



## Institutional Planning and Effectiveness Committee (IPEC) Meeting Minutes

**September 12, 2024, 2:30 p.m.**

*Recorder: Estella Sanchez*

LPC Mission Statement	LPC Planning Priorities 2024		
<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>Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.</p>	<p>Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.</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 type="checkbox"/> Karin Spirin, A &amp;H  <input checked="" type="checkbox"/> Nadiyah Taylor, BSSL  <input checked="" type="checkbox"/> Paul Sapsford, PATH  <input checked="" type="checkbox"/> Ruchira Majumdar, STEM  <input checked="" type="checkbox"/> Michael Schwarz, Student Services</p>	<p><input type="checkbox"/> Aubrie Ross  <input checked="" type="checkbox"/> Suzanne Kohler  <input checked="" type="checkbox"/> Jason Maxwell  <input type="checkbox"/> Maria Glidden</p>	
Students (NV)	Administrators	Guests (NV)	
<p><input type="checkbox"/> Vacant  <input type="checkbox"/> Vacant</p>	<p><input checked="" type="checkbox"/> President Dyrell Foster  <input type="checkbox"/> VP Jeanne Wilson  <input checked="" type="checkbox"/> VP Nan Ho  <input checked="" type="checkbox"/> VP Sean Brooks</p>	<p><input type="checkbox"/> Vacant  <input type="checkbox"/> Vacant</p>	

**Attendance 10**

Agenda Item	Information/Discussion	Action/Assigned To
1.	<p><b>Welcome / Call to Order</b>  <i>For information</i></p> <ul style="list-style-type: none"> <li>• Meeting called to order at 2:33 p.m.</li> <li>• Introductions.</li> <li>• Quorum was met.</li> </ul>	
2.	<p><b>Review and Approval of Agenda</b>  <i>For action</i></p> <ul style="list-style-type: none"> <li>• Meeting agenda was reviewed. Motion to approve the agenda was moved by Nadiyah Taylor and second by Ruchira Majumdar.</li> </ul>	
3.	<p><b>Review of College Planning and Budget Process</b>  Rajinder reviewed the LPC Integrated Planning and Budget Cycle, including the College’s mission, goals, and priorities.</p> <ul style="list-style-type: none"> <li>• Program Review Process</li> <li>• College Planning Process</li> <li>• Resource Allocation Process</li> <li>• Budget Development Process</li> </ul>	None
4.	<p><b>Review of IPEC Charge and Membership</b>  <i>For action</i></p> <p>Rajinder reviewed the IPEC Charge and Membership with the Committee. Next, he shared the responsibilities of IPEC with the Committee.</p>	None
5.	<p><b>Accreditation Standards Linked to IPEC</b>  <i>For discussion</i></p> <p>Rajinder reviewed with the Committee the following Accreditation standards that are linked to IPEC:</p> <ul style="list-style-type: none"> <li>• Standard 1: Institutional Mission and Effectiveness <ul style="list-style-type: none"> <li>- #1.2 The institution establishes meaningful and ambitious goals for institutional improvement, innovation, and equitable student outcomes.</li> <li>- #1.3 The institution holds itself accountable for achieving its mission and goals and regularly reviews relevant, meaningfully disaggregated data to evaluate its progress and inform plans for continued improvement and innovation.</li> <li>- #1.4 The institution’s mission directs resource allocation, innovation, and continuous quality improvement through ongoing systematic planning and evaluation of programs and services.</li> </ul> </li> </ul>	None

