



Draft Institutional Planning and Effectiveness Committee Minutes

September 14, 2023 2:30 p.m. – 4:30 p.m.

Recorder: Angelica Cazarez

LPC Mission Statement	LPC Planning Priorities	
<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>
Chair	Faculty	Classified Professionals
<p><input checked="" type="checkbox"/> Rajinder Samra</p>	<p><input checked="" type="checkbox"/> Karin Spirin, A&H <input checked="" type="checkbox"/> Nadiyah Taylor, BSSL <input checked="" type="checkbox"/> Paul Sapsford, PATH <input checked="" type="checkbox"/> Ann Hight, STEM <input type="checkbox"/> Vacant, Student Services</p>	<p><input checked="" type="checkbox"/> Heidi Ulrech <input checked="" type="checkbox"/> Aubrie Ross <input checked="" type="checkbox"/> Jean O'Neil-Opipari</p>
Students (NV)	Administrators	Guests (NV)
<p><input checked="" type="checkbox"/> Omar Au</p>	<p><input checked="" type="checkbox"/> Dr. Dyrell Foster, College President <input checked="" type="checkbox"/> Dr. Anette Raichbart, VP Administrative Services <input checked="" type="checkbox"/> Dr. Nan Ho, VP Academic Services <input checked="" type="checkbox"/> Dr. Jeanne Wilson, VP Student Services</p>	<p><input checked="" type="checkbox"/> David Rodriguez <input type="checkbox"/> <input type="checkbox"/></p>

Attendance (Quorum = 7)

Agenda Item	Information/Discussion	Action
1.	<p>Welcome / Call to Order <i>For information</i></p> <p>Meeting called to order at 2:30 PM</p> <p>Quorum met</p>	None
2.	<p>Review & Approve Agenda <i>For action</i></p> <ul style="list-style-type: none"> ▪ September 14, 2023 <p>A. Hight/ J.O'Neil-Opipari 2nd</p>	Agenda Approved
3.	<p>Review & Approve Minutes <i>For action</i></p> <ul style="list-style-type: none"> ▪ May 11, 2023 <p>N. Taylor / J. O'Neil-Opipari 2nd</p> <p>K. Spirin, A.Hight, O.Au – Abstentions</p>	Minutes Approved
4.	<p>IPEC Charge and Membership – R. Samra <i>For information</i></p> <p>R. Samra begins by reviewing the IPEC committee charge. The timeline of events as well as some of the core responsibilities for all members. He reviews the integrated planning and budget cycle process, and how the committee uses the vision values, statements, strategic plans, and program reviews to help inform college planning priorities. Student success team data is new a new set of data that is going to be used this year, this was the same data that was presented during College Day 2023.</p>	none

<p>5. / 6.</p>	<p>College Planning Priorities/ College Planning and Budget Cycle – R. Samra <i>For information</i></p> <p>R. Samra goes over the two planning priorities. One is related to equity that VP J.Wilson leads. The other is what is sometimes referred to the Guided Pathways Priority that is led by VP N. Ho.</p> <p>R. Samra then moves to explain how the LPC Integrated Planning and Budget Cycle feeds into the creation of the College Planning Priority recommendation that go to the College President. He then informs the committee of the work that was done last year regarding the possibility of adding a health and wellness priority that will be discussed more in depth. The College Planning Priorities are used to inform the Resource Allocation Process that lines up with the Budget Development Process. The committee regularly assesses the degree of integration of planning, budget, and allocations and its effectiveness.</p>	<p>None</p>
<p>7.</p>	<p>Status of Institutional – Set Standards <i>For information / discussion</i></p> <p>R. Samra reviews the difference between stretch goals and the institutional set standard. Stretch goals are aspirational and institutional set standards are the meeting or exceeding of 95% of the five-year rolling average on a given metric. He notes that the CSU/UC data is lagging and will revisit this metric.</p> <ul style="list-style-type: none"> • Successful Course Completions: He begins by reviewing the LPC completion rates currently (passing grades given) at 71.7%. The set standard was met at 68%, but the stretch goal was not at 72.3% -the last time that goal was met was in fall of 2020. K. Spirin asked about the fall 2020 numbers as they seem oddly high for COVID time. R.Samra clarified that emergency EW's were also considered. • Associate Degrees: R. Samra presents on total number of degrees awarded since 2013-14, and explains that institutional set standards are unduplicated to explain the disparity in the numbers used for LPC Degree completions by headcount. In 2022-23 stretch goals were not met, there were 766 degrees, but institutional set standards were. There was clarification that there were less number of students earning more degrees. N.Taylor requests clarification on the data. R.Samra confirms that in 20-21 to 22-23 there was fewer students earning more degrees. O. Au, asked if counseling may have played a part in the students applying for more degrees. R. Samra will be bringing in data by major for degree awards during next meeting. • Certificates Completion: R. Samra notes that the data looks different as he presents historic data and current. 	<p>R.Samra – Completion data (headcount) by mayor for next meeting.</p>

