



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, A&H – Absent
John Ruys, CATSS -
Ruchira Majumdar, MSEPS
Scott Miner, CTE Discipline -
Michelle Zapata, Student Services –
Vacant, BHAWK -

Classified Professionals

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

Students

2 Vacant

Administrators

Rajinder Samra, Director of Institutional Research and Planning (Co-Chair) - **Present**
Vacant, V.P. Student Services
Roanna Bennie, V.P. Academic Services - **Present**
Diane Brady, V.P. Administrative Services - **Absent**

Other(s) present:

Donna Alaoen, AA President's Office (Minutes)

Thursday, December 8, 2016 | 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 not approved as presented. **No quorum met.**
3. Review and Approval of Minutes – **No quorum met.**
 - a. September 8, 2016
 - b. October 13, 2016
4. (Old Business)
 - a. Status of Current Planning Priorities
 - i. Assessment and Integration of SLOs/SAOs – Roanna Bennie reports and updates to the committee that the process of assessing and integration of SLOs/SAOs is making good progress in completing and addressing all the solutions and steps. Rajinder asks the committee if this is a planning priority that should continue onto next year. Ms. Bennie and Mr. Ruys both agree that the planning priority has made significant progress in establishing a good structure and foundation to be able to carry on independently with period updates that progress continues. Ms. Bennie also mentions that with the hiring of the Curriculum and SLO Specialist we have made significant progress in updating the catalog, course descriptions and student learning outcomes. After reviewing this planning priority, Mr. Samra suggested that we review them again in the spring and ask the coordinators what their recommendation for the planning priority and their rationale.
5. (New Business)
 - a. Seven Factors of Good Planning
 - i. Review and Discussion – Mr. Samra begins discussion regarding board policy. He explains how the board policy

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explains that there will be an Educational Master Plan which aligns with the District Master Plans in which he feels like it should be reversed. It also talks about how Program Reviews would be reviewed every 3 years, however, we are now moving away from that. Heidi of Classified Senate has agreed to review the Board Policy guidelines and get feedback from Classified Senate on any changes that should be made. Melissa of Academic Senate will also take the feedback from here and take to it before Chancellor's Council.

Next, Mr. Samra starts discussions on the first factor of emphasizing good planning. Some of the feedback given from the committee members was to offer workshops potentially during Flex Day regarding all the seven factors of good planning. Melissa Korber asks the committee about the process of new programs and if it would be useful to have them come to this committee for review and feedback. Frances DeNisco explains how the program should have some sort of a startup and to have to be instituted. It would then be evaluated after it has been implemented for the first year. Mr. Samra explains to the committee that our current charges do not include review of new programs for approval or feedback. Mr. Rodriguez suggests that it would be a good idea to review new programs as information items so that the committee can better plan for future planning priorities.

6. Adjournment - The meeting was adjourned at 4:15 pm.
7. Next Regular Meeting – Thursday, February 8, 2017