



**CPC Meeting
November 5, 2015
2:30 – 4:30 PM
T-1046
Summary Notes**

Present: Eloy Oakley, Karen Kane, Eva Bagg, Terri Long, Rose DelGaudio, Ann-Marie Gabel, Greg Peterson, John Downey, Shauna Hagemann, Kenna Hillman, Christina Moorhead, Jorge Ochoa, Jeri Florence, Adrian Novotny, Suzanne Scholz, Thomas Hamilton, Colin Williams, Haley Nguyen, John Pope, Maria Narvaez

Absent: Lou Anne Bynum, Dina Humble, Brittany Lieberman, Michelle Shih, Therese Wheeler

Guests: Robert Hewitt (ASB), Janét Hund, Sylvia Lynch, Jack Raubolt, Karen Rothstein

1. The Summary Notes from October 1st were accepted with corrections.
2. Several guests joined CPC for the meeting: Introductions – Jack Raubolt (Design Thinking and Business Process Review) – guest; Robert Hewitt – ASB, VP LAC, Karen Rothstein, Sylvia Lynch
3. Karen Rothstein and Shauna Hagemann gave a presentation on student equity. To start, they provided definitions on two commonly used terms. Equality means that everybody gets the same thing. Equity is focused on outcome. The Chancellor's Office has two ways to measure equity by looking at disproportionate impact: "the 80% rule," which compares rates of achievement and "proportionality index" which compares groups to each other. When the LBCC Student Equity Plan was being developed, the writing group (which included about 16 faculty and 7 classified staff) decided that LBCC should use the 80% rule. The 80% rule compares the rates of achievement of each group; when the rate of the group is 80% less than the reference group (most commonly the highest performing group), then that group is considered to be disproportionately impacted.

LBCC received \$1.4 million in 2014-15 and \$2.3 million in 2015-16 in student equity funds. The funds are being used to support 31 student equity projects as well as for professional development to train people on having equity minded thinking. More planning is needed to develop projects at the institutional level.

The updated 2015-16 plan is due to the Chancellor's Office on December 18th. The Student Equity Subcommittee is meeting with ASB, Academic Senate, Curriculum Committee and the directors of the categorical programs to vet the plan. The plan will also go to the Student Success Committee for approval before being presented to the Board of Trustees on Dec. 8th.

4. Jack Raubolt gave an update on the design thinking and business process review currently in progress. A core committee headed by G. Peterson was formed and the work began in September. The college has selected the student financial experience as the first design thinking project to work on. Deloitte is reviewing the business process in the purchasing area, from requisition to check. Highstreet is reviewing the business process in financial aid and academic services. Both are conducting interviews and big group sessions. Helga Wild is leading the design thinking process. There are currently 15 design principles drafted and Helga is building a team to interview staff and students.

J. Hund asked what is the intent of design thinking and the business process review. J. Raubolt replied that the goal is to make processes easier and better. PeopleSoft was brought to LBCC many years ago, but the business process was not really examined at that time. E. Oakley added that while there are student success funds available, now is the time to redesign our processes with the student experience in mind. Processes have been implemented over time, but not necessarily designed best for the student experience. There have been limited resources to get things done, so now is the time to pull back and look at every process that students touch (i.e., online experience, registration, fees, course taking patterns, structured pathways, etc.) and to make the investment in time and resources to improve their experience.

J. Hund and T. Hamilton both asked to be notified about faculty and classified representatives. K. Kane commented that an all-call for faculty was sent out twice, but she will make sure in the future that J. Hund is

notified. T. Hamilton will also be notified about classified reps. E. Oakley added that CPC will receive the reports and updates on the process, and the CPC representatives should disseminate the information to their groups.

K. Kane thanked J. Raubolt for a great job. She has heard many positive comments about the process; it has been well-received and many recognize that it is needed to serve our students better. J. Raubolt stated that there are about 50 people actively involved and working on different things. He can be contacted via email at jraubolt@lbcc.edu and his office is currently in A-1058.

E. Bagg added that she is a member of the Design Thinking team, and they are intentionally carving out reflective time. Their approach is that the conversation starts with students, with the intent to improve their experience. The team is also honoring the knowledge and expertise of staff and faculty who have direct experience with students.

A suggestion was made to include information about the business process review and design thinking on the CPC website.

5. Strategic Plan Update

a. The Strategic Plan Oversight Task Force (SPOT) recommends two changes to its charge:

- i. To better align with the college's 3-yr cycle of planning and program review, SPOT recommended to change the timeframe of the Strategic plan to 6 years instead of 5 years
- ii. SPOT will reconvene annually in the spring semester to conduct the evaluation of the college's progress towards the goals and present their findings to CPC. This evaluation process is usually done by CPC, but often feels rushed.

Both of these recommendations were approved.

b. The criteria for the plan was also shared with CPC. It was built on the last Educational Master Plan, but SPOT also looked at plans for other community colleges and added other criteria based on their review.

E. Oakley encouraged the CPC to be as aggressive as possible in developing targets for the goals. LBCC should have aspirational goals that are clear and will push the institution higher.

c. J. Pope, C. Ramos, and E. Bagg comprise the SPOT workgroup reviewing the LBCC Mission and Values statements. There is an ACCJC standard requiring that the mission statement explicitly state what types of degrees are being offered, so this will have to be included in the new mission statement. The values statements are complementary to the mission statement. Ernest Boyer's "A College or University should be..." was distributed.

d. The process of developing the Strategic Plan includes an institutional self-assessment survey that will be sent out college-wide. The survey will be introduced by SPOT members to key groups at their meetings. This information will be used to help plan the retreat on December 4th (4:30-8:30 pm). At the retreat, attendees will also conduct a SWOT (strengths, weaknesses, opportunities and threats) analysis.

There will be additional opportunities to provide input in the spring semester. A Moodle site is also being developed where people can engage in topics pertaining to the strategic plan.

6. The Office of IE has prepared seven research briefs intended to inform the college's strategic planning efforts. More are underway and will be shared when ready. E. Bagg distributed the brief titled "*Associate Degree for Transfer – Summary Analysis*." The briefs are just being rolled out now and will be shared with the Academic Senate, Curriculum, etc., as well as on the IE website.