

## 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.

## 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.

## Academic Senate

### Members Present (voting):

**Senate President:** Melissa Korber  
**Senate VP:** Tina Inzerilla  
**Senate Secretary:** Vacant  
**Senate Treasurer:** Mark Grooms  
**ALSS:** Julia McGurk, Marilyn Marquis  
**STEMPS:** Jill Carbone, Richard Grow, Teri Henson  
**BSBA:** Rajeev Chopra  
**Counseling:** Heike Gecox (FA), Rafael Valle, Mike Schwarz  
**Part-time Faculty:** Candace Brown  
**ASLPC Student Rep:** Angela Toledo

### Members Absent:

Mark Grooms, Jill Carbone, Richard Grow, Rafael Valle, Candace Brown, Angela Toledo

### Guests:

VP Roanna Bennie, Lisbeth Coiman, Scott Vigallon, LaVaughn Hart, Greg Daubenmire, Ann Hight, Nadiyah Taylor

## DRAFT Minutes

### Presenter

### 1. GENERAL BUSINESS

**Melissa Korber**  
Items 1-4

#### 1.1 Call to Order/Quorum

Meeting called to order at 2:35 pm

#### 1.2 Approval of Agenda

**MOTION** to Approve Agenda

MSC: T.Henson / M.Marquis / APPROVED

**MOTION** to REORDER the Agenda and move Agenda Items 6.2 and 5.5 after 3.2

MSC: T.Henson / H.Gecox / APPROVED

#### 1.3 Review and Approval of Minutes – April 27, 2016

**MOTION** to APPROVE Draft Minutes from April 27, 2016

MSC: T.Inzerilla / M.Schwarz / 1 – Abstention /APPROVED

**1.4 Public Comments** (This time is reserved for members of the public to address the Academic Senate. Please limit comments to three minutes. In accordance with the Brown Act, the Academic Senate cannot act on these items.) – None

### 2. ACTION ITEMS

#### 2.1 Resolution

**MOTION** to APPROVE the Resolution

MS: T.Inzerilla / M.Schwarz

**Discussion:** This was considered a protective resolution and was written to help with the implementation of Canvas, if the college were to move in that direction. Support is specially outlined in the resolution, and that documents currently in SafeAssign be migrated to a new plagiarism control system.

**VOTE:** APPROVED

#### 2.2 OEI Task Force Recommendation

This recommendation was for the District to move forward with Canvas. The Senators were to present this to faculty in their division and return with feedback.

**MOTION** to adopt the OEI Recommendation

MS: M.Marquis / T.Inzerilla

**Discussion:** It is possible to move forward with only one college in agreement since each college will need to complete a participation agreement. It was made clear that the recommendation was only for Canvas, not the OEI. The implementation period that faculty have to transition over was explained once again.

The Governor has given an additional \$20M to the OEI to help with assisting students and begin expediting the process. Currently, there is a problem with the upload of some PowerPoint and Word files. The OEI was shown a demonstration of Ally a new software tool that is supposed to scan classes with those types of files and fixes them. Further research is being conducted by the OEI regarding this software.

ALSS – The division was in support.

STEMPS – The time allotted for transitioning over and support to faculty were considered essential.

Counseling – Overwhelmingly in support.

**VOTE:** APPROVED

### 3. CONSENT ITEMS

#### 3.1 Academic Senate Executive Officers Election Ballot - Approve

#### 3.2 DSPS Counselor Hiring Committee – Brian Owyong, Kimberly Tomlinson, Jim Gioia, Paula Schoenecker

**MOTION** to APPROVE Consent Items 3.1 and 3.2

MSC: M.Marquis / R.Chopra / APPROVED

### 4. REPORTS

#### 4.1 CEMC

LaVaughn Hart

LaVaughn Hart reported that enrollments are up and the target set for 2015-2016 of 7061 will be met, when the Sheriff's Academy closes. LPC is up by 5.59% for 2014-2015 and Chabot is up by about 2%. Looking towards Summer, as of May 15th LPC was at 569 FTES when last year at this time that number was 488. Marketing for classes will be on a rolling spotlight and focus will be placed on open classes prior to the beginning of each new week semester.

As mentioned at the last Senate meeting, the Chancellor has been withholding flowing funds through the BAM. Lorenzo Legaspi, Pedro Ruiz De Castilla, and LaVaughn will be meeting with the Chancellor on May 19th to discuss concerns from the PBC. The Chancellor mentioned wanting to keep a reserve of 15%-16% and mentioned it currently is at around 11%, when it actually is at 14.91%. The answers she provides are not correct, and also mentioned that her role is to advocate at the state and national levels not at the district. When asked for clear directions so that the PBC would know when coming up with recommendations what she might accept, her response was that she does not feel she needs to consider any recommendations from the PBC. The PBC is concerned with the behavior and her lack of concern with governing bodies that report to her, and are serious about the type of recommendations presented to her, which she clearly has shown no interest in listening to or acting upon.

