



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.

17-18 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 - **Present**
Jason Craighead, BHAWK – **Present**
Ruchira Majumdar, MSEPS
Scott Miner, CTE – **Present**
Michelle Zapata, Student Services – **Present**

Classified Professionals

Frances DeNisco
David Rodriguez
Bill Eddy
Heidi Ulrech – **Present**
1 Vacant

Students

Jasleen Gill
1 Vacant

Administrators

Rajinder Samra, Director of Institutional Research and Planning (Co-Chair) - **Present**
William Garcia, V.P. Student Services - **Present**
Roanna Bennie, Interim President – **Present**
Diane Brady, V.P. Administrative Services
Don Miller, Interim V.P. of Academic Services

Other(s) present:

Alisha Perdue, SAA President's Office (Minutes)

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

Meeting Minutes

1. **Call to Order** – Rajinder Samra opened the meeting at 2:37 p.m.
2. **Review and Approval of Agenda** – The agenda was not approved as presented. **No quorum met.**
3. **Review and Approval of Minutes** – The minutes were not approved as presented. **No quorum met.**
4. **Discussion of Planned 2017-18 Activities for College Planning Priorities** – There is new curriculum inventory at the state level. Last year's discipline list was introduced to district. She says that when we hire someone, we need to check to make sure they are hired in the right discipline. The articulation office is part-time so she's looking to see if there is support to expand it to full-time. Alignment work is coming along: banner, catalog, board, etc. A clean curriculum is wanted with correct information that matches the inventory. It should be correct and complete. Regarding the catalog, doing training and setting up records. There is still a lot of work to do. She will provide a status update in the spring.
5. **Discussion of IPEC's Accreditation-Related Work**
 - Visiting Team College Recommendation #1: Mission Statement – Mr. Samra stated we need a better idea of how to respond to the recommendation from visiting team. He presented the committee with a handout. Mapped visiting team college recommendation. Need to work towards making changes. ACCJC's interpretation of the mission statement is broad. Mr. Samra stated that people liked that it was broader and that it did not specify "Tri-Valley" and other things that don't apply to some students. The visiting team missed the glossary of terms when looking at the mission statement. Our website made it hard to find the glossary, but it is fixed now. Mr. Garcia asks if we're ok with mission statement now that glossary is viewable and understood. The masterplan ends in 2020 so the process for reviewing the mission statement should start in fall 2019.

Ms. Spirn stated it took a lot of work to get to this point and is hoping we don't have to change it. There was a good process in place when it was worked on. Ms. Spirn suggested to hyperlink the glossary words instead of doing a separate glossary page. Keywords could be

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hyperlinked. Another suggestion would be to hover over a word to see the definition. This would make it ADA compliant. Mr. Samra will talk to Tim Druley (Webmaster) to see if we can do it. Mr. Samra wants to discuss establishing linkages from the mission to the integrated planning cycle and resource allocation by instructional equipment requests. Ms. Spirn said the report will be finalized by spring of 2019 and stated there is still time to work on it. In addition, it was suggested that the program review next year could request linkages to the educational master plan goals. Planning priorities are well tied to the master plan. Everything should connect back to master education plan.

- Visiting Team College Recommendation #8: Staffing Plan – Mr. Samra provided the committee a handout. He asked the committee if we are evaluating faculty, staff and administrative needs in all areas of college. Mr. Garcia said that we are. Mr. Samra asked if we use the results to plan properly. Ms. Bennie stated we need some sort of baseline to know if we have the right staffing plan, complexity, etc. Mr. Garcia stated he was aware that consultants evaluated baselines at other colleges that are similar to LPC. Ms. Ulrech said that the district came in and evaluated 5 years ago. Ms. Bennie stated that none of us have this expertise and that it's a human resource issue. It was suggested that HR and the district pay for an evaluation as it's their responsibility to ensure that we have proper support to fulfill the mission of the college. It was asked what we should do with the evaluation once we get it. Ms. Zapata asked if diversity among staff is evaluated. Mr. Samra states it would be nice to have consultants come in and do an analysis, but thinks interpretation of the data might be tough. Who should coordinate this? HR, District? Ms. Zapata wants to make sure LPC sets parameters because the district is too "away" from campus. Ms. Spirn states we should identify questions we want answered. Mr. Samra would like a timeline on what needs to get done from VC Krista Johns regarding staffing plan. Coordinator for this recommendation needs to be determined by the executive team.

6. Evaluation of Institution-Set Standards – Mr. Samra stated this is something we do every year and is a part of accreditation. There are six metrics that we review: overall successful completion rates, fall-to-fall retention rates of all students, fall-to-fall retention rates of new first-time college students, annual degrees awarded, annual certificates awarded, and annual transfers to CSU/UC. Mr. Samra reviewed each metric with the committee. The College met the institution set standards for all the metrics except for the annual number of certificates awarded in 2016-17.

Ms. Bennie asked if the overall fall-to-fall persistence rates were helpful and suggested this metric could be removed from the institution-set standards. Mr. Samra indicated he would bring this issue to the next meeting. While the College met the institution-set standard for fall two fall retention rates of new first time college students, it was noted that retention rates vary by race-ethnicity groups. African American students had the lowest retention rates followed by Latino students Latino. It was noted that recent initiatives, such as Umoja, Puente, and the HSI STEM grant may help improve the retention rates for these groups. Next, the institution-set standard for degrees was discussed. The institution set standard for degrees awarded looks at the total number of degrees awarded instead of the number of students who were awarded a degree (i.e., headcount). Do we need both? Which is more meaningful? It was agreed both are needed. Need to vote on this next time. Regarding the number of certificates awarded, LPC needs to make a decision if, as a college, we are going to automatically award students certificates if students do not apply for them. Mr. Craighead asked if certificates are dropping because we're pushing transfer degrees. AAs and ASs are stable. It was proposed to put automatic awarding of degrees on the next agenda.

7. Discussion of the State Chancellor's Vision for Success – The District Office is asking LPC to link the Unified Plan goals with the California Community Colleges Chancellor's Office's (CCCCO) Vision for Success goals.

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Mr. Samra gave an overview of the CCCCCO's Vision for Success report. The report is broken into three parts: system wide challenges, system wide goals, and vision for change. A handout was provided to the committee. It was mentioned the goals seem ambitious. Many of the goals are being addressed already.

8. **Good of the order** – Nothing to report.
9. **Adjournment** – 4:29 p.m.

Next Meeting: Thursday, December 14, 2017.