

## 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:

Elena Cole, Nancy Quach

### Guests:

Kisha Turner, Erick Bell, Kimberly Burks, Michelle Gonzales, and Don Miller

## 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 / Marilyn Marquis / APPROVED

Corrections: Change "Umoj" to "Umoja", Numbering corrections 6.7 should be 6.8

**MOTION** to Reorder Agenda and move Agenda Items 6.8 and 6.7 after Consent Items.

VOTE: APPROVED

**MOTION** to Amend the Agenda to include the Minutes

MSC: Michael Schwarz / Meghan Swanson / APPROVED

#### 1.3 Review and Approval of Minutes – Aug 24, 2016 & Sept 14, 2016

**MOTION** to approve Minutes for August 24

MSC: Meghan Swanson / Marilyn Marquis

VOTE: APPROVED

**MOTION** to approve Minutes for September 14

MSC: Tina Inzerilla / Meghan Swanson

VOTE: 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 Revisions to Staff Development Charge and Structure** – Melissa Korber

This is considered a patch for next year. The idea is to restructure the committee so it complies with Title 5 reporting requirements to the state. This is only temporary fix.

**MOTION** to approve Revisions to Staff Development Charge and Structure

MSC: Marilyn / Tina Inzerilla / APPROVED

### 3. CONSENT ITEMS

**3.1 Vice President of Student Services Hiring Committee** – Jim Gioia, Angella VenJohn, and Rajeev Chopra

### 3.2 District Human Resources Manager Hiring Committee – Melissa Korber

### 3.3 Curriculum Committee Approvals from Oct 3, 2016 – (attachment)

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

MSC: Teri Henson / Tina Inzerilla / APPROVED

## 4. REPORTS

### 4.1 Basic Skills – Michelle Gonzales/ Ashley McHale

Several departments are participating in Basic Skills this year. All the departments that were present decided to write in their Program Reviews.

There is support for an Integrated Academic Support Services Center (nicknamed the ASK Center). The idea is to put all student support services (on campus and virtually) under one roof so student don't have to hunt down the specific support service they are looking for. There might be an opportunity to use Bond money to help support this. Business, English, Math, ESL, Tutorial Center, RAW Center are encouraged to put this in their Program Reviews.

There is a proposal for a cultural sensitivity to teaching English learners as a workshop for Professional Development. There is a proposal to bring the creators of core training to campus to build upon the teaching men of color training. So far 27 people have signed up to take the core training. There is a suggestion to have a keynote or plenary session to help spread the subject to more of the campus.

### 4.2 Program Review – Karin Spirn

There will be a report next time.

### 4.3 Institutional Planning and Effectiveness – Karin Spirn

There will be a report next time.

### 4.4 Distance Education – Scott Vigallon

As part of the OEI contracted services Scott went to Canvas Corp Training on September 19, 2016. Scott also went to the Canvas Administrator Training on September 22. Scott has been working with District ITS with the integration of Banner with Canvas. All faculty using Blackboard will not be required to participate in Canvas training. There will also be a hands-on webinar training. Canvas will provide 24/7 faculty and student support starting January 1 through June 30, 2018. LPC is contracted to use the OEIs for online counseling such as Cranium Café. Scott recommends purchasing the online service Net Tