LPC GOVERNANCE WORKSHEET

Committee Name: Institutional Planning & Effectiveng **Academic Year:** 2016-17

Form completed by: Rajinder Samra **Position:** Chair

Instructions

The purpose of this worksheet is to allow each committee, Senate, Union, Task Force or User Group to review its charge and membership yearly. It is important to review the current charge and responsibilities in the LPC Governance Handbook. If the structure is satisfactory, please mark accordingly on this document and send to the President's Office. If changes are needed, please make changes on this document, receive approval from any constituency groups involved, and send to the President's Office. Once changes are received, the document will be brought to College Council to request approval.

- **Are the group's charge and membership satisfactory?**

  ☐ YES, there are no changes to the committee structure or charge.

  ☑ NO, there are changes to the committee structure or charge shown below.

  Remember to have all committee members sign the document before submitting.

Proposed Changes

1. **Charge:**

   ☐ Charge remains the same.

   ☑ Recommended changes to charge are indicated below.

2. **Reporting Relationship:**

   Committee currently reports to _____ President _____.

   ☑ It is recommended the reporting relationship remain the same.

   ☐ It is recommended to change the reporting relationship.

   The committee will report to:

   ☐ Academic Senate

   ☐ College Council

   ☐ Faculty Association

   ☐ President

   ☐ Vice President of _____

   ☐ Other _____

LPC GOVERNANCE WORKSHEET

Committee Name: Institutional Planning & Effectivens **Academic Year:** 2016-17

Form completed by: Rajinder Samra   **Position:** Chair

3. Chairmanship:

The chair is currently selected by:

- [✓] Committee vote
- [ ] Office or Position indicated here: _____
- [ ] Other: _____

It is recommended that the chair:

- [✓] Selection remains the same
- [ ] Selection method changes to: _____

4. Membership:

- [ ] Membership remains the same
- [✓] It is recommended to change membership to:

Voting Members: (e.g., V.P. of Student Services, 4 Classified, 1 faculty from each Division, etc.)

1. 4 Administrators
2. 6 Faculty Representatives
3. 6 Classified Representatives
4. 2 Student Senate Representatives
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Total Voting Members: 18

Quorum (50% +1): 10

LPC GOVERNANCE WORKSHEET

Committee Name: Institutional Planning & Effectiveness Committee   **Academic Year:** 2016-17

Form completed by: Rajinder Samra & Committee   **Position:** Chair

Committee Approval

Printed Name	Signature	Date
Frances DeNisco	Frances DeNisco	9/8/16
Scott Miner	Scott Miner	9/8/16
Diane Brady	Diane Brady	9-8-16
John Ruys	John Ruys	9/8/16
Ruchira Majumdar	Ruchira Majumdar	9/8/16
Titian Lish	Titian Lish	9/8/16
Sylvia Rodriguez	Sylvia Rodriguez	9/8/16
William Eddy		

Las Positas College
Institutional Planning and Effectiveness Committee (IPEC)

Charge and Responsibilities

The Institutional Planning and Effectiveness Committee (IPEC) will provide institutional-level planning priorities to the College President by using the Mission, Vision and Values Statements, Sstrategic Pplans, Program Reviews, SLOs, institutional research, and accreditation documents as its focus. The IPEC will be informed by a variety of sources including district priorities, and State, Federal, and ACCJC* mandates, as required. In addition, IPEC will provide ongoing and systematic evaluation of key college processes and metrics that lead to recommendations or sharing of information for improving student learning and institutional outcomes.

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

1. Guide the institutional and strategic planning efforts, by establishing planning priorities

2. Review institutional responses to State, Federal and accreditation mandates to ensure incorporation into institutional planning

3. Recommend planning priorities to the College President

4. Evaluate key college processes and metrics and integrate the findings into the planning process

5. Identify, review and revise, as necessary, processes for:

   a. Integrating the College strategic planning documents, including SLO and Program Review documents, into planning

   b. Integrating and communicating the planning priorities to committees for allocation purposes

6. Provide direction to the Institutional Research office to generate the data and analysis necessary for the planning efforts needed by the college

7. Communicate adopted planning priorities to the College and College Council

8. Evaluate 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, 1 Researcher, 1 Administrator from Administrative Services, 1 Dean

~~5~~ 6   Faculty Division Representatives (including one from each academic division):

- 1 Student Services
- ~~3~~ 4 Academic Divisions
- 1 from a CTE Discipline

~~4~~ 6   Classified Senate Representatives – All at-large (equal to the number of faculty representatives)

2   Student Senate

Representatives ~~15~~ 18 - Total

Non-Voting Membership

1   College President

~~2~~ 1 * ~~Co-~~Chair~~s~~ – ~~both~~ sits on College Council ~~with 1 vote~~.   (Can be faculty, classified or administrator.) ~~[To set up rotating chairs, first year: one person holds 1 year term, one person holds 2 year term.]~~

1   Academic Senate President – can double as voting Division Representative~~, in case of lack of participants~~

1   Program Review Chair – can double as voting Division Representative

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

1   Academic Senate President – can double as voting Division Representative~~, in case of lack of participants~~

1   Classified Senate President/Co-President – can double as voting Classified Senate Representative~~, in case lack of participants~~

1   Student Senate President – can double as Student Senate Representative~~, in case lack of participants~~

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

1   SEIU Representative – can double as voting Classified Senate   Representative

~~8~~10 - Total

Terms

- Terms are for two years. For the first year, for purposes of continuity and learning the processes, terms shall be chosen by lottery, such that one-half of the members serve a two-year term, and the other half serves a three-year term.
- 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.

~~*Co-Chairs: Due to the complexity and volume of work of this committee, Co-Chairs are seen as necessary. An application to co-chair may be submitted by faculty, classified or administrator during May of the previous academic year, so that reassigned time for faculty may be arranged.~~