

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, Elena Alvarado-Strasser
ASLPC Student Rep: Nancy Quach

Members Absent:

None

Guests:

DRAFT Minutes

Presenter

1. GENERAL BUSINESS

Melissa Korber

1.1 Call to Order/Quorum

Items 1-4

Meeting called to order at 2:32 pm

1.2 Approval of Agenda

MOTION to Approve Agenda

MSC: Teri Henson / Meghan Swanson / APPROVED

MOTION to Reorder Agenda and move Agenda Items 4.3, 4.9, 5.6, 5.7 and 6.5 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 MSEPS Dean Hiring Committee – Mike Ansell, Kristy Woods, and Jennie Graham

3.2 BHAWK Dean Hiring Committee – Lisa Weaver, Rajeev Chopra, James Giocomazzi, Jason Craighead, and Gina Webster

3.3 Add to Program Review Charge – “Collaborate with deans (or vice presidents) and other readers of Program Reviews and Updates to create Deans’ Summaries and provide feedback to writers.”

3.4 Change to Basic Skills Committee Charge (see attachment)

3.5 Part-time Appointment to Academic Senate – Elena Alvarado-Strasser

MOTION to approve consent items 3.1, 3.2, 3.3, 3.4, and 3.5

MSC: Marilyn Marquis / Teri Henson / APPROVED

4. REPORTS

4.1 CEMC – LaVaughn Hart

Enrollments are good for Fall 2016. Up over 2.5% for Fall and 2.2% for Summer. To meet enrollment target for 16/17 we will need to have a strong Spring (approximately 2% over last Spring). The college is on schedule to reach goal, but we will need to continue efforts to reach out to current and new students, as well as the community at large to ensure the message that LPC is ready to help meet their educational goals.

4.2 CTE Liaison – Paula Schoenecker

Part C in section II of the CTE Leadership Group Summary for Sept. 16, 2016 should be read as “60% of local share funds---goes to the colleges.” There is an infusion of new funds for CTE, 60% is going to the colleges, and the other 40% is being voted on (see 3 scenarios under “Breakdown of Funds”). The big focus is the intent of the Strong Workforce Program. Section II, part B describes the Bay Region needs for the Strong Workforce Program including: increased demand for middle skills workers, many colleges are below their cap, the need to increase pathways to middle skills work, current economy not benefitting all programs, and verifying the labor market demand for our programs. Middle skills work is classified as jobs that need training, but do not need an AA or Bachelor’s degree. There are groups that are developing a program called Launch Pad that will have the labor market information that we need to be using. There is also a program called Data Unlocked to list of programs that we have in place as well as what programs are not in place.

The state-wide plan is due January 31st (as well as local and regional plans).

4.3 Curriculum Committee – Craig Kutil

The Curriculum Committee has been deactivating a lot of courses. These courses have no one teaching or in charge of them (such as Health Sciences and the Medical Assistant Program).

There is a start to creating and finalizing discipline lists. It will be listed in two ways.

1. List of all courses and what discipline/s they are in.
2. List of all disciplines and every course that is in that discipline.

The committee will be sending those lists out for everyone to look over. It would be ideal if it could be approved this semester, but it is okay if it is approved next semester. Every course and program that comes through has to be identified with the discipline so the correct teacher is teaching. English and Math are more straightforward, but some courses are in multiple disciplines that they don’t necessarily belong in. The course descriptor does not equate to the discipline it belongs to. Once items are approved, they will be sent to Academic Senate for approval as consent items.

Once in courses are correctly inputted in CurricuNet, it will be easier to update programs.

The Liberal Arts and Sciences associate’s degree with an area of emphasis needs a program review, as it is considered a program (no one is in charge of it).

4.4 Accreditation Task Force – Elena Cole

There is an approved timeline for the follow-up report.

The task force just met with the webmaster to organize how to label the evidence, which will help with document management in the future.

There is a tentative meeting for Senate on November 30th to solely discuss this report.

4.5 District Integrated Planning & Budget Committee – Rajeev Chopra

The meeting got canceled. The Committee is in the process of reviewing the BAM. There will be a breakdown of groups within the Committee to review how to assess the BAM model.

4.6 Faculty Hiring Prioritization Committee – Heike Gecox

N/A

4.7 Faculty Association – Debbie Fields

The FA and the District have signed a MOU regarding the orientation for Canvas. There will be compensation for faculty that transfer their Blackboard class to Canvas or develop a new course in Canvas. In addition, the MOU provides for faculty mentor trainers that let faculty help others in the transition to Canvas. It also acknowledges the need for additional resources during the transition from Blackboard to Canvas. Additional information on the MOU will be available soon.

