

**Las Positas College**  
**Institutional Planning and Effectiveness Committee (IPEC)**

**Charge and Responsibilities**

The Institutional Planning and Effectiveness Committee (IPEC) provides institution-level planning priority recommendations to the College President. In addition, IPEC evaluates key college processes and metrics in order to make recommendations or share information to improve student learning and institutional outcomes.

The responsibilities of IPEC include, but are not limited to:

1. Creating planning priorities by primarily utilizing the College's Mission, Vision and Values Statements, strategic plans, Program Reviews, SLOs/SAOs, institutional research, and accreditation documents. In addition, planning priorities are informed by a variety of sources, including district priorities, and State, Federal, and ACCJC\* mandates, as required
2. Guiding the institutional and strategic planning efforts, by establishing planning priorities
3. Reviewing institutional responses to State, Federal and accreditation mandates to ensure incorporation into institutional planning
4. Identifying, reviewing and revising, as necessary, processes for:
  - a. Integrating the College strategic planning documents, including SLO/SAO and Program Review documents, into planning
  - b. Integrating and communicating the planning priorities to committees for allocation purposes
5. Evaluating key college processes and metrics and integrating the findings into the planning process
6. Providing direction to the Institutional Research office to generate the data and analysis necessary for the planning efforts needed by the college
7. Communicating adopted planning priorities and the rationale behind them to College and College Council
8. Reviewing, documenting, and reporting on accreditation standards linked to IPEC's charge
9. Evaluating IPEC's charge, tasks and membership on a regular basis

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\*ACCJC = Accreditation Commission for Community and Junior Colleges

**COMPOSITION**

**Voting Membership**

4 Administrators:

- 1 Vice President of Academic Services, 1 Vice President of Student Services, 1 Vice President of Administrative Services, 1 Researcher

5 Faculty Division Representatives (including one from each academic division):

- 1 Student Services
- 4 Academic Divisions (preferably 1 from a CTE Discipline)

5 Classified Senate Representatives – All at-large (equal to the number of faculty representatives)

2 Student Senate Representatives

16 - Total

**Non-Voting Membership**

1 College President

1 Chair sits on College Council (Can be faculty, classified or administrator.)

1 Academic Senate President – can double as voting Division Representative

1 Program Review Chair – can double as voting Division Representative

1 Student Learning Outcomes Chair – can double as voting Division Representative

1 Classified Senate President/Co-President – can double as voting Classified Senate Representative

1 Student Senate President – can double as Student Senate Representative

1 Faculty Association (FA) Representative – can double as voting Division Representative

1 SEIU Representative – can double as voting Classified Senate

Representative

9 - Total

**Terms**

- Terms are for two years.
- This committee's responsibilities are seen to be complex, taking quite some time to learn the inter-relationships and requirements of the many mandates and agencies.