



Institutional Planning and Effectiveness Committee (IPEC)

DRAFT Meeting Minutes

May 14, 2026, 2:30 PM

Recorder: Nicole Duffin

LPC Mission Statement		LPC Planning Priorities 2025	
Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting life-long learning.		Affirm LPC's unwavering commitment to equity by deepening campus-wide engagement, enhancing professional development, embedding equity-minded practices in decision-making, assessment, and accountability processes; and building capacity to resolve inequities.	Increase student success and completion through sustainable college practices, processes, academic support, removal of barriers, and focused professional development.
			Establish a knowledge base and appreciation for health and wellness in the workplace; create a sense of urgency about wellness; prioritize wellness in decision-making, assessment and accountability; and build capacity to support wellness.
Chair	Faculty	Classified Professionals	
☒ Rajinder Samra	☒ Karin Spirn, A&H ☒ Nadiyah Taylor, BSSL ☐ Vacant, PATH ☐ Ruchira Majumdar, STEM ☐ Michael Schwarz, Student Services	☒ Lina Chea ☐ Lilibeth Juarez ☐ Suzanne Kohler ☐ Aubrie Ross ☒ Tania Torres	
Students	Administrators	Guests	
☐ Kazuya Yasui ☐ Tala Ghandour	☒ Dr. Dyrell Foster ☐ Jeanne Wilson ☒ Nan Ho ☒ Sean Brooks	☐ David Rodriguez ☐ Name	

Attendance: 12

Agenda Item	Information/Discussion	Action/Assigned To
1.	Welcome / Call to Order - Meeting began at 2:41PM - Quorum was not met; introductions and discussion proceeded	
2.	Review & Approve Agenda Rajinder Samra introduced the proposed agenda at 2:41PM. No motion to approve the agenda due to quorum not being met.	
3.	Review & Approve Minutes from 4.9.2026 Meeting Meeting minutes from the April 9th meeting were not reviewed or formally approved due to quorum not being met.	
4.	Presentations of the Status of Current College Planning Priorities Student Success & Completion <u>Dr. Ho</u>: Increase student success and completion through sustainable college practices, processes, academic support, removal of barriers, and focused professional development. Three Theme Areas Accomplishments: Increased student success and completion: Continued growth in rates of course, certificate, degree and transfer completion. Continued innovation in academic support and opportunities: Strategic enrollment management ensured broad access to courses and pathways across disciplines. Structural changes (winter intersession) and innovations in academic support increased opportunities for students with different needs. Sustainability of these and future innovations is a challenge. Focused professional development: Flex Day sessions focused on removing barriers, equity, caring campus, and increasing enrollment to serve students. Increased opportunities for professional development around AI and Accessibility. Having adequate resources to address AI and Accessibility is a challenge.	

	○ <u>2026 Priorities:</u> 1. Increased student success and completion • This has advanced student success and completion across multiple metrics and should be considered a success. • Some areas for continued review (demographic analysis of time to degree and certificate/degree completion). 2. Continued Innovation in Academic Support and Opportunities (will require clarification and development of sustainable resources and staffing) • Continue to implement highly strategic enrollment management to ensure student pathways are available • Launch and sustain new model for Equitable Access to Instructional Materials Resources (textbook transparency) • Continue to build CCAP and Credit for Prior Learning 3. Focused Professional Development • This college priority has documented consistently high levels of focused professional development that support student success and completion Professional development will continue to be needed around sustainable processes for ensuring accessibility and new practices around AI – both of which help increase student success and completion ○ <u>Committee Discussion:</u> • Agreed this priority has been fully integrated – vote in Fall 2026 to “graduate” this priority, with the understanding that the work is not ending but has become fully integrated into college practice.	
5.	Update on the Potential College Planning Priority ○ Recommended Priority – Modernize workflows and remove organizational barriers so employees can prioritize deep and innovative work that is most impactful to students and the college ▪ Suggested rewording of priority – Prioritize deep and innovative work by modernizing workflows and removing organizational barriers. ▪ Increase a knowledge base for assessing organizational structure and function. ○ Responses From Survey:	

