

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, and Elena Cole
CATSS: Debbie Fields
MSEPS:
BHAWK: Rajeev Chopra
Student Services: Rafael Valle
Part-time Faculty: Vicki Pabley
ASLPC Student Rep: Nancy Quach

Members Absent:

None

Guests:

Roanna Bennie, Toby Bielawski, Scott Vigallon, Lisbeth Coiman

DRAFT Minutes

Presenter

1. GENERAL BUSINESS

Melissa Korber
Items 1-4

1.1 Call to Order/Quorum

Meeting called to order at 2:31 pm

1.2 Approval of Agenda

MOTION to Approve Agenda

MSC: Tina Inzerilla / Marilyn Marquis / APPROVED

MOTION to Reorder Agenda and move Agenda Items 4.2, 4.3, 6.1 and 6.4 after Section 3

VOTE: APPROVED

1.3 Review and Approval of Minutes - None

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 CTE Liaison to Academic Senate – Paula Schoenecker

3.2 Staff Development Co-Chair – Howard Blumenfeld

3.3 Library Technician Classified Professional Hiring Committee –
Tina Inzerilla and Frances Hui

MOTION to approve consent items 3.1, 3.2, and 3.3.

MSC: Marilyn Marquis / Meghan Swanson / APPROVED

4. REPORTS

4.1 Basic Skills – Michelle Gonzales/ Ashley McHale

The committee wants to change its charge to fit current committee duties.

The new charge reads as follows:

- Gathering, reviewing, and assessing data on student success
- Identifying, coordinating, and publicizing best practices for meeting students' educational needs
- Planning and creating strategies for removing barrier and addressing educational gaps

- Supporting innovation in process and instruction
- ~~Facilitating the implementation and evaluation of Senate approved proposals~~

The committee was unclear of what the last bullet referred, so it was decided to strike from the charge.

Changes in Membership went from 3 Faculty, and 1 Librarian last year to 3 Faculty, 1 Librarian, and 1 Counselor this year as a way to include more faculty representation. It was clarified that it is meant to be 3 Instructional Faculty, 1 Librarian, and 1 Counselor.

The Basic Skills Committee is finalizing the budget, which is due in October. Funding is going to be similar to last year except with less funds going to English and Math in order to spread toward other areas. While funds are going towards the English Tutorial Center and the RAW Center, they are trying to scale back in these areas in order to not enable non-institutionalization. Similar funds to last year are going towards Staff Development activities, Flex Day Opportunities, and there are additional funds for conferences in addition to staff development. ESL has been allocated some funds to work on a project. There is no report this year, as the Basic Skill Committee is being given time and space to collaborate with Student Success and Support Services and Equity to monitor funds and to not duplicate, and collaborate on similar initiatives.

The Transformations Grant is going towards working on hiring a 50% Temp Assessment Technician, a 50% Researcher (hoping to increase the amount of time for this position), and 50% Staff Development Specialist (most likely from within the campus). It was asked if the Staff Development specialist would be coordinating with the current Staff Development or whether it would be a separate entity. It was clarified that the position would be separate, as it is a position that is there to help set up people for staff development opportunities and to be specifically trained so they can train others. There has not been any consideration as to whether the Staff Development Specialist would be sitting on the Staff Development Committee or not.

Michelle is currently researching the best practices for supporting services in English 1A, and has been meeting with various faculty to figure out what those support services would be.

4.2 Program Review – Karin Spirn

The Program Review update process is underway. The forms are listed on the program review website. The Webmaster updated the search tool so that when Program Review is searched it is now the first item that comes up. Program Reviews are due October 10. Karin says that they are still in the process of working on the updates of the dean summary forms.

All Program Reviews and Dean Summaries are listed on the Program Review website.

4.3 Institutional Planning and Effectiveness – Karin Spirn

The Institutional Planning Committee and Institutional Effectiveness Committee have been combined. At first meeting talked about review of charts and finesse the membership due to the merge. They voted to add the Program Review Chair and the SLO Chair as non-voting members of the committee. The combined charge was approved and no substitute changes were made. The committee is still considering the possibility of adding an extra planning priority for the library to provide more consistent funding. They will look into what is currently happening with library funding and as well as coming up with plans for stabilizing it.

