

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
 John Ruys, SLPC
 Ruchira Majumdar, MSEPS - **Present**
 Angella Venjohn, Student Services – **Present**

Classified Professionals

David Rodriguez – **Present**
 Heidi Ulrech – **Present**
 Frances DeNisco - **Present**

Students

Harnekh Khinda – **Present**
 Aria Pourghassemi – **Present**

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 – **Present**
 Stuart McElderry, Dean, Arts and Humanities - **Present**

Other(s) present:

Angelica Cazarez, SAA President's Office (Minutes)

Thursday, April 11, 2019 | 2:30 PM to 4:30 PM | Room 1687

Meeting Minutes

1. Call to Order

Mr. Rajinder Samra opened the meeting and welcomed everyone at 2:40 p.m. Quorum was met. Two new students were present at this meeting.

2. Review and Approval of Agenda

Agenda was approved. Moved to approve H. Ulrech- D.Rodriguez second – all in favor.

3. Visions for Success Goals

IPEC approved recommended Visions for Success goals at its last meeting. College Council then reviewed and agreed with IPEC's recommended goals. Now IPEC needs to set numeric goals for all selected areas.

Goal 1A: Increase All Students Who Earned an Associate Degree (including ADTs): There was a suggestion to set the goal at 853, which would be an increase of 20% from 711 in 2016-17; this percentage increase matches the State's goal. After reviewing historical data and taking into account new initiatives like AB705, Guided Pathways, and the recent increases in ADTs, the committee agreed to set the goal at 853 (or a 20% increase) by 2021-22.

Goal 2A: Increase All Students Who Earned an Associate Degree for Transfer (ADT). The state chancellor's office is pursuing a goal of increasing this metric by 35% by 2021-22. An increase of 35% at LPC would be increasing the number from 244 in 2016-17 to 329 by 2021-22. There was discussion regarding the feasibility of this number and repercussions if it is not met. At this time, there are no repercussions. IPEC is inclined to set the goal of increasing ADTs by 35% by 2021-22.

Goal 3A: Decrease Average Number of Units Accumulated by All Associate Degree Earners. The state chancellor's office goal is to reduce the number of units from 87 down to 79, this would be a decrease of 9%. Currently the state looks at all degrees and all units taken. This puts LPC at 83. If we lower it to 79 units, this would decrease the units by 5%. There was discussion about what factor go into this number. Contribution to AB705 will drastically lower this number. The committee feels comfortable that the goal can be set to 79 units.

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Goal 4C: Increase All Students with a Job Closely Related to Their Field of Study

The college collects information on how closely a job is related to a student's field of study via the Career and Technical Education Outcomes Survey (CTEOS). This survey is administered by the Santa Rosa Junior College for all California community colleges. The state chancellor's office has set a goal of increasing the percentage of students who find a job closely or very closely related to their field of study from 69% to 76%. LPC is at 66%, and this number has been relatively steady. There is discussion about programs and how we can help increase the number of students who find jobs that are closely related to their field of study. Concerns were brought up about the methodology of the survey as well as the challenges related to increasing this number. There was a suggestion that we should set the goal at 69% and the committee members agreed this was reasonable.

There are 5 goals and the 5th goal is about achieving equity in Goals 1A and 2A. The committee discussed what philosophy should drive the equity goals. The committee members agreed that every group should reach at least minimum equity for Goals 1A and 2A; Rajinder will use this philosophy to arrive at numbers and goals will be forwarded to College Council.

Rajinder motion:

*Goal 1A: Increase All Students Who Earned an Associate Degree (including ADTs): **Set goal at 853.***

*Goal 2A: Increase All Students Who Earned an Associate Degree for Transfer (ADT): **Set goal at 329 = 35%***

*Goal 3A: Decrease Average Number of Units Accumulated by All Associate Degree Earners: **Seat goal to 79 units.***

*Goal 4C: Increase All Students with a Job Closely Related to Their Field of Study: **Set goal to 69%***

*Goal 5: **Set goal to meet minimum rate by 2021-22 for the first two goals (rate will be determined at a later day).***

F. DeNisco moves / K. Spirn seconds it. All in favor.

4. Status of College Planning Priorities

- **Establish regular and ongoing processes to implement best practices to meet ACCJC standards:**
President Bennie reviewed the planned activities for this planning priority and reported on outcomes. Currently, the college has been trying to integrate accreditation standards into the work of committees. The first roll out has been completed. There are some standards that include the District, and LPC is working with Chabot to tackle them. There are areas that still need to be worked on like training and storage of evidence. There are structures in place, but there still needs to be a report out from individual offices. There are many things that have been completed and with that there is a desire to present this to the steering committee for feedback and review. There was discussion within the group regarding training and storage, and how that would be accomplished. Particularly with new hires and even people that are well versed as to where to put the information that would be easily accessible to someone else. Ms. Bennie's main point is to be able to show that the college is addressing accreditation standards. Mr. Samra points out that it is very important that committees put these items on the agendas when they are being addressed to show that the college is performing these tasks. Ms. Spirn suggest that the meeting agendas have a general template and bullet points of the standards that are being met. Ms. Bennie comments that communication has been sent out that relate directly with standards for each committee. Mr. Samra suggest that addressing standards should not be overwhelming and should be sustainable.