The Governor's budget has been revised and additional funding will be made available, which the Chancellor has somewhat publically admitted would flow through the BAM. There is no word yet if there will be a rollback, and if so, how much to expect.

**4.2 CTE Liaison** – No report

**Mark Grooms**

**4.3 Curriculum Committee** – No report

**Craig Kutil**

**4.4 Distance Education Committee**

**Scott Vigallon**

- The DE Committee is working on goals and objectives to put into the newly proposed College Technology Plan.
- The OEI's Online Counseling Network is training counselors on how to counsel online students.
- The Counseling Department has reviewed the OEI's online counseling platform Cranium Café. It will pilot the platform in the Fall. It is currently deciding how many students, and which students to include.

**4.5 District Integrated Planning and Budget Committee**

**LaVaughn Hart**

The committee discussed the co-chairs of the IPBC and their term in office. The charge of this committee contains a statement that a faculty member and classified professional co-chair the IPBC. LaVaughn and Pedro Ruiz De Castilla have each served two [2] years and are to both cycle off this year. In order to maintain continuity and establish a staggered pattern for replacing each, it was agreed that Pedro would cycle off this year and LaVaughn to remain one more year. The classified professional co-chair would then be filled in the Fall of 2016, and the faculty member co-chair in Fall 2017.

**4.6 Faculty Hiring Prioritizing Committee** – No report

**Nan Ho**

**4.7 Faculty Association** – No report

**Heike Gecox**

**4.8 Program Review** – No report

**Karin Spirn**

**4.9 Staff Development** – Report under Agenda Item 6.2

**Greg Daubenmire**

**4.10 Student Learning Outcomes**

**Ann Hight**

John Ruys, Chair of the SLO Committee, was interested in feedback from faculty regarding the accreditation's recommendation of now having to include SLO's on course outlines of record, and at the same time the college's plan to upgrade to eLumen 6.0. Committee members were asked to present this information and report back faculty comments.

Ann Hight stated that the question up for discussion was whether to migrate all the data or to the new eLumen or to start fresh. Overwhelming the faculty responded with starting fresh. This will entail no data migrate although the information will be made available. All the course and level learning outcomes will be added to the new eLumen and faculty members can then edit or revise and begin with a new start.

**4.11 Student Senate** – No report

**Angela Toledo**

**4.12 Treasurer** – No report

**Mark Grooms**

**4.13 President****Melissa Korber**

- The EEO Plan is on the Board Agenda for the May 17, 2016 meeting.
- The issue of different hiring procedures for administrators, faculty, and classified was raised by the Chabot Senate. Next year both Senates will be reviewing all three procedures. Beforehand, the procedures for each area will be sent out for review and questions received will be collected. That information will be used as a starting point to begin looking at how to make the procedures more uniform.
- With the resignation of Mark Grooms, the Senate has been left without a CTE Liaison. Vicki Shipman, CTE Manager, has been approached regarding compensation for whoever takes over this position. She mentioned that this may be doable and suggested six [6] hours a month. Melissa added that this person would probably be a Senator, report to the Senate, and not necessarily be in a CTE discipline/program. The job description is currently being developed and will be sent out for review once it is ready.
- There will most likely be a significant change next year with the structure of the Staff Development Committee. In the beginning there was a classified professional supporting this committee, which was shared with the Academic Senate, with the staff support under the responsibility of the President's Office. Once the classified support went away, Staff Development continued reporting to the President's Office instead of moving its processes through the Senate. Greg Daubenmire has agreed to a co-chair for the Staff Development Committee with the idea being that the other person take over as chair. Looking at the structure of both the Senate and Staff Development will help understand the role of each committee and help align the processes, since it is a mutually agreed 10+1 area.

**5. OLD BUSINESS****5.1 District Policies AP/BP 4020  
(Curriculum & Program Development)****Melissa Korber**

District Policies AP/BP 4020 have come up at the Chancellor's Council and at the ESS Committee. The Chancellor's Council recommended that the policies be reviewed to assure they are current. During the summer Melissa Korber, Teri Hanson, Craig Kutil, and Mike Schwarz will meet and review the documents.

**5.2 Funding for Door Locks – No report****Rajeev Chopra****5.3 Administrative Evaluations****Melissa Korber**

Concerns were raised about the inconsistency and the implementation of administrators' evaluations at the District, as well as certain aspects of the evaluation process. One sited item was the method for finalizing the list of 25 evaluators who provide input during an administrator's comprehensive evaluation. After this was raised at a previous Council meeting the Chancellor spoke with the management association about this, and there was a sense that the concerns are actually addressed in the evaluation process. It was realized that there was a need to provide further explanation of the

process in order to address various questions. Vice Chancellor Wyman Fong and the management association representative will continue the conversations and attend a council meeting to answer questions, and where consideration for clarifying the management evaluation procedure language is needed and where, with regard to the procedures.