4.4 Staff Development – Melissa Korber

Melissa did receive a report for newly approved co-chair of Staff Development, but she didn't get a chance to distribute it yet. She summarized a few key points from the meeting. Flex Day, Committee Structure (a later Agenda item), reporting requirements were discussed at the last Staff Development Meeting. Melissa will send out the report to everyone to look over.

4.5 Faculty Association – Debbie Fields

There is a lawsuit in Marin involving adjusting pensions, and the Faculty Association will most likely be joining Marin county employees in support. The lawsuit was mentioned at the Chancellor Counselors' meeting, with the idea of getting everyone involved, because the lawsuit affects more than just faculty.

There have been discussions with Chabot Academic Senate involving the transition to Canvas. Las Positas is a semester ahead of schedule to make the transition to Canvas over Chabot. There will be a few select faculty in getting to pilot, and trying to develop faculty mentors to assist other faculty in the transition to Canvas. There was discussion of a one-time stipend as incentive to make the transition. Dual enrollment will allow high school instructors to teach Las Positas classes. It was agreed that if it is the Las Positas course outline, that the community college or high school instructor who teaches would be a member of the Las Positas Faculty Association.

The goal is to begin teaching classes in the 2017 Spring Semester. The Chabot Senate has not yet sent a letter to begin the Canvas transition. (to be discussed further in item 6.4, Support for Teaching and Learning Center)

4.6 Student Senate – Nancy Quach

The Welcome Week event during the first and second days of school, was a big hit. It was a way to welcome students with free food, and give incoming students information about ASLPC.

There will be a Health Center table that will promote student health at Las Positas College.

There is a Club Rush event coming up, but the date has not been decided yet.

There is currently work being done on a campus app that will have all of the club information, ASLPC information, and the Academic Senate is welcomed to reach out to help participate in the creation of the app.

ASLPC is distributing college discount cards that have discounts for local businesses around Livermore. Student IDs are necessary to receive the discount, as the barcodes on the discount cards are not working. ASLPC is working on fixing the barcode issue.

Constitution Day is on September 19. There will be a table in the quad giving out mini Constitutions, Bill of Rights, and attempting to persuade students to vote.

There is a Meet your Senators event on September 28 from 11:30 – 1. There will be free hamburgers for students and faculty.

Club Day is going to be on October 12.

4.7 District Integrated Planning – Rajeev Chopra

BAM, Budget Allocation Model, allocates money between Las Positas College, Cabot, the District and M&O. Certain percentages were chosen based on state funding. After three years the reports on how well BAM is working came in last Wednesday. The review is scheduled to be completed by May 2017. It takes a while to complete because it was to make its way through multiple committees. The review will show the costs and look at what was effective funding for each entity (Las Positas, Cabot, District, and M&O). The goal is to see if a few of the percentage points can be moved toward both colleges. The FTES for this year is projected

to be 17,191 for the district. Next year it will be 17,500, but the District won't reach 17,500; it will only reach between 16,300 to 16,400 because of summer allocations. In approximately 2 years the district will have \$1.7 million dollars more than what is paid to the colleges.

The committee reviewing BAM is equal representation between Las Positas College, Chabot, and the District.

4.8 Accreditation Task Force – Elena Cole

The SLO committee chairs have been helping the Accreditation Task Force move forward, and SLO liaisons are in place. Everyone is working on assessments. Student Services is working on evaluating student needs and student counseling services.

A timeline will be brought to the next Academic Senate meeting about when an adaptive report can be brought in (aiming for November). The Accreditation Task Force is also working on the evidence collection.

4.9 Treasurer – Teri Henson

Checks were written at the end of summer for student scholarships, and one has not yet cleared. Hopefully it will be cleared by the September statement. Once the check clears there will be a balance of \$1,281.06.

