



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**
Mike Sato (Co-Chair), ALSS
John Ruys, BSBA
Colin Schatz, STEMPS -
Scott Miner, CTE Discipline -
Angella VenJohn, Student Services

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

- Students**
1 Vacant

- Administrators**
Rajinder Samra, Director of Institutional Research and Planning (Co-Chair) - **Present**
Vacant, V.P. Student Services
Roanna Bennie, V.P. Academic Services
Diane Brady, V.P. Administrative Services
Sylvia Rodriguez, Dean
Barry Russell, Ph.d

- Other(s) present:**
Donna Alaoen, AA President's Office (Minutes)
Susan Cota, Ed.D, Interim President – **Present**
Doug Horner, VC of Facilities and Bond Program

Thursday, February 9, 2017 | 2:30 pm to 4:30 p.m. | Room 1687

Meeting Minutes

1. Call to Order – Rajinder Samra opened the meeting at 2:35 p.m.
2. Review and Approval of Agenda – The agenda was approved. Francis moves, Scott Seconds, all approve.
3. Review and Approval of Minutes. September and October only
Scott moves, David seconds, all approve
4. March Town Meeting
 - a. Discussion of the Tutoring Services Planning Priority - Ms. Pauline Trummel begins with a summary of expansion and support of tutoring services. She indicated that the CTE program will need a different type of tutor that is currently being offered at this time. Dr. Cota asked Ms. Trummel if any funding is coming from Work Force Funds since there are funds coming to the program. At this time funding is currently coming from basic skills. Ms. Trummel introduces a new program that is currently being offered where the student is being linked to a class to gain the information and help they need for support (LPC Tutor link). Tutor Assistant Group Study has also been created to find students who can lead and facilitate a study groups in those classes there are no tutors currently in place. Net Tutor is also currently being offered at the Tutoring Center. The biggest expansion look currently happening is a document of planning the unified learning center that will most likely be going in the 2100/2200 revamp. This will be presented to Dr. Russell for his review. The challenges the tutoring center is facing are scheduling and communication. There are more requested for services, however, we do not have the resources to be able to fulfill those requests. She indicates she has only served a part-time staff for the tutoring center and the need for more hours is much needed to be able to serve the needs of the students. The current space of the tutoring center is also an area of concern as it is currently at its maximum point and will continue grow with the growth of enrollment. Another area of concern is the need of more

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staff. Next, Ms. Trummel informs the committee about new solutions and steps to consider. The Tutoring Center has made recommendation to upgrade their software to Tutor

Track to better assist the center in tracking the services. They were able to request HSI funding in order to obtain the software for the center, however, no decisions to move forward have been allowed by the District at this time. Request for another staff member to be able to extend hours to provide services to the students of LPC. Ms. Trummel has recommended to the committee that the planning priority regarding the Tutoring Center remain until significant strides have been completed at this time. Ms. Spirn asks Ms. Trummel if having the Tutoring Center as a planning priority has had significant impact on the progress of where the Tutoring Center is at currently. Ms. Trummel strongly feels like there has been more focus on the tutoring center at this time being that the committee has made it a planning priority and there are definitely more discussions about how the center could better serve the student body.

- b. Evaluation of 2015-16 Institutional-Level Student Learning Outcomes (ISLOs) – Mr. Samra begins the discussion by informing the committee that the accreditation team wanted to know how this information is being used for planning. These are called core competencies: communication, critical thinking, creativity and aesthetics, respect and responsibility, and technology. The accreditation team recommended the creation of a set standard in which it can be evaluated against the set standard. The institution set standard is that we near the 95% rolling average. Based on all the data taken into account from all the core competencies, the institution set standard is 82.8% overall. When comparing the institution set standard of 82.8% overall to the current year and it shows that we meet the standard. Ms. Spirn shows concern of the data being surprisingly higher than previous years. Mr. Rodriguez explains that the change of eLumen versions has to deal with the increase in numbers during that time.
- c. Review of Assignment Related to Fall 2016 Dean Program Review – Mr. Samra discusses which planning priorities should be repeated versus others that should be ongoing. Some of the current planning priorities have been recommended to remain as a planning priority such as curriculum, tutoring services and student learning outcomes. On the other hand, there are number of other items that continue to cause some concern such as staffing issues, faculty issues, request for resources, grants and professional development. Ms. VenJohn suggests the possibility of adding technology as a planning priority in which it would consist of upgrading current software systems, upgrade to new technology or obtaining new equipment. Ms. DeNisco suggests possibility of including grants as a planning priority in which it will be better assessed on how the grants can work to better assist and support current requests or programs throughout the campus. Dr. Cota suggests that if we apply for grants we need to make sure that we are able to hire the appropriate staff in order to be able to utilize that grant. There should be better coordination between the Vice Presidents to ensure we properly execute the grant as we have stated we would. The committee agrees there should be integration of 3SP, Equity and Specialized Programs with categorical grants and other grants and how they can be used to better support various ideas and programs at LPC. Mr. Samra requests that a committee individual proceed with interviewing the stakeholders to gather more information if there is a need to create this as a planning priority. Ms. Spirn will request feedback from Elena Cole and Michelle Gonzales regarding their perspective and experience on the need of integrating 3SP, Equity and Specialized Programs with categorical grants and other grants into a future planning priority. The idea of grants being included as a planning priority will be discussed

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further at the April meeting. Mr. Samra suggests that Facilities Planning should be an upcoming planning priority that we will need to focus on in the next upcoming years.

- d. Discussion of Administrative Unit Program Reviews – Mr. Samra discusses some of the issues that came up for the administrative unit program reviews were staffing, office spaces, facilities, technology, professional development, etc. Ms. DeNisco will complete a program review with the Professional Development Committee.
 - e. Discussion of Facilities with Vice Chancellor Doug Horner – Mr. Samra asks the committee if facilities planning should be a planning priority due to the Measure Bond to help facilitate the facilities committee on how prioritization should have a process. The prioritization of facilities will be reviewed annually according to Mr. Horner. Facilities Planning has already been included in the Facilities Master Plan, however, the question has been raised whether it should become a College Planning Priority. Dr. Cota suggests that if the committee feels if this will be an important priority that it should be included in broader terms to ensure it is consistently being reviewed annually. The prioritization is reviewed by the facilities committee to see how those items will be assessed by ranking them. The goal is going to be the support the programs and facilitate the most space used for the students. Mr. Rodriguez suggests to create a planning priority of have we evaluate the health of the program and the vitality of the program to meet the needs of the facilities master plan. Dr. Cota asks if the facilities committee was happy about how the priorities of the building occurred. Mr. Horner states that the committee was pleased with the process of the prioritization, however, was a bit frustrated on how some of the priorities of the buildings were not evaluated appropriately considering the programs that are offered in those buildings. Mr. Samra suggests that the committee assess the effectiveness and re-educate ourselves with best practices.
5. Adjournment - The meeting was adjourned at 4:37 pm
 6. Next Regular Meeting – Thursday, April 13, 2017