	<ul style="list-style-type: none"> <li>- #1.5 The institution regularly communicates progress toward achieving its mission and goals with internal and external stakeholders in order to promote understanding of institutional strengths, priorities, and areas for continued improvement.</li> <li>• Standard 2: Student Success <ul style="list-style-type: none"> <li>- #2.9 The institution conducts systematic review and assessment to ensure the quality of its academic, learning support, and student services programs and implement improvements and innovations in support of equitable student achievement.</li> </ul> </li> </ul>	
6.	<p><b>Accreditation Midterm Report (Due October 15, 2026)</b>  <i>For discussion</i></p> <p>Nan shared and reviewed the 2024 ACCJC Annual Report with the Committee. Next, Rajinder highlighted and compared the Course Completion rates from 2021-2022 to 2022-2023 being the same. As for Certificates the numbers from 2021-2022 to 2022-2023 were slightly higher. Associate Degrees from 2021-2022 to 2022-2023 increased. Transfers for the Institution Set-Standard for students who transfer to a 4-year college/university increased, Transfers for stretch goal and actual number or percentage of students who transfer to a 4-year college/university went down from 2021-2022 to 202-2023. Job placement increased in the areas of Business Administration, Accounting Technician, Bookkeeping, Automotive, Interior Design, significantly from 66.7 in 2021-2022 to 92.9 in 2022-2023.</p>	<p><b>Look at 4 metrics at the October meeting.</b></p>
7.	<p><b>Review of College Planning Priorities</b>  <i>For information</i></p> <p>Rajinder reviewed the 2024-2025 College Planning Priorities with the Committee. Next, Dyrell spoke on the planning priorities and how to implement the following:</p> <ul style="list-style-type: none"> <li>• Health and Wellness in the Workplace <ul style="list-style-type: none"> <li>- Reintroduce at future town meetings.</li> <li>- Utilize flex day to provide training/workshops.</li> <li>- 5-minute stretch break for meetings over 1-hour.</li> </ul> </li> <li>• Workload Management <ul style="list-style-type: none"> <li>- Look at how to support alternate work schedules and remote work options, as appropriate.</li> </ul> </li> <li>• Organizational Development and Process Optimization <ul style="list-style-type: none"> <li>- Reminders to the campus community.</li> <li>- Assessing 25 Live.</li> <li>- Suggest other support options and training.</li> </ul> </li> </ul>	<p><b>None</b></p>
8.	<p><b>Review Data on LPC Transfers to California Private Colleges and Out-of-State Institutions</b>  <i>For information</i></p> <p>Rajinder presented data on the Status of Institution Set Standards &amp; Stretch Goals Focus on Transfers. The top California Private College transfers mentioned were Samuel Merritt University and University of the Pacific. The top Out-of-State Institutions were Arizona State University and Southern New Hampshire.</p>	<p><b>None</b></p>

9.	<p><b>Results of the 2023 Career and Technical Education Outcomes Survey</b></p> <p>Rajinder presented on Career Technical Education Employment Outcomes Survey. The presentation covered the following:</p> <ul style="list-style-type: none"> <li>• The Background of the Survey, which addresses student perceptions of their Career Technical Education (CTE) program, employment outcomes, and how their coursework and training relate to their current career.</li> <li>• The Background of the Survey Population</li> <li>• The Background of Survey Administration administered in 2023 by e-mail, text message (SMS), and telephone with a total of 1,048 students surveyed and 227 students who responded: 45% by email, 44% by phone, 3% by SMS Link, and 8% by 2-way SMS.</li> <li>• LPC vs Statewide results on: <ul style="list-style-type: none"> <li>- How many students are satisfied with the education and training received.</li> <li>- How many students secured a job closely related to their program of study.</li> <li>- How many hours per week are employed students working?</li> <li>- How many months did it take for students to find a job?</li> <li>- What were the hourly wages of students before training versus after training?</li> <li>- Does the similarity between job and program of study influence wage gains?</li> </ul> </li> </ul>	
10.	<p><b>Evaluation of the Progress Made on the Educational Master Plan</b></p> <p>Rajinder reviewed with the Committee the findings of the Educational Master Plan and highlighted the following areas:</p> <ul style="list-style-type: none"> <li>• Race/Ethnicity of residents in the Alameda County and LPC key service area in 2019.</li> <li>• Race/Ethnicity projections of residents.</li> <li>• Immigrant population in the Alameda County and LPC service area.</li> </ul>	
11.	<p><b>Brief Discussion of Vision 2030</b></p> <p>No discussion.</p>	
12.	<p><b>Discussion of IPEC Goals for 2024-25</b></p> <p>No discussion.</p>	
13.	<p><b>Good of the Order</b></p> <p><i>For information</i></p> <p>No discussion.</p>	.

14.	<b>Adjournment</b> <i>For discussion</i> Meeting adjourned.	
-----	---	--

**Meeting adjourned at 4:33 p.m.**

**Next meeting: October 10, 2024**