	<p>In 2021-22 it was 153 and in 2022-23 it was 137 for total number of certificates awarded. Comparing to unduplicated he notes years were the college did not meet the institutional set standards. For 2022-23 the college was at 104 and did not meet the set standard. R. Samra then goes in depth to explain the data and explains that there was a big push by faculty and may the reason for the bump in previous years.</p> <ul style="list-style-type: none"> • Transfers to CSU/UC: R. Samra display the unduplicated transfers since 2013-14 to current in all yeas the college has met the institution set standard. For the most current year there were 779 transfers completed and notes that the spring data is not yet released. He brings back the question about including the in state and out of state with the college’s institutional set standard due to the data not being available. He also makes a note that the previous vote would have to be retracted. He reviews the top university transfers. 	
8.	<p>Potential College Planning Priority About Health and Wellness <i>For discussion</i></p> <p>R. Samra will be emailing the committee the draft potential planning priority for health and wellness. He explains that the division review summaries are what drove this to be brought forward. Excerpt from the draft proposal, “A review of the Division Program Review Summaries (Summaries) indicate several significant challenges that may be impacting the health and wellness of employees across the college. Central to these challenges is the issue of high workload associated with staffing shortages. The capacity to handle the extensive work associated with program support and coordination is often lacking. Additionally, employees are required to adapt to continuous technological upgrades, necessitating ongoing professional development and training. However, the differentiation between professional development and job training appears blurred, potentially leading to increased stress levels. Moreover, the strain of handling software systems like eLumen for SLO/SAO processes is another source of concern, contributing to the mental strain on employees.</p> <p>The Summaries also highlight significant turnover in several areas. This high rate of turnover could potentially be a manifestation of job dissatisfaction or burnout, both of which have direct implications on the health and wellness of employees. Part-time faculty, in particular, face difficulties due to lack of time or experience with new systems and tools, hinting at potential health and wellness concerns. Overall, the constant need for employees to adapt to new systems, technologies, and increased workloads in an environment with limited resources could be adversely affecting their overall wellbeing.”</p> <p>R. Samra also mentions the Staff Experiences Survey that was administered in fall 2022 and was also mentioned in this proposal, and notes that it paints a cleaner context for the way staff feel. The committee reviews the questions and answers from the survey.</p> <p>This planning priority proposal was discussed with the executive team, the executive team retreat, and administrators retreat. There has been a lot of discussion around this proposal, and the committee will continue to discuss in future</p>	

	<p>meetings.</p> <p>R. Samra asks the committee what this planning priority would look like in terms of this committee. K. Spirin mentioned that there was a lot of feedback from faculty for Convocation and College day taking into consideration that faculty need to teach and being in all day long meeting where it's just informational then having to make sure everything is ready to go for a freshman class the next day is a lot to have to be prepared for (anxiety, exhausted). Maybe offer training vs. meetings for information (hands-on). Well organized but very long. A. Ross noted that Classified Professionals really appreciated this year's College Day because it was very inclusive. D. Rodriguez adds that maybe ensuring intentionality and collaboration.</p>	
9.	<p>Adjournment</p> <p>Meeting adjourned 4:30 p.m.</p>	

Meeting adjourned 4:30 p.m.

Next Meeting: October 12, 2023