There are continued negotiations on non-credit. The FA would like to talk to faculty who are interested in developing non-credit courses so the FA has a clearer understanding of the different ideas that are being considered. Non-credit is still on Senate agenda in order to discuss next steps.

4.8 Staff Development – Greg Daubenmire

There was a meeting a while back and Howard sent the minutes.

4.9 Student Learning Outcomes – John Ruys

The committee has been running multiple workshops and working with faculty. Through this they've been learning about the perceptions of SLO. They have been working with faculty to create assessments, tying those assessments to their Student Learning Outcomes, and illustrating how they are already assessing. Progress is being made in looking in depth and analyzing the data over the three-year program review.

SLO is going to start to form work groups to review ISLOs. This will change the language, and standardize how we talk about SLOs, ISLOs, PSLOs, CSLOs, and Student Area Outcomes. We are supposed to be reviewing ISLOs on a regular basis. SLO Committee will be continuing to hold workshops for faculty. They are trying to standardize language across the campus involving course outlines.

There was a request from Student Services to add a classified student services coordinator to add more representation onto the SLO Committee. There was confusion on how this would be approved. Melissa said that the Academic Senate would approve the changes.

4.10 Student Senate – Nancy Quach

Today was the first Meet Your Senators BBQ. It went well. A lot of students came together to meet and interact with their student government and they picked up Senate packets. There will be three more Meet Your Senators events throughout the year.

The next event coming up is Club Day. It will be held on Oct. 12, starting around 11-12 and ending whenever clubs see fit. We need to talk to ICC and see what they would like to do for theme.

There will be night events, and if the faculty could offer extra credit to their students to encourage them to attend the events, it would be much appreciated.

4.11 Treasurer – Teri Henson

There is \$1281.06 in the account. Teri sent out the email for Senate fundraising to both faculty and Division heads. There will be another Division challenge, so it is important that Teri knows what Division the money is being donated from. The Division challenge will most likely be on the agenda for Town Meeting to make a big announcement for it.

4.12 President – Melissa Korber

Dr. Russell would like to thank everyone for his or her concern and messages of support he has received. He is currently working from home in the mornings, but is on campus most afternoons. He had surgery on the 16th, and is recovering quickly. He will go over Measure A in more detail in the Town Meeting. There is a process. It will not be a “run and grab” issue. Dr. Russell’s deadline for having a recommendation on the Chancellor’s desk is December 21.

There will be a process on how to approach the Strong Workforce initiative.

One of Dr. Russell’s concerns is there isn’t strong ethnic studies programs on campus. We have a very diverse student body, and it would speak to them if there were curriculum in ethnic studies. On the next agenda there will be a discussion on Umoja, and there might be a possibility for broader discussion of ethnic studies at that time, or it could be a separate item.

The past few years we’ve had a graduation speaker. The process has usually been at the president’s level, but Dr. Russell would like to ask the Academic Senate, the Student Senate, and the Classified Senate for suggestions they would like to see as a speaker. A decision needs to be made in November.

Two Dean positions are already posted. The Vice President of Student Services position has just gotten the final document to process. Currently in process to have all those positions hired on January 1st.

There is discussion at the District level on focusing our activities and funding on campus around completion and retention of students. How can we increase percentages of students signing up for consecutive semesters? A similar conversation came up in regards to the Tutoring Center, as most students work, and have their school schedules go around their work schedules. This will go on a later agenda for further discussion.

We still need two faculty from outside Student Services for tenure review.

We may need an academic faculty member for the Vice President of Student Services Committee. Two people from Student Services have stepped up, but we still need Academic representation (with diversity). Minimum posting time is a month, so interviews would be taking place in November.

Melissa was contacted by someone saying that the CTE liaison has to have CTE background. The CTE liaison has already been approved, and Melissa felt it was unfair to make the change (as the standards

keep going back and forth with little consistency).

Coming up in November is the Plenary Session in Costa Mesa. It is unclear whether there are funds to go. Carmen kept track of the funding. There wasn't enough to go last year, so Tina and Melissa went for one day last year in Spring. This fall, it is being held in Southern California, Melissa won't be able to go due to other obligations. She still wanted to mention it in case anyone else was interested in going or there were funds to send people this year. It is being held November 3 to 5, but the important day is the Saturday (Nov. 5). There is a statewide Academic Senate that votes statewide. It is important to go as there will be state-wide resolutions that will be voted on. Teri expressed interest in going for Friday and Saturday. There was also a suggestion where two attendees would make the trip but share a pass (one goes one day, then switch for the following day). Melissa has to identify who is voting.

Melissa met with Craig to talk about the program introduction process. They went over the draft prepared last year. It was decided that a newer draft would be created in order to take into consideration for other potential programs and the Academic Senate role.