4.10 President – Melissa Korber

The Umoja Program will be addressed at a later time. Melissa states that we haven't developed a program introduction process yet. It was discussed last year, and is still being discussed as to whether Senate will have a role in it, and what that role will be. There is a process that includes the Curriculum Committee, but not Academic Senate. One reason to involve the Senate is to get the word out and maybe to get some support for programs. The Umoja Program has done a lot of work and they are applying for a grant to fund the program. It would be good to have them present to the Senate, which opens up the possibility of endorsement from the Senate if the Senate chose to do so. There is a document highlighting the main points of the program that may be able to be shared soon. The Umoja Program is focused on the success of students, especially African American students, but it's open to everyone. Melissa wants them to come to Senate so there can be a full presentation of the Umoja Program.

Melissa received an email from Heike Gecox, who is now the chair of Faculty Hiring Prioritization. The Committee list is not done for a variety of reasons. Heike was questioning the failed searches. There were four failed searches last year, and the committee is wondering if they should be prioritized again if some will be funded. The president is out, and there is uncertainty of how much hiring will be done this year, and whether the original rankings will roll over or re-shuffled. There should be reports back to individual divisions at next meetings, and then report back to Senate. Three of the failed searches were no suitable candidates were found to fill positions, and one that was pulled off. Last year 29 faculty request applications, and 18 were ranked (the remaining were also ranked just in case). Out of the 18, the tutorial center and anthropology were pulled. None of the current failed searches are emergency hires. The searches do not have to be submitted as they will roll over. There is a question over whether there is a need to re-prioritize the positions or leave them in the ranking they received last year.

Anthropology was pulled due to lack of funding and it was the last tier that got cut off. The other failed searches were due to not being able to find faculty to fill those positions. Divisions will discuss at a later date as there was a lot of confusion involving the failed searches.

There is a request that the Academic Senate supports the swim party this weekend. The Senate has not supported the swim party in the past, and it is uncertain as to whether the Senate has enough funding for it.

Melissa appeared by telephone at Chancellor's Council. The administrator evaluations were on the agenda again. The Administrator's Organization felt that the process that currently exists fairly evaluates because a manager meets with the administrator to decide who the evaluators will be. The Chancellor said that no one gets more than 25, but Melissa pointed out that faculty get more than 25 evaluators. There was a good look by managers and others to come up with a list of 50-60 names to evaluate them. Many of the evaluations were completed last year using the process that is still in question. There is only one evaluation that will be done at LPC this year. Melissa asked what if the Senate is looking for a 360 evaluation, and there was discussion of what a 360 evaluation is, as there are multiple definitions and it has to be decided as to what it is defined as. More research needs to be done. The response was that a letter could be sent to the manager or supervisor, or that the Senate would have to come up with their own recommendation for evaluations. It was questioned as to whether faculty have input into the administrator. They can, but they may not be selected. A starting point could be to review the Board policy and see the response of HR had. This will be put on the agenda for next time.

Faculty hiring was also brought up, but it wasn't covered fully at Chancellor's Council. The Academic Senate President at Chabot brought it up and wasn't able to attend. There is a movement towards using more technology in the hiring process. Our current policy doesn't necessarily account for it. There is a question to whether we want to do it, especially for first level interviews, because there is a possibility of getting broader pools. FaceTime, Skype, Conference Calls could be used. Strong Workforce was also mentioned. The plan is due at the end of January.

The Faculty Obligation Number was also discussed. The targets have not been set for this year, but will be set soon. We didn't meet our target last year, but Chabot had 20 over. Last year's district target was 286, and had 291.

5. OLD BUSINESS – DISCUSSION

5.1 Orientation to Academic Senate – Melissa Korber

Melissa wanted to see if there were any questions involving the online orientation to Academic Senate. There were none.

5.2 Representation on Academic Senate – Melissa Korber

Melissa was able to get the number of full time faculty in A&H, which is 32. It entitles Academic Senate to three representatives. Elena will be serving as the 3rd faculty member. Elena Cole, Marilyn Marquis, and Meghan Swanson are the representatives for A&H. If you feel like you are underrepresented, you can check the number of faculty in your division through your dean. Elena Alvarado-Strasser is interested in serving as a part time representative. Academic Senate can have two part-time representatives. There is a question of whether Melissa should appoint, or whether an election should be held. It was brought up that an election takes a long time, and it is rare to have people asking to join the Academic Senate. It was strongly suggested that the Senate accept the offer to fill the part-time representative position. It was agreed that Melissa will put it as an action item for next time to vote upon.