A brief discussion ensued regarding following up about these concerns at a future Chancellor's Council meeting, and following up immediately at the beginning of Fall Semester. Keeping this item on the Senate agenda and writing a resolution will be a sign that the Senate has not forgotten this issue.

#### 5.4 2016-2017 Academic Executive Board Elections

**Marilyn Marquis**

The election for the Academic Senate Executive Office of Treasurer and Part-time Faculty Representative was successful. There were a total of 51 votes cast and following are the results:

Senate Treasurer	-	Teri Henson
Part-time Faculty Rep	-	Steve Chiolis

#### 5.5 Adult Education and Non-credit

**Roanna Bennie**

At the previous Senate meeting the topic of Adult Education and Non-credit was introduced. VP Roanna Bennie recapped some of what was discussed that included:

- Non-credit courses will always go through the curriculum process;
- Non-credit courses will always be supported and presented by our faculty;
- Non-credit courses will contribute to our Mission to service our students;
- Non-credit courses will not absorb FTEF from our current programs and be built on growth FTEF;
- Non-credit FTEF will be built into the CEMC process;
- No new non-credit courses are being proposed for Fall 2016.

VP Bennie added that it is important to know that non-credit courses are thought to be what our students need and that our faculty support and as we move through the processes. There are several avenues that non-credit can help. One is helping prepare students for courses or be a support for courses, such as in Allied Health. Another is helping students at adult education sites get into college and building bridge courses that will help them. In CTE areas, it can be some sort of skill building that can help them before entering college. It is a way to open doors for more students to enter college and be successful in college.

Lisbeth Coiman, Adult Ed/Non-Credit Project Manager, explained the three projects currently on the table:

- Discussion about the possibility of a bridge course for ECD and ESL where ESL would help develop a curriculum, and adult education would teach the class.
- A DSPS certificate in Horticulture for individuals with disabilities channeling adults coming from Sun Flower Hill to earn a certificate that prepares them for employment.
- Discussion about the possibility of partnering with the Department of Rehabilitation and working with the Resource Center for Adults with Disabilities in the East Bay.

There are three committees that function within the adult education. The first is Pathways and Alignment that designs pathways leading to employment linked to certificates. The second is Assessment Support and Services that work specifically with individuals with disabilities, which is connected to Horticulture. The third committee is Instructional Effectiveness, which helps with aligning adult basic education, adult secondary education forces with our entry level basic skills courses.

## 6. NEW BUSINESS

### 6.1. Faculty Hiring and Budget

Melissa Korber

The President sent information regarding the faculty positions.

The following positions have been Board approved:

\* Art \* Health \* Math (2 positions) \* Psychology \* KIN (Men's Soccer Coach)

The following positions have been placed on the June Board Agenda:

\* Counselor \* Biology \* CNT \* English \* Theatre \* Humanities \* Counselor (2 positions / SSSP funded)

The following positions were failed searches:

\* EMS \* Horticulture/Viticulture/Enology \* Political Science

The following position was not funded:

\* Anthropology

The following position is still under review:

\* Faculty Coordinator Tutorial Center

### 6.2 Flexible Calendar

Roanna Bennie

VP Roanna Bennie spoke briefly about the Ed Code and Title V requirements for colleges under a Flexible Calendar Program. The Flexible Calendar includes additional days that the college places in the calendar for professional development. Two days are generally used for Convocation and College Day, and the remainder are used as Variable Flex Days of which the faculty have 12 hours they must complete.

An abbreviated summary of what the various sections and requirements for each section was distributed. Included were the responsibilities of the Coordinator for the Flexible Calendar Program, the structure for the Flexible Calendar Advisory Committee, the Individual Faculty Contracts (Variable Flex Hours) and the members responsibility for developing their individual plan, the Types of Evaluations that can be used for evaluating the planned activity after its completion, and the Chancellor's Requirements for Establishing or Maintaining a Flexible Calendar Program.

The Staff Development Committee Chair is the Coordinator of the Flexible Calendar, and their selection is to be handled through the shared governance mechanism, reporting directly to the Academic Senate. The way the structure is set-up, the coordinator has been reporting to the President. In order to continue to operate under the Flexible Calendar the college needs to abide by the requirements listed.

Tracking faculty variable flex hours is one of those requirements, which has not been consistent and will need to be reinstated. The idea of bringing in a co-chair for the Staff Development Committee was suggested to help with implementing some of what has not been kept up, and to bring the college “up to speed” and begin following what is required in each phase of the guidelines listed, in order to continue operating under a Flexible Calendar.

A plan for the next academic year will need to be filed by June 1<sup>st</sup> and a written certification for last academic year’s plan will need to be submitted by June 15<sup>th</sup>.

## **7. GOOD OF THE ORDER**

**7.1** The Senate congratulated Carmen McCauley on her retirement and presented her with several gifts to show their gratitude.

## **8. ADJOURNMENT – 4:20 p.m.**

## **9. NEXT MEETING – August 24, 2016**