



# INSTITUTIONAL PLANNING AND EFFECTIVENESS COMMITTEE 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.

## 15 -16 & 16 -17 LPC Planning Priorities

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

## Voting Members

### Faculty

Karin Spirn, ALSS - **Present**  
John Ruys, BSBA - **Present**  
Ruchira Majumdar, STEMPS – **Present**  
Vacant, BHAWK  
Scott Miner, CTE Discipline - **Present**  
Michelle Zapata, Student Services - **Present**

### Classified Professionals

Frances DeNisco – **Present**  
David Rodriguez, Research Analyst - **Present**  
Bill Eddy - **Present**

### Students

1 Vacant

### Administrators

Rajinder Samra, Director of Institutional Research and Planning (Chair) - **Present**  
William L. Garcia, V.P. Student Services - **Present**  
Roanna Bennie, V.P. Academic Services - **Present**  
Diane Brady, V.P. Administrative Services -  
Barry Russell, Ph.d

### Other(s) present:

Donna Alaoen, AA President's Office (Minutes) – **Present**  
Nessa Julian – Director of Student Success & Equity -

Thursday, May 11, 2017 | 2:30 pm to 4:30 p.m. | Room 1687

## Meeting Minutes

1. Call to Order – Rajinder Samra opened the meeting at 2:40 p.m.
2. Review and Approval of Agenda – The agenda was approved as presented. **(Bennie/Rodriguez). All in favor.**
3. Review and Approval of Minutes (11/10/16, 12/8/16, 2/9/17 & 3/9/17) – The minutes from the November 10, 2016, December 8, 2016, February 9, 2017 and March 9, 2017 were approved as presented. **(Miner/Rodriguez) All in favor.**
4. Discussion of Institutional Effectiveness Goals – English Remedial: The new goal set for short term goal for 2017/18 is set to 71.6%. The long term goal with 6 years out is set to 71.9%. Fall to Fall Persistence Rate of New Students: The new goal set for short term goal for 2017/18 is set to 67%. The long term goal with 6 years out is set to 68%.
5. Status of Current College Planning Priorities –
  - a. Accreditation – Ms. Bennie is recommending to continue the planning priority for accreditation. The committee was all in favor to continue accreditation as a planning priority. The language of the planning priority will remain as currently presented. The committee motions to continue the accreditation planning priority. **(Karin/DeNisco). All in favor.**
  - b. Curriculum – Ms. Bennie reports to the committee that there has been great progression of this planning priority, however, she can only account for about 50% of the work being completed. Her recommendation to the committee is that we continue the planning priority as long as we keep the reassigned time and leadership to maintain continuity of the planning priority. The committee motions to continue the

curriculum planning priority. **(Karin/DeNisco). All in favor.**

- c. Student Learning Outcomes (SLOs) – Dr. Ruys reports that the SLO Committee and Ann Haight feel like the planning priority has made great progress and can be graduated as a sustainable college process. Voting on this item was motioned on the last meeting on April 13, 2017.
  - d. Tutoring Services – The committee discuss changing the language of the planning priority to: Expand academic support services to meet demand and support student success in Basic Skills, CTE, and Transfer courses. This change will allow the inclusion of both academic and student services. The committee motions to reword this planning priority and continue this planning priority to next year. (Spirn/Bennie). All in favor.
6. Discussion of Completed Stakeholders/Actionable Initiatives Form – Ms. DeNisco discusses her findings from completing the stakeholders/actionable initiatives form for the planning priority of professional development. The final wording for this planning priority is: coordinate resources to adequately address Professional Development needs for faculty, staff and administrators in support of Educational Master Plan goals. Dr. Spirn discusses her findings from completing the stakeholders/actionable initiatives form for the planning priority of support and coordination of grants/special funds. The recommended wording for this planning priority is: determine needs and build sustainable infrastructure to best support, implement and coordinate grants and special funds.
  7. Discussion of Potential College Planning Priorities – The committee motions to move recommended planning priority for professional development and to table the planning priority regarding support and coordination of grants/special funds for next year. **(Spirn/Rodriguez). All in favor.**
  8. Discussion of a Potential Key Process to Evaluate – Mr. Samra discusses what findings were researched regarding facilities planning and asked Mr. Rodriguez to research best practices. There are 3 areas of facilities planning: management, planning acquisition, assignment and utilization. In preparation of developing a facilities master plan, we will need to consider the above 3 areas. Other planning components to address are the planning context: academic plans and strategic plans. Taking these components into consideration will help create the framework and philosophy of facilities planning. There are two main levels of assessments in ranking: how does it support the strategic plan and consistency with planning principles and compliance of safety and code issues. The facilities master plan is scheduled to kick off in the Fall of 2017.
  9. Review of Committee Charge and Membership – Tabled for the next meeting.
  10. Adjournment - The meeting was adjourned at 4:36 pm.
  11. Next Regular Meeting – Thursday, September 14, 2017 at 2:30 pm.