5.3 Support for Academic Senate – Melissa Korber

Courtney is here for the rest of the semester. There was much rejoicing. Melissa was told that it is strictly a temporary position, and is looking to make it a permanent position again.

5.4 Goals for Upcoming Year – Melissa Korber

Melissa wasn't sure if there was any more feedback or if there were other proposals.

From an Academic Senate perspective, we support the planning priorities, scholarships, and staff appreciation.

In May of last year there was a proposal for re-assigned time, and it isn't sure if it was a goal for the upcoming year. There was a question last year of the transparency of re-assigned time. There was a discussion of the managers needing more flexibility.

MOTION to Reorder Agenda and move Agenda Item 6.4 next.

VOTE: APPROVED

5.5 Professional Development Committee Structure – Melissa Korber

Melissa was asked in the summer to look at the Staff Development Committee and restructure it. Most colleges in title five require a faculty flex position. Melissa would like feedback on the document she constructed as it needs to be a strong document for approval. It is a co-chair structure, but it can be combined into one chair. Melissa did research, but as she has never been to a Staff Development meeting, she would like as much feedback as possible on the document. Howard provided feedback as to what his duties are. Melissa is concerned about the reporting relationship. It used to report to the President, but now reports to Academic Senate and Classified Senate, and serves on College Council.

Flex includes mandatory and variable.

Inspiration came from our own committee structure and Santa Rosa's committee structure. It was brought up that some of the duties seem to be administrative in nature, and it seems to be too much for one person to do alone if the co-chairs are combined into one position. There was a position that the support for Academic Senate also supported Staff Development, but that position no longer exists. There might be a possibility of looking at hours to redistribute duties so that the co-chairs are not burdened with extra duties.

If there is additional feedback, email Melissa.

5.6 Convocation Planning – Melissa Korber

The letter has not been written yet. Melissa will be contacting Chabot's Academic Senate.

5.7 Senate Approach to Adult Education/Non-credit – Melissa Korber/Lisbeth Coiman

We would always bring non-credit curriculum forward from faculty, not from outside entities. We will use our curriculum process and not use outside processes. At Chabot the VP is doing all the representing for adult education at Senate.

The work plan is not a program review, only personal goals and ideas. It is not a formal plan as of yet. The main resource is the State Course Program Approval handbook that was approved by the Board of Governors.

There is a question of how this fits with what we have already have and how curriculum concerns are being handled. Non-credit curriculum will go through the same process as regular curriculum. There is a question over defining hours in non-credit, as there are only contact hours (no lecture/lab hours or units). Some colleges call contact hours "lecture equivalent hours." Faculty determine the contact hours based on their goals for the class.

There is a matter of what the faculty want to do with non-credit while it is also being handled at the FA level because there are different levels of non-credit. Some levels would include non-credit tutoring (similar to

Math JAM or the tutoring center), and levels of non-credit that involve different levels of rigor (from required attendance and homework to the ability of the student to come and go from a class). The faculty decides how rigorous the course will be.

It was brought up that ESL has not been able to use the curriculum process for non-credit, so there is a strong feeling that it will not be the reality for non-credit courses. The interrelations between ESL, Adult Ed, and the community are not the best.

This discussion will be carried over to the next Agenda.

6. NEW BUSINESS – DISCUSSION

6.1 Change to Program Review Committee Charge – Karin Spirn

The Program Review Committee would like to add to their charge – “to collaborate with deans or vice presidents and other readers of cobrand reviews and updates to create dean summaries and to provide feedback for writers.” It is what the committee has been doing, but it is not described in the current charge. Academic Senate is to vote on at a later meeting.

6.2 Change to Basic Skills Committee Charge – Ashley McHale/Michelle Gonzales

The language needs to be clarified with respect to faculty representation.

6.3 Fundraising and Scholarship Fund – Teri Henson

Teri will send out email with information. It will not differ that much from last year. Last year the suggested contribution was \$20. It is important that Teri knows what division they are from to name the scholarship in honor of the winning division. Next time there will be a discussion of increasing the amount of the scholarships.

