

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: Michael Schwarz
Senate Treasurer: Teri Henson
A&H: Marilyn Marquis, Meghan Swanson, Elena Cole
MSEPS:
BSBA: Rajeev Chopra
Counseling: Rafael Valle
Part-time Faculty: Vicki Pabley
ASLPC:

Members Absent:

Guests:

DRAFT Minutes

Presenter

1. GENERAL BUSINESS

Melissa Korber

1.1 Call to Order/Quorum

Items 1-4

Meeting called to order at 2:35 pm

1.2 Approval of Agenda

MOTION to Approve Agenda

MSC: Teri Henson / Marilyn Marquis / APPROVED

MOTION to Reorder Agenda and move Agenda Items 6.7 and 6.8 after Section 3.

VOTE: 1- Abstention / APPROVED

1.3 Review and Approval of Minutes -

MOTION to Approve 5/11/16 Minutes

MSC: Tina Inzerilla / Marilyn Marquis / 1- Abstention / APPROVED

MOTION to Approve 5/25/16 Minutes

MSC: Teri Henson / Marilyn Marquis / 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

None

3. CONSENT ITEMS

3.1 Athletic Director Hiring Committee – Jason Craighead

3.2 Basic Skills Transformation Grant Selection – Melissa Korber

MOTION to approve consent items

MSC: Teri Henson / Michael Schwarz / APPROVED

4. REPORTS

4.1 CEMC – LaVaughn Hart

No Report

4.2 CTE Liaison –

No Report

4.3 Curriculum Committee – Craig Kutil

There are a lot of problems in curriculum at the moment.

- When the State switched to a new data base system, it messed up 10 degrees / certificates. It is finally fixed after 5 years (Chabot doesn't have it fixed yet).
- State reactivated over 1,000 inactive courses. Now with new curriculum specialist (Madeline), cleanup is happening.
- There is an assessment of each course to assign correct disciplines. Course descriptors (KIN, MATH, ENG) are not the same as disciplines. You can put a math course under another descriptor, and there is a potential for the wrong person to be teaching that class. This was started last semester and will continue this year. There are state defined disciplines. Courses with non-credit are trickier.
- A course list will be sent out of what must be submitted through the curriculum process in order to be active.
- The catalog has errors due to some of the problems listed above.
 - Even if we approve for transfer GE it takes 1-2 or more years to request it. Those should not be offered until we get official approvals.
 - There are updated courses that didn't go through the curriculum process
 - Certificates and degrees need to be updated
- We need to input "families" in CurricUNET for courses of different levels
- The big problem with non-credit is we don't have a way to submit courses into CurricUNET.
 - Need a course outline that has no units
 - There needs to be a decision on how many hours a non-credit course should be.
 - Non-credit is free to students, unlimited repeats, and can be used for students to advance toward credited courses. Math Jam will be non-credit.

There needs to be guidance from the Senate on how non-credit courses could be determined (number of hours, etc.). There was suggestion to create a sub-committee to look at other colleges to see how they do non-credit. There is a possibility for a course to be credit and non-credit at the same time, and there are non-credit certificates that can be issued.

4.4 Accreditation Task Force – Elena Cole

We need to write a report in response to five recommendations. The SLO committee is working on responding to some of the recommendations. There is one district recommendation that is also being worked on. The goal is to have a draft by November.

The Steering Committee members are Roanna (ALO), Elena Cole (Faculty Lead), John Ruys, Ann Hight, Joel Gagnon, and Rajinder Samra. Elena will be serving on a visiting team evaluating Glendale College and training will be on Tuesday.

4.5 District Integrated Planning & Budget Committee – Rajeev Chopra

First meeting is next week. The District is rolling back to 17,526 FTES. This will bring stability. There will be discussion on what cut the colleges will be getting from that amount. There was a question of whether the District gave different information to Chabot and Las Positas in order to make the colleges compete.

4.6 Faculty Hiring Prioritization Committee –

Has not met yet.

4.7 Faculty Association – Debbie Fields

There is a need to plan additional negotiations with the District and needs to come to the Senate as well. The top three issues are as follows:

- Conversion to Canvas and the effects on faculty (timeline, support training, incentives, etc.)
- Dual enrollment (AB288). Right now there are faculty going to the high schools to teach. AB288 (in agreement with the District) allows the high schools have one of the high school instructors teach our course (our outline, our credit, etc.). We are currently looking into some of the problems that arise with dual enrollment. It is suggested that the instructor be our faculty. The District did put forward a template.
- Non-credit. It started with adult education and the grant. There is pressure to put something forward. The Tutorial Center is non-credit and is paid at 0.5 rate. ILC is at 0.56 rate. “Non-instruction” is a 0.417 rate. District is also struggling in defining non-credit.

4.8 Program Review – Karin Spirn

No Report

4.9 Staff Development – Greg Daubenmire

No Report

4.10 Student Learning Outcomes – John Ruys

No Report

4.11 Student Senate –

No appointee yet. There should be one by next meeting.

4.12 Treasurer – Teri Henson

There is \$1,281.06 in the account once checks clear. Fundraising go towards Staff Appreciation, and student scholarships. Money is raised from faculty donations. We are thinking about doing the Division Challenge again this year in order to name the student scholarships after the division that raises the most money.

4.13 President – Melissa Korber

Over the summer Melissa worked on the full-time and part-time faculty handbook to update from Senate perspective. Melissa’s part was small, the library and FA did a large portion.

Melissa worked on Staff Development structure due to roles that Senate is required to have. A draft was sent out to Senate.

Over the summer the CalWORKs Coordinator was told she was going to be moved to Religious Studies. FA had issues with how little notice. Melissa wrote email to Dr. Russel to address lack of planning, process, the misconceptions that came up, and hiring prioritization. The conclusion from the administration was to slow down and look at the process. It was pointed out that Melissa had to be hired to both her position in English and again to Mass Communications. It should have been the same process.