Faculty involved in Umoja will be coming for the next meeting.

There is a question of whether or not the Academic Senate wanted to contribute to the Swim Party. There aren't a lot of funds, but Classified asked if any amount was possible.

There is a question of whether Math Jam was intersession or not. (If it takes place between semesters, which semester is it attached to?) It was classified as intersession, and does not count toward a semester if it takes place between semesters. There is still work being done on this, as IT would have to add an intersession.

At the last Board meeting the district budget was approved. Budget details were sent out to everyone via email. Chabot is possibly doing a resolution on the amount in the reserves and on the Budget Allocation Model.

According to the Brown Act, agendas have to be sent out with advance notice, so Melissa sends out the agendas on the Fridays before Senate Meetings. She often doesn't have time to make agenda updates on Fridays, so it would be best to send Senate materials to Melissa a day or two before agendas go out (Wednesday or Thursday).

There is a question of possibly moving the meeting room because Melissa often is over scheduled on Wednesdays, and often doesn't have time to set up (or have IT set up) the technology in the room. A classroom would be a bit easier as far as computers being directly linked to a projector already.

5. OLD BUSINESS – DISCUSSION

5.1 Support for Academic Senate – Melissa Korber

The current plan is go forward with hiring for a 10-hour-per week position in the Spring. Melissa would have liked more hours due to the need for other committees that need support but understands that it's all that budget allows for (because District has to pay for this position). It would need to go through RAC process and the Classified Prioritization Process if hours were to be increased. It used to be a full-

time position as the support not only covered Academic Senate, but Staff Development, Classified Senate, and possibly Program Review or CEMC. There is a possibility going forward that we could put in support for Staff Development.

Melissa is in the process of updating the Academic Senate website with Webmaster Tim Druley.

5.2 Goals for Upcoming Year – Melissa Korber

This was kept on Agenda in case there was additional feedback from Division Meetings.

5.3 Professional Development Committee Structure – Melissa Korber

Howard Blumenfeld and Greg Daubenmire are now co-chairs. The document breaks down the basic functions of the committee. This might be an interim document, so if it gets approved, this will be the structure for the remainder of the year and come forward with a different structure for next year. Currently there is a blend between what the co-chairs do. There is a question as to if there should be someone on the committee for CTE. There is a need to put Professional Development opportunities or events for part-time faculty. There will be a calendar listing Professional Development opportunities, so faculty can meet their variable flex obligations. There is a question of how to distinguish what's variable flex for full-time faculty and development for part-time faculty.

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

It might be beneficial to take a step backward to create a basic plan. There has been a lot of confusion about what the correct steps are. If a basic plan were to be created it would be short (less than 10 pages), and would include what Adult/Non-credit looks like at Las Positas College, how curriculum is handled, and have a structure and focus on how to approach things. The plan that Lisbeth has developed could be part of this basic plan, or the overall approach could be included in her plan. The Senate role is making sure there is correct program introduction and process. There is a unique opportunity to move it forward as well.

There is a question of what/who this program would be supporting, as there a lot of different things that Adult Education/Non-Credit can be. If there was a model to look at to see a clear example, it would clear up a lot of questions. There is a question of what level on the planning priority this is. It was suggested that there should be more leadership on this to continue forward.

Some of the timeline cannot be determined until the FA and District solve their issues. FA and District are still trying to define basic categories of non-credit. There might also be communication issues impeding the process.

A smaller Senate task force was suggested in order to hash out questions and propose what it will look like at LPC. Their work would then be presented to the original task force. There is some concern over whether this would step on the toes of the people who already put in so much work into this project.

5.5 Fundraising and Scholarship Fund – Teri Henson

Teri would like to see the Academic Senate increase the amount of the student scholarships. It had been \$300 in the past. There needs to be a discussion on how much should be held in the Senate reserve year to year. On average the Senate tends to collect approximately \$1,000 in donations every year (if not a little more). Teri would prefer to spend more on supporting students and spend a little

less on Staff Appreciation. It was brought up that Staff Appreciation is funded by other entities.

5.6 Support for Tutorial Services – Elena Cole

There is a planning priority for Tutorial Services but not for Student Services at this time, so progress isn't moving forward quite as planned. Grant money is coming in.

Tutorial Services has to evaluate services for online students and ask, "What are we offering to students in terms of services?" and "Why isn't there non-institutional online tutoring?" There was a movement to incorporate non-institutional online tutoring; former RAW coordinator (Richard Dry) worked to provide some online tutoring services in writing. We now have Canvas coming, but we haven't made a commitment to Tutor Net. We need to start looking at resources like Tutor Net, because of the question of equitable access (all students need equitable access to a tutor whether they are on campus or online). There is a concern over funding as to whether it should be classified as institutionalized funding. To meet the demand of funding, we have depended on grant money that isn't planned or strategic. The first step is to go to IPEC to gain planning priority, and to send an alert that there isn't someone designated to be in charge. Once this person is in place, there is a question of what then needs to be updated, and where are we going. Depending on what happens at IPEC, something might come back to Senate.

