Agenda

- K.Whalen moves to approve the agenda, W.Garcia seconds. All in favor. **Approved.**

#### 3. Review and Approval of Minutes

- **May 9, 2019** – Minutes are reviewed. W.Garcia moves to approve F.DeNisco seconds. **Approved.** Abstain: K.Whalen, R.Majumdar, and J.Tsubota.

#### 4. Review of Committee Charge

- A review of committee membership was done. It was noted that the CTE member position was removed from IPEC during the previous review of committee membership. In addition, it was noted that Karin Spirn is representing her division and the two student membership positions remain vacant.

#### 5. New College Planning Priorities

- 1. Implement the integration of all ACCJC standards throughout campus structure and processes.
- 2. Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- 3. Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

Mr. Samra mentioned that at the next IPEC meeting there will be discussion to lay-out what the planning will entail for the remainder of the year. What each priority is and what activities will need to take place this year, and then we get an update in the spring of how we are doing. This year will be important as the college will also be working on the Educational Master Plan, and we will be reviewing the College's Vision, Mission and Values. F. DeNisco asks if they will have an opportunity to provide input to the Educational Master Plan. Yes, it will be discussed at College Counsel.

#### 6. College Planning & Budget Cycle and Program Review Timeline

- **College Planning and Budget Cycle:** Mr. Samra Reviewed the current integrated planning and budget cycle that includes Program Review process, College Planning Process and Resource Allocation Process. There

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was comments/feedback that maybe the chart can have the state budget as it currently does not have it. It was mentioned that there may be some people no familiar with the State process and recommend it be placed on new chart.

- College council is responsible for assessing the degree of integration of planning, budget, and allocations.
- **Program Review Timeline:** Ms. K.Spirn proposed a new timeline for Program Review and commented on the difficulty of deans meeting deadlines and struggling with it yearly. It was determined that due to the state budget development timeline, it would be difficult to move the program review timeline. Moreover, the proposed timeline would create a significant gap between when the program review would be due and when the results of the program reviews would be used to inform planning priorities.

## 7. Review of Mission, Vision, and Value Statements in Preparation for New College Education Master Plan

- Mr. Samra began the discussion regarding the review of the College Mission, Vision, and Value statements in preparation of the College Education Master Plan (EMP). Mr. Samra reminded the committee that the mission, vision, and value statements serve as the starting point for the EMP It was also noted that the college mission serves as the framework for comprehensive accreditation site visit. The committee discussed the verbiage that they would like to be included in the mission statement. The college mission is who we are. Vision is who we want to be.
- The committee discussed the possibility of an EMP planning taskforce being formed by College in order to help guide the creation of the new EMP.
- Things to consider (discussion): R. Samra asked if the college should create the EMP from scratch or build on the existing EMP. There was consensus from committee members that the EMP process should start with reviewing the existing EMP and building on it.
- R. Samra gave an overview of a draft timeline for the college educational master plan. This plan will work in conjunction to the District Strategic Plan, Facilities Master Plan, and Technology plan to meet the needs of the student through mid and long range planning. The EMP identifies the educational needs of the community, articulates and oversees the vision for advancing student achievement and defines strategic goals for guiding college program development. There will be a need for help in tracking measurable outcomes to monitor student achievement by consultants so they may help with the process.

## 8. Discussion of Key College Processes to Address this Year

- Administrative turn over: K. Spirn asked if the committee could take a look at why the College has so much turn over. K. Whalen responded that she is aware that research is being done at the other institutions because this is not a problem just at LPC. It was suggested the committee could collect the best practices that are being implemented at other colleges and determine which ones could be recommended for implementation in our district. In addition, it was suggested the college could look at the negative effects of administrative turnover via a survey and possibly survey multi-college districts or identify current studies that can shed light on this problem. F.DeNisco suggest the college look at this even if we do not have it as an outcome in the EMP, and maybe look at things objectively and identify problems and make suggestions. W.Garcia suggests the college also look at Wheelhouse, an institutional newsletter. Wheelhouse has done some research on this topic. A. VenJohn and K.

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Spirn agreed to work together to initiate the process of reviewing administrative turnover, facilitate the identification of problems, and report on the outcomes.

**9.** Adjournment: 4:30 PM

**10.** Next Regular Meeting: October 10, 2019 @ 2:30 PM