- **Provide necessary institutional support for curriculum development and maintenance.**

President Bennie presented on this planning priority. Her assessment is that this priority should be recommended for graduation. There was also work done on the “disciplines list”. This list will affect hiring and safe guards the college to ensure hiring is done for the correct discipline. It is important to use correct language to determine which courses belong in each discipline. Every year the “disciplines list”, will need to update. This is currently in place now.

Tracking the flow of curriculum has gotten better now, but there needs to be some work done with Banner and data entry. There are some small technical issues that need to be worked out but they are minimal. There has been some discussion and exploration with CourseLeaf; this program may have a better tracking methodology. This program is very expensive and would need to be integrated district-wide.

Aligning articulation with C-ID and Assist: this has been completed. Curriculum and CurricUNET have been updated, but working on banner and the catalog standards 5-10 were discussed.

The 2019-20 college catalog has been finalized; it is now interactive. There are pages that you can click on the program link that will take you to the program page and list all requirements. This area is now ready to be graduated, but minimum work will need to be done.

Motion to move and graduate 4a – Curriculum Planning Priority graduation to sustainable college process. K. Spirn moves and R. Majumdar second it- all in favor.

5. Discussion of Potential College Planning Priorities

- **Equity/Student Centered Funding Formula/ Visions for Success.** R. Bennie- This topic is still evolving and there are many people involved in the process. Equity, funding formula, and vision for success with the Board, while at the same time making it easy for a student to navigate through their process easily with all the assistance they need. R. Samra - The student centered funding formula is built around a formula that relate to degrees and transfers etc. Is there one portion of this that is more important than the other and can it be something as easy as the funding formula? There is discussion within the group about what to list as a real planning priority that is not address with our day to day functions (e.g., hiring). N. Julian - Suggests that equity as a priority due to how large it is and how it touches all areas of the college such as AB705, funding formula, vision for success, guided pathways, and touches everything that equity covers. Equity is not only about disproportionate impact, but about all students, a way to increase success for all students is to adjust this disproportionate impact. W.Garcia- It does not have to be called equity but there are areas that are listed that can be addressed by this. D.Rodriguez -Support college work in Guided Pathways and change institutional processes to help increase student completion, close equity gaps and promote improvements that secure sustainable funding. If we concentrate on student success instead of funding then it may incentivize the right way. W.Garcia-wants the group to this about accessibility and how things have changed (Braille, closed captioning, ramps, sidewalks). He suggest we all begin to look at equity the same way. We should be looking at equity the same way, and we want to ensure that all students have access to education. R.Samra- Requests that anyone has ideas/recommendations to incorporate into tutoring and professional development send professional development send Diane, and for tutoring to Roanna and cc William. W.Garcia will take 4th planning priority and R.Bennie will take tutoring. R. Samra to send R. Bennie the stake holders/actionable goals initiatives form. Bring this back for discussion in the next meeting.

6. Discussion of Potential Areas of Commendation or Concern

- **Commendation:** VPSS, the Health Center, interdiscipline partnership and community interactions, Middle College with the College. Bringing and holding special events for the community to the college including speakers and special events. Community partnerships and Community collaborations.

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- **Concern:** Staffing is a concern with workloads, there has been reviews that have been started with RAC. The other area of concern is sustainable revenue stream. Frustration of program review and how it's being used. Struggle to maintain quality programs. eLumen is more of a concern as the software is not conducive to what the college needs are. Not user friendly and not consistent. The group verbalized a lot of frustration with this software and wants it noted.

7. Program Review Timeline and College Planning & Budget Structure

- Handout-Planning and budget process: There was discussion regarding the timeline for the current process. There was some concern with timing and not being able to get summaries in on time. K.Spirn expressed the recommendation from the committee to change the timeline. She also spoke to the student services area and they said late spring was not recommended due to graduation but earlier in the spring. Current program reviews are due in Oct. the summarizing is done through the end of fall semester, then the summaries are submitted at the end of the year and they are rushing to get the planning priorities done by the end of the year. The request is that the program review is rolled out in October rather than April or May of that fiscal year and have until October to write it. Advantage is that the IR data is complete. The program review template is due February or March and the committee will have summaries by the end of the spring semester or even summer so they go to committee in the fall for planning on the next fiscal year. There was a question on how this time would impact other areas and time. She explained that it would be 6 months. R.Bennie suggest that it may be difficult to plan that far out as it would delay funding for 1.5 years. The board needs the budge that year for funding, and if it's not available this may be an issue. Program review drives planning, and affect the budget.

TABLE FOR NEXT MEETING.

8. Program Review Committee Reporting Structure

- Reporting structure review: Only reports to Senate – Program Review is part of the 10+1 and it should still report to Senate, but the committee feels that it also represents student services areas that are not instructional and not faculty related. They feel that it is not a complete reporting structure, and would like to report to IPEC. Santa Rosa and Chabot were looked at as they closely reflect our structure. They both have a planning committees they report to. They would like IPEC to be a second report, spoke to committee and if there is no issue to take back to committee to review shared governance. There would not be a consistent agenda item for IPEC.

Move to approve Program review reporting structure to add IPEC as secondary reporting. The committee will report to Academic Senate as well as IPEC. K.Spirn moves to approve. D.Rodriguez seconds. No oppositions. Motion Passed.

9. Good of the Order

10. Adjournment – 4:12 p.m.

Next meeting: May 9, 2019