



Institutional Planning and Effectiveness Committee (IPEC)

DRAFT Meeting Minutes

March 12, 2026, 2:30 PM

Recorder: Nicole Duffin

LPC Mission Statement	LPC Planning Priorities 2025		
<p>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.</p>	<p>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.</p>	<p>Increase student success and completion through sustainable college practices, processes, academic support, removal of barriers, and focused professional development.</p>	<p>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.</p>
Chair	Faculty	Classified Professionals	
<p><input checked="" type="checkbox"/> Rajinder Samra</p>	<p><input checked="" type="checkbox"/> Karin Spirn, A&H <input type="checkbox"/> Nadiyah Taylor, BSSL <input type="checkbox"/> Vacant, PATH <input checked="" type="checkbox"/> Ruchira Majumdar, STEM <input checked="" type="checkbox"/> Michael Schwarz, Student Services</p>	<p><input checked="" type="checkbox"/> Lina Chea <input checked="" type="checkbox"/> Lilibeth Juarez <input checked="" type="checkbox"/> Suzanne Kohler <input type="checkbox"/> Aubrie Ross <input checked="" type="checkbox"/> Tania Torres</p>	
Students	Administrators	Guests	
<p><input checked="" type="checkbox"/> Kazuya Yasui <input type="checkbox"/> Tala Ghandour</p>	<p><input type="checkbox"/> Dr. Dyrell Foster <input checked="" type="checkbox"/> Jeanne Wilson <input checked="" type="checkbox"/> Nan Ho <input type="checkbox"/> Sean Brooks</p>	<p><input type="checkbox"/> Name <input type="checkbox"/> Name</p>	

Attendance: 11

Agenda Item	Information/Discussion	Action/Assigned To
1.	<p>Welcome / Call to Order</p> <ul style="list-style-type: none"> • Meeting called to order at 2:35PM • Quorum was met at the start of the meeting; introductions and discussion proceeded 	
2.	<p>Review & Approve Agenda</p> <ul style="list-style-type: none"> • Rajinder Samra introduced the proposed agenda for review. A motion was made to formally approve the agenda. • Motion: Karin Spirn • Second: Ruchira Majumdar • Vote Aye (unanimous); no nays; no abstentions. 	
3.	<p>Review & Approve Minutes from 2.12.2026 Meeting</p> <ul style="list-style-type: none"> • Rajinder Samra presented the meeting minutes from the February 12, 2026 meeting for review, discussion and approval. • February 12, 2026 meeting minutes confirm compliance with the institution set standards for our core metrics • A motion was made to formally approve the meeting minutes from the IPEC meeting on February 12,2026. • Motion: Suzanne Kohler • Second: Kazuya Yasui • Vote Aye (unanimous); no nays; no abstentions. 	
4.	<p>Review and discuss results of the Division Program Review Mapping Assignment</p> <ul style="list-style-type: none"> • <i>Review of current College Planning Priorities</i> <ul style="list-style-type: none"> ○ These priorities align with our resource allocation process which in turn assists to inform tentative budget development. Integration of planning, budget and allocations are assessed continually in order to determine the effectiveness of our processes. • <i>A productive discussion on themes from the Mapping Exercise followed</i> 	

- **Themes:**
 - **AI** – Discussion focused on learning to use AI, understanding related policies, and addressing concerns about student dishonesty. Visible tension between promoting AI use for educational excellence and preventing plagiarism - while also supporting faculty in using AI effectively.
 - **Staffing** – Recurring issue as the college has outgrown its previous staffing model. Limited space and faculty make it difficult to maintain program effectiveness and educational standards as cohort grows, which in turn contributes to faculty/staff burnout. Special programs rely on extra efforts from faculty/staff which is not sustainable. These issues are compounded by budget constraints, capacity limits, and multiple simultaneous changes – new technology and mandated course updates.

ACCESSIBILITY - Dr. Nan Ho noted that accessibility is a federal and state mandate requiring the institution's digital content to be accessible. While not explicitly listed in the planning priorities, accessibility needs to be included in each. Accessibility represents a high-level institutional need.

- *Positive themes throughout the Mapping Exercise*

- **Student demand is healthy** – enrollment growth, strong fill rates, waitlists and strong uptake in special terms
- **Solid or improving student success** – completion, transfer and employment results
- **Curriculum and pathways are actively being improved** – adding courses, reviving offerings, building certificate completion and aligning pathways to transfer
- **Partnerships area real strength** – K-12, employers, university and community partnerships
- **Access and equity work looks tangible** – targeted support for underrepresented students

- *Challenges visible throughout the Mapping Exercise*

- **Staffing and capacity shortages** – structural fragility, vacant positions, overloaded coordinators, heavy reliance on part-time faculty (harder to schedule). Retirements, reassigned time and vacancies suggests thinner student support, slower processing and loss of institutional money
- **Funding and resource instability** – programs held together with insufficient funding versus stable planning (forces fundraising or grant chasing)
- **Space, facilities, equipment, and IT bottlenecks** – divisions point to demand but unable to fully respond because operational plumbing is constricted.
- **Operational change overload** – too many simultaneous transitions landing on already thin systems
- **AI disruption** – visible across instructional divisions. Misuse and curriculum problem with unclear policies resulting in the need for training on ethical use
- **Challenges not mentioned in the Mapping Exercise but discussed during IPEC dialogue**

	<ul style="list-style-type: none"> ▪ Banner 9 & Registration Issues ▪ IT and Student Services – need more collaboration on registration issues, as Student Services deals directly with the student registration problems <p>Rajinder took a moment to discuss the Accreditation Survey Results. LPC demonstrated they maintain a sufficient number of faculty as evidence by their recent reporting on the Faculty Obligation Number (FON), which the college currently exceeds. LPC has a clear process in place for requesting new faculty positions which is informed by data and program review. ISER states that 75% of respondents from the 2021 staff survey believe LPC faculty staffing levels are sufficient, 75% of classified staff agree. Only 50% of faculty and 31% of administrators agreed to LPC faculty staffing levels being sufficient. Follow up dialogue is encouraged regarding the interpretation of the data III.A.7</p> <ul style="list-style-type: none"> • <i>Ideas for Planning Priorities after reviewing the results from the Mapping Exercise</i> <ul style="list-style-type: none"> ○ Karin – Having the capacity to expand how we do education. What and where do we make cuts in order to focus on new things. There is exciting work to be done, but we have to remain sustainable and get rid of the items that are bogging us down. <ul style="list-style-type: none"> ▪ Karin and Tania to fill out “Potential College Planning Priority” form to review at the next meeting ▪ Dr. Wilson supported updating an existing priority instead of creating a new one, emphasizing the importance of not adding additional work while expressing excitement about moving forward with an updated planning priority. 	
5.	<p>Good of the Order</p> <ul style="list-style-type: none"> • Dr. Ho gave a brief overview of Accessibility and demonstrated Comply Bot by generating compliant meeting minutes. She recommended that the Executive Team review existing meeting minute documents and reformat them to ensure they are both accessible and compliant. 	
6.	<p>Adjournment</p> <ul style="list-style-type: none"> • A joint motion was made to adjourn. <ul style="list-style-type: none"> ○ Motion: Lina Chea ○ Second: Ruchira Majumdar ○ Vote: Aye (unanimous); no nays; no abstentions. • Meeting adjourned at 3:53PM 	

Next meeting: April 9, 2026