Teri brought up that Math has been an issue for tutors, especially for online tutoring. There is a question of how you do it online. It was difficult to offer the service, as well as getting student to use the online tutoring services, but it is still important to keep offering online help and tutoring (especially for online classes). Someone asked what kind of tutoring the online math students were receiving, and it was said that it was peer tutoring that was offered to the math students through a Drop Box system.

Marilyn understands that Canvas offers online tutoring in every discipline, but Las Positas College would have to purchase that additional service.

The conversation of online tutoring has been an ongoing discussion for years, and while the college has accepted grants, Las Positas hasn't made a commitment in providing tutoring to students (face-to-face or otherwise). Before Senate takes action (such as a resolution), Tutorial Services wants to get as much information as possible on the budget vs. what is actually being offered before taking a step forward. It seems like an Integrated Planning Issue, but more information is needed before action is taken. We want to make the problem clear before presenting it to IPEC, and then we'll see what role the Academic Senate might need to take (possibly in the form of a resolution).

It was pointed out there is a possibility of students able to call in for tutoring services using a 24/7 live service if online services/office hours aren't available. It would be institutionalized and be included in the text cost. There are limitations to what online students can get. If it is instant and available to the student right then, it is more likely the student will use those services. What are other campuses doing that is effective?

The goal right now is to figure out the lay of the land and to move the planning priority forward. It was brought up that it might be beneficial to get a Student Tutorial Task Force up and running again.

5.7 Senate Role for Part-time Instructors – Marilyn Marquis

We are delighted to now have two part-time faculty members serving on the Senate. As most of the Senate consists of full-time faculty, there is general idea of what the Senate does, and are more able to figure it out over time. Part-time faculty are not as likely read all the minutes as not all the items address their concerns, as well as they less likely to have access than their full-time counterparts. Now that there are two part-time Senate members, it would be ideal to have those members have a certain role. That can be reaching out to the part-time faculty, sending out emails to update part-time faculty on what's being addressed in Senate, and encouraging awareness, participation, and developing relationships between part time faculty and the Senate. Part-time feedback on issues would be particularly helpful. There was also suggestion of creating talking points or a newsletter specifically addressed to part-time faculty (possibly through the division to be more personable). It may not be necessary to create an entire different document, but just pull certain talking points.

While Melissa was helping working on the staff manuals over the summer, she noticed the part-time staff manuals, there was barely any information on Academic Senate, and she quickly remedied that as well as adding information about Curriculum Committee (which was missing). There is also a potential that part-time faculty are not using LPC email.

6. NEW BUSINESS – DISCUSSION

MOTION to table New business except 6.6

MSC: Michael Schwarz / Rajeev Chopra / APPROVED

6.1 Division Feedback about Variable Flex Days – Melissa Korber

Tabled

6.2 Administrator Evaluations – Melissa Korber

Tabled

6.3 Faculty Hiring Prioritization: Feedback for Failed Searches – Melissa Korber/Heike Gecox

Tabled

6.4 Reassigned Time Task Force – Melissa Korber

Tabled

6.5 Board of Trustee Elections – Melissa Korber/Marilyn Marquis

In Livermore, there is competition for the Board of Trustees Seat this election. Ed Maduli is one of the candidates (former employee of Las Positas College). It would be nice to have the candidates come to a Senate meeting and present their vision for Las Positas College or what they see their role as in the position they are running for as it relates to us. The Express could interview each candidate so the campus knows who the candidates are. It was suggested that the Student Senate could be involved because students often hold forums and it would be a good collaborative effort. The forum could be

posted by ASLPC, the Express, or the Senate. The three senates (Academic, Classified, and Student) could extend the invitation as group. It was suggested to market event to high schools and to town hall to bring in more of the community. There is a question of where the forum would be held. It was suggested to reserve a space on campus, but there will always be custodial costs. The request would be run through the District Office of Public Relations, Marketing and Government Relations.

The previous Board position was an appointment to replace a member who had passed away. The cost for election costs the District half a million dollars (less if it's not contested).

6.6 Criteria for Selecting Faculty for Administrator Hiring Committees – Melissa Korber
Tabled

7. GOOD OF THE ORDER

7.1 Announcements/Comments

None

8. ADJOURMENT

Meeting adjourned at 4:33 pm

9. NEXT MEETING – Wednesday, October 12, 2016 at 2:30 p.m.