	▪ Indicated a need for streamlined workflow ▪ Integration of less back and forth between departments ▪ Increased support for technical issues ▪ More training and support / increased staffing ▪ Ability to prioritize tasks that directly benefit students, more focused work, exciting initiatives and less paperwork ▪ Clear AI policies and framework with actionable steps, ethics, data privacy and implementation ▪ Integrate and centralize processes so that they are not done 3 different times and ways ▪ Shift forms to online platforms ▪ Allocate resources appropriately ▪ Email etiquette and workflow (best practices) ▪ Website updates – ensure current info is displayed ▪ Work session meetings vs. reporting sessions ○ Committee Discussion: ▪ Committee members noted that continued innovation depends on sustainable staffing, funding, and infrastructure. Several successful efforts have relied on temporary funding, reassigned time, or voluntary labor, creating risk to long-term quality and continuity. ▪ Do we need a broader cross campus priority? ▪ Committee discussed the need to balance incremental workflow improvements with broader systemic assessment of organizational structures and functions. ▪ Committee members emphasized that new initiatives should include consideration of total implementation cost, including faculty, classified professional, administrator, technology, training, and ongoing maintenance capacity. ▪ Find ways to access different levels and determine the immediate need – increase literacy, organizational structure and function and then develop plans around those all while prioritizing available resources ▪ Need to create a structure where items from one department are recognized cross-functionally ▪ Can AI Bots be created to help streamline paperwork? ○ CLPCCD AI Plan – Proposed objectives, timelines, action steps, measures of progress and resource requests ▪ Proposed Work in the Following Areas: • Establishing a districtwide cross-functional AI workgroup and AI vision/framework	
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	• Developing districtwide AI guidance related to acceptable use, academic integrity, data privacy, and ethics • Creating an AI Faculty Fellows / Train-the-Trainer program • Defining an AI Capability Framework for administrators, faculty, and classified professionals • Defining student AI literacy outcomes connected to curriculum, orientation, and career services	
6.	College Mission, Vision, and Values Statements Review Feedback from the College Community ○ Purpose – ACCJC – Define identity, commit to equity, guide decisions, allocate resources, demonstrate accountability ○ Mission – College’s decision filter for budgeting, improvement and evidence of student outcomes ○ Mission = Why we exist Vision = Where we are going Values = How we behave (standards / culture) ○ ACCJC and SCUP point at the same practice – the mission, vision and values are governance tools for choices, tradeoffs and accountability Rajinder shared with the committee the Mission, Vision and Values Statements as well as the Glossary of Selected Terms for review. ○ Survey Feedback: ▪ Overall feedback was positive saying our mission reflects LPC’s purpose and student population ▪ Requested improvements on more concise verbiage, more outcome oriented ▪ Student centered and reflects access, equity, inclusion ▪ Make equity actionable – state what LPC commits to doing for students, not just what it values ▪ <u>Suggested Change:</u> LPC serves our diverse community by providing equitable access to high quality education and comprehensive support that enables students to achieve degree transfer and career outcomes. The college advances student success, lifelong learning, and economic mobility, contributing to the vitality of the region we serve. ○ Committee Discussion: ▪ Committee members discussed the importance of reflecting post-completion success while avoiding an overly narrow definition based only on wages or immediate employment. Members noted that student goals may include transfer, career preparation, economic mobility, lifelong learning, personal enrichment, family stability, and participation in fields where economic outcomes are indirect or longer-term.	

	Recommendation: The committee will continue reviewing Mission, Vision, and Values feedback in Fall 2026, with a goal of forwarding a recommendation to College Council by November 2026.	
7.	Results of the 2025 Career Technical Education (CTE) Outcomes Survey This item was tabled to the September IPEC meeting.	
8.	Governance Worksheet - Committee briefly reviewed the governance worksheet to validate committee's annual responsibilities, actionable items and strategic goals to ensure LPC remains in alignment with the college's mission and accreditation standards. - No recommended changes to membership - Time Change: 2:45PM-4:45PM (compressed calendar schedule)	

9.	Good of the Order No items discussed	
10.	Adjournment Meeting adjourned at 4:35PM	

Next meeting: September 10, 2026