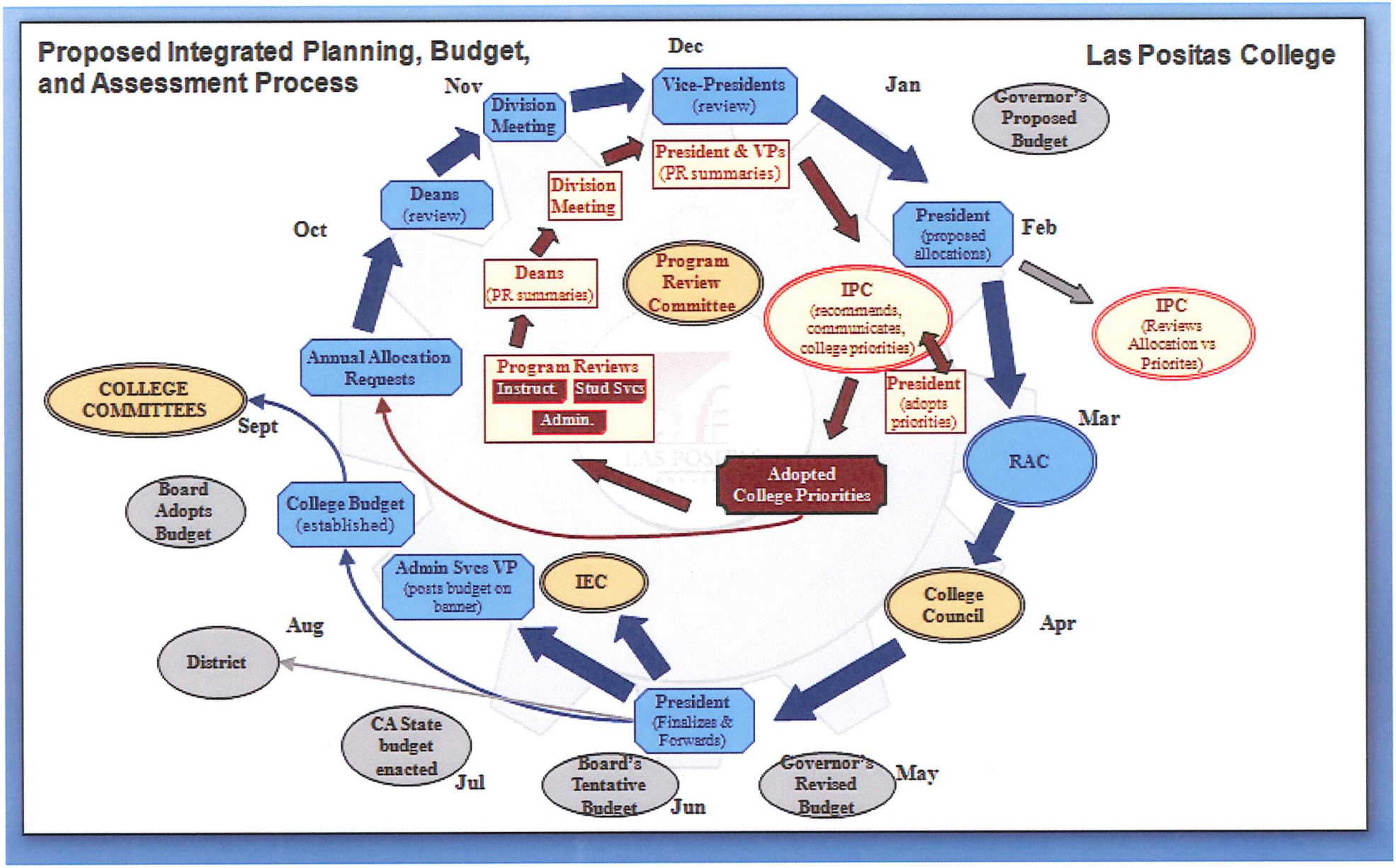
Proposed Integrated Planning, Budget, and Assessment Process
Las Positas College
Dec
Nov
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sept
Oct
Division Meeting
Vice-Presidents (review)
Governor's Proposed Budget
President & VPs (PR summaries)
Division Meeting
Deans (review)
President (proposed allocations)
Deans (PR summaries)
Program Review Committee
IPC (recommends, communicates, college priorities)
IPC (Reviews Allocation vs Priorites)
Annual Allocation Requests
Program Reviews
Instruct.
Stud Svcs
Admin.
President (adopts priorities)
COLLEGE COMMITTEES
RAC
Adopted College Priorities
Board Adopts Budget
College Budget (established)
Admin Svcs VP (posts budget on banner)
IEC
College Council
District
President (Finalizes & Forwards)
CA State budget enacted
Board's Tentative Budget
Governor's Revised Budget

Las Positas College
Planning Task Force of the College Council
Recommendations for an Integrated Planning Council (IPC)

Charge and Responsibilities

The Integrated Planning Council (IPC) will provide institutional-level planning priorities to the College President by using the Mission, Vision and Values Statements, Strategic Plans, Program Reviews, SLOs, institutional research, and accreditation documents as its focus. The IPC will be informed by a variety of sources including district priorities, and State, Federal, and ACCJC* mandates, as required.

