



INSTITUTIONAL PLANNING AND EFFECTIVENESS COMMITTEE MINUTES

Date November 14, 2019 | 2:30 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.

Committee Name

Members Present (non-voting):

Members Present (voting):

Rajinder Samra
Jin Tsubota
Karin Spirn
Frances DeNisco
David Rodriguez

Members Absent:

William Garcia
Angela VenJohn

Guests:

1. Call to Order

Rajinder Samra called the meeting to order at 2:42 PM. Quorum not met.

2. Review and Approval of Agenda

Agenda was reviewed but not approved.

3. Review and Approval of Minutes

Review of September 12, 2019 minutes, but not approved.

4. Status of Institutional – Level Student Success Outcomes

- **Institution-Set Standards and Institutional Stretch Goals:** The committee reviewed, set, and evaluated institution-set standards and stretch goals for four different metrics: course completion rates, degree completions, certification completions, and transfer completions.

The institution-set standards and stretch goals were met for the following three metrics: course completion rates, degree completions, and certificate completions. For transfer completions, institution-set standard was met, but stretch goal was not.

5. Status of College Planning Priorities:

Mr. Samra reviewed two updated planning priorities provided by VP Garcia.

1. Increase student completion through change in college practices and processes, coordinating needed academic support, removing barriers and supporting focused professional development across the campus.

Mr. Samra and the committee discussed what work had been done and what is in the planning stages to meet this planning priority. There was discussion about data literacy and what it meant and how it would be addressed. In addition, there was discussion that there would probably be people who are already at the college that will become champions for this initiative. Professional development was reviewed and there was a suggestion that there should be something specifically for classified professionals.

2. Establish a knowledge base and appreciation for equity. Create a sense of urgency about moving towards equity. Institutionalize equity in decision-making, assessment, and accountability and build capacity to resolve inequities.

The stakeholders for this planning priority include the following: Basic Skills Committee, Student Success Committee, VP of Student Services, Institutional Research, the Program Review Committee, the Guided Pathways Steering Committee, Director of Student Equity and Success, and the learning community coordinators. Mr. Samra explained that equity is really under everyone and is much broader than the first planning priority. The Student Equity and Achievement Plan (also known as the Equity Plan) was submitted in June 2019. Mr. Samra encouraged everyone to send if feedback if they had feedback regarding this planning priority for the coordinator, VP Garcia.

3. Implement the integration of all ACCJC standards throughout campus structure and processes.

VP Whalen gave the committee a hand out that was reviewed regarding the accreditation planning priority. ACCJC timeline has changed and institutional review is closer than what was originally thought. The next step is to work on the plan and review the workflow process and duties/activities. The Accreditation Steering Committee will review process for completing this work. It's important to get more people at the Steering Committee meetings, setup onsite training for the visiting accreditation team to look at evidence, and to update the report. Currently, the webmaster is uploading the documents that are being provided by the various committees. VP Whalen closed the discussion and shared information that she learned at a conference about the equity framework. She stated that there will be equity outcomes when everyone shares the same level of equity literacy. She suggested an activity to measure how much of the equity mobilization is around things outside of the classroom. For example, determine where students spend most of their time.

- 6. Discussions of Program Review Timelines:** (K. Spirn) Reviewed current timeline. There was a discussion regarding the current process and how changing it would affect the readers and reviewers. There was a review/presentation of the potential new process.
- 7. Discussions of Key College Processes to Address this Academic Year:** Administrative turnover was discussed; this was brought up at the start of the fall semester. Karin Spirn reviewed data from San Jose City College, which performed a study regarding administrator retention and was part of their accreditation self-study. The study was done by their research office and included interview questions. The researchers interviewed administrators who left the college. Karin Spirn will send the study to Mr. Samra in order to be discussed at future IPEC meetings. There was discussion that there may be more information in the Eric database from library. It was also noted that the Academic Senate would be interested in this study and would want regular updates.
- 8. Discussion College Missions, Vision, and Values Statements:** The statements were reviewed line by line. There was discussion about words that would be deleted as well as new words that would be added.
- 9. Adjournment:** 4:36 PM
- 10. Next Regular Meeting:**
December 19, 2019 @ 2:30 PM