6.4 Support for Teaching and Learning Center – Melissa Korber

The district has set up two days of training for Canvas in October. There would be two mornings as an introduction to Canvas and at least one afternoon of advanced Canvas. The days would be a Thursday and a Friday. There is a concern about the logistics of how this will happen. It makes sense to prioritize who will be trained. The prioritization will probably start with those doing DE but there is a lot of interest. There are 20 spots, but there will most likely be more than that who would like to be trained. Canvas owes us training for 20 that is webinar based, but face-to-face training on the 13th and 14th of October will be additional. There was talk of finding faculty that wanted to pilot right away and be able to get a class in spring, but there are a lot more faculty that wish to do it than the limited number of spaces allowed. Faculty who wish to use Canvas may not be able to get training, so it was suggested to see how this process will evolve. There was a question over who these select 20 will be. There will be a meeting as to how to prioritize, and a schedule will be laid out. There is a goal to have the GE committee review and try to make a plan, and then a message will go out to DE faculty.

There is a possibility we would convince the District to add more than 20 to be trained. The plan accounts for faculty mentors (faculty that would be trained first hand in Canvas, and would then train other faculty in Canvas). There is a possibility that faculty will volunteer to be a pilot, but not a mentor. There is a possibility of needing re-assigned time. Faculty teaching DE (or anything that is 51% online) can apply for the one-time stipend. There is no requirement to get the training in order to get the stipend, which can cause issues when the students complain that the faculty doesn't know how to use the technology. Some part-time

faculty are already familiar with Canvas, so there is potential for mentors there. Scott has a few people in mind for mentors, but is unsure of how the training will be done (face-to-face vs. online).

There is a new part-time faculty coming in to teach an online class in the spring, and it makes no sense to have her start on Blackboard, but where would that put her in the priority in regards of the 20 being trained on Canvas? It should be part of the hiring process to ask the instructor if they have been previously trained in Canvas.

There is a need to hire someone to help Scott, as Scott needs to be in charge of the transition to Canvas. Scott gave Marilyn the job description, but the administration will look at it and have ideas for what they want that position to entail as well. Scott spends the majority of his time consulting people on Blackboard. Scott would like to hire someone to take care of Blackboard until we make the complete transition to Canvas, and would love for the position to be on-going to help him out after Canvas is set up. There would be an opportunity for a Help Desk for students and faculty for when Scott isn't around (weekends, when he takes vacation). It was suggested the possibility for emergency on-call support for assistance with Blackboard, but there isn't anyone who has that level of experience and would have to be trained. It was suggested to put out a job description and then prioritize that hiring. There was a suggestion to hire someone who can take anything off Scott's plate (such as dealing with Canvas). There should be a focus on planning ahead. We can gather information from Scott's survey and make an argument for what we want to see in the future with a timeline, as it is an urgent matter.

6.5 Support for Tutorial Services – Elena Cole

One of the planning priorities is towards tutoring services. There is concern over tutoring services and an order to improve. The Tutorial Center and the RAW Center need to be evaluated to make sure they are providing equitable access to all services provided. There are some budget issues with the RAW center. There is an effort to provide more support for tutorial services and to bring in a full-time position. We are running lean on tutorial services. Having no tutorial services over summer or evening support is out of compliance with accreditation.

The RAW center may not have enough funds to stay open all year, and there is no online tutoring being offered. We need to look at budget constraints vs. priorities. We need to stop relying so much on the grant money. The RAW center has been institutionalized for \$25,000 per year (\$12,500 per semester), but it cost \$16,258 last spring semester (to add 4 hours a week for evening hours). Canvas may have support for online tutoring. It jumped to \$25,729 for this semester. Basic Skills has been generous in donating \$6,000, and ASLPC has given \$2,000 for this semester.

6.6 Senate Role for Part-time Instructors – Marilyn Marquis

Part of the role of part-time faculty senate members would be to reach out to part time faculty to inform what the Senate is talking about.

Will be on the next agenda.

7. GOOD OF THE ORDER

7.1 Announcements/Comments

None

8. ADJOURMENT –
MOTION to Adjourn
VOTE: APPROVED

9. NEXT MEETING – Wednesday, September 28, 2016 at 2:30 p.m.