The responsibilities of the IPC will include, but are not limited to:

1. Guide the institutional and strategic planning efforts, by establishing planning priorities
2. Identify, review and revise, as necessary, processes for:
    a. Integrating the College strategic planning documents, including SLO and Program Review documents, into planning
    b. Integrating and communicating the planning priorities to committees for allocation purposes
    c. Integrating the assessment of institutional effectiveness into planning
3. Provide direction to the Institutional Research office to generate the data and analysis necessary for the planning efforts needed by the college
4. Review institutional responses to State, Federal and accreditation mandates to ensure incorporation into institutional planning
5. Recommend planning priorities to the College President
6. Communicate adopted planning priorities to the College and College Council
7. Evaluate charge, tasks and membership on a regular basis

*ACCJC = Accreditation Commission for Community and Junior Colleges

COMPOSITION

Voting Membership

4 Administrators:

- 1 Vice President, 1 Researcher, 1 Administrator from Administrative Services, 1 Dean

5 Faculty Division Representatives:

- 1 Student Services
- 3 Academic Divisions
- 1 from a CTE Discipline

Las Positas College
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4 Classified Senate Representatives – All at-large

2 Student Senate Representatives

15 - Total

Non-Voting Membership

1 College President

2 * Co-Chairs – both sit on College Council, with 1 vote. (Can be faculty, classified or administrator.) [To set up rotating chairs, first year: one person holds 1 year term, one person holds 2 year term.]

1 Academic Senate President – can double as voting Division Representative, in case of lack of participants

1 Classified Senate President/Co-President – can double as voting Classified Senate Representative, in case lack of participants

1 Student Senate President – can double as Student Senate Representative, in case lack of participants

1 Faculty Association (FA) Representative

1 SEIU Representative

8 - Total

Terms

- Terms are for two years. For the first year, for purposes of continuity and learning the processes, terms shall be chosen by lottery, such that one-half of the members serve a two-year term, and the other half serves a three-year term.
- This committee's responsibilities are seen to be complex, taking quite some time to learn the inter-relationships and requirements of the many mandates and agencies.

*Co-Chairs: Due to the complexity and volume of work of this committee, Co-Chairs are seen as necessary. An application to co-chair may be submitted by faculty, classified or administrator during May of the previous academic year, so that reassigned time for faculty may be arranged.

Sharon Gach - Collegial Consultation: Establishing an Integrated Planning Committee

From: Sharon Gach (Janice Noble)
To: Janice Noble
Date: 11/7/2013 4:57 PM
Subject: Collegial Consultation: Establishing an Integrated Planning Committee
Attachments: 09-30-13 IPC Charge-Comp-Mbrship - Draft E.pdf; 11-6-13 Proposed Integrated Planning and Budget Models_Town Meeting.ppt

Dear Colleagues,

At yesterday's Town Meeting we presented the Planning Task Force's recommendation to establish an Integrated Planning Committee (IPC). **The College Council now asks that each governance entity review and vote on establishing an Integrated Planning Committee at its next meeting.** *The Committee Charge, Composition and Responsibilities are on the attached pdf.*

As you have heard, prior to our 2015 ACCJC Team Visit it is imperative for our accreditation that we have done at least one year of integrated planning, and we need to be in the 2nd year's planning process, while evaluating the first year. The annual assessments will show where improvements are needed, which is part of our process of continuous improvement. We all know that no system is perfect; however, this is an excellent start that interweaves with the processes that LPC already has in place.

For information and future planning purposes, we also **showed the existing planning and budget cycle** and **introduced how the Integrated Planning Committee would work within the current cycle**.
[To view this presentation open the PowerPoint attached to this email and press "Slide Show, From Beginning".
On slide 18 you will see where the IPC fits in with LPC's current cycle.]

There was also good discussion about the Program Review cycle. Meetings will soon be held to further enmesh Program Review into the planning cycle so that it becomes a major focal point for college planning.

Please contact me if you have any questions at all, or if you would like someone to visit your governance group a second time. Your College Council committee chairs and governance representatives appreciate your participation in this open and

transparent process.

Cordially,

Janice Noble, Ph.D.
Interim President

Attached:

- **Charge, Composition and Responsibilities of the proposed Integrated Planning Committee (Governance Entity voting item)**

- Slides of proposed Integrated Planning, Budget and Assessment process
  - [To view this presentation open the PowerPoint and press "Slide Show, From Beginning." On slide 18 you will see where the IPC fits in with LPC's current cycle.]

Janice Noble, Ph.D.
Interim President
3000 Campus Hill Drive
Livermore, CA 94551
925 424-1001 Office
925 443-0742 Fax

"Students First"