At the Board meeting last week the most noteworthy item was a new program at Chabot called RISE. It is a link between the jail and Chabot in order to help prisoners to transition to college.

There was talk of Executive Board meetings to meet after Town Hall meetings.

Candace Brown who was the part-time representative passed away from cancer. The Senate will send a sympathy card to the family.

5. OLD BUSINESS – None

6. NEW BUSINESS

6.1 Orientation to Academic Senate – Melissa Korber

The Academic Senate has its own page on Grapevine. There is an orientation and program review self-study on Grapevine. The Senate represents the faculty in academic and professional matters, including curriculum, program review, degree/certificate requirements, grading policies, standards or policies regarding student preparation and success, and faculty roles in involvement in accreditation process (this is the strong voice of the Senate). Issues that the Senate needs to reach mutual agreement (not as strong voice) include governance structures as related to faculty roles, policies for professional development, processes for institutional planning and budget development, regulation and procedures relating to health and safety, educational program development, and processes for program review.

6.2 Representation on Academic Senate – Melissa Korber

It is a ratio decided at the beginning of the year. Current ratio is 10 full time faculty to one representative, but there can be no fewer than 2 representatives for one division. There can be 2 part-time faculty representatives. After discussion it was decided to keep the 10:1 ratio and to double-check the numbers of full time faculty in each division.

6.3 Support for Academic Senate – Melissa Korber

Carmen McCauley retired over the summer. Melissa has been asking since January on getting support for Senate, and no answer as of yet. The contract requires support for 25 hours a month. There a possibility of making an emergency hire for on call hourly for the fall semester. Hopefully the position will be filled by next meeting, and there will have to be a hiring process after the fall semester ends.

6.4 Goals for Upcoming Year – Melissa Korber

Last year it was discussed that the goals for Academic Senate should be to support planning priorities from an Academic Senate perspective. There were brief discussions on scholarships and staff appreciation. There was a question as to whether divisions should give feedback on more specific goals this year.

6.5 Professional Development Committee – Melissa Korber

Melissa created a draft for the restructuring of the Staff Development Committee in order to meet Title 5 requirements. Other colleges have a split co-chair structure. Idea is to have someone responsible for planning, and someone responsible for Senate faculty flex (there is potential for both positions to be filled by one person). There may be issues with the contract as to who the chairs report to. There are mandates that have to be accounted for. This draft is still a work in progress.

6.6 CTE Liaison to Academic Senate – Melissa Korber

Announcement was sent out. The liaison would collaborate with Vicki Shipman and attend CTE conferences. It is an hourly paid position. Full time position is preferred, but part-time may be possible. It is an

F-hour position for 5-6 hours a month. It is unknown if it impacts 67% for part-time. Talk to Melissa if you are interested.

6.7 Convocation Planning – Melissa Korber

Michelle Gonzalez and Karin Spirn wrote a letter to the Vice Chancellor to address the racist tone of the clips at convocation. The presentation was done in an academic setting, and it did not take into consideration audience. It was brought up that there was not time for cross-campus collaboration at convocation. Marilyn suggested creating a formal statement expressing higher expectations or a proposed resolution. It was stated that student success means taking one more class, and it has to be backed up. FTES is never fully funded. It was suggested that maybe the two Senate Presidents could meet with the Chancellor in Spring for planning (it can include classified presidents as well as student body presidents).

It is not clear whether Chabot is having the same level of conversation on this topic as the Las Positas Senate.

Overall Convocation Planning gave a mixed message: Student success is based on taking one more class, but are we worried about students when class sections are over enrolled? There needs to be a dialog before a resolution. A suggestion is to have the Chancellor set the agenda, then have others be able to give feedback so time isn't wasted (the main goal is to provide support). Some more organization and established outcomes from convocation planning would be welcome.

It was suggested to move the time for the Faculty Association presentation, as starting at 8 a.m. is nearly impossible to accommodate the majority. Would a working lunch for FA might be better than being held at 8 a.m.?

Melissa will start with a letter and will talk to Laurie at Chabot.

6.8 CTE Data Unlocked – Rajinder Samra

The CTE Data Unlocked is a project adopted by the board last week. It is funded by the State Chancellor's Office and the goal is to help colleges find, understand, and use CTE Data. The main components are training workshops and reviewing course and program attributes. State funding is based on course codes, so accuracy is paramount. There is a proposal to have a college manual for the campus.

6.9 Senate Approach to Adult Education/Non-credit – Melissa Korber

Lisbeth is coordinator of Adult Education (interim). The task force has met several times, most of them online. Projects currently being worked are as follows.

- Developing non-credit internship and certificate for adults with mild to moderate disabilities.
- Developing ECD certificate for older adults (mainly grandparents caring for children)
- Basic skills ideas of communication with English department to collaborate with adult schools in developing bridge courses and the possibility of developing non-credit English courses. There is also conversation with the ESL department.

The overarching plan will be presented next meeting. It was "born" from the Meet Alameda County consortium. Lisbeth developed the plan based on task force ideas (faculty from LPC on the task force). There was a question of whether we should look at how other colleges are approaching non-credit, and how it is being integrated into the whole (how are teachers getting paid, how to convert course outline, unit equivalence, etc.).

7. GOOD OF THE ORDER

7.1 Announcements/Comments

Discuss support for the Teaching and Learning Center for next time.

8. ADJOURMENT –

MOTION to Adjourn

MSC: Marilyn Marquis / Michael Schwarz / APPROVED

Meeting adjourned at 4:35 pm

9. NEXT MEETING – Wednesday, September 14, 2016 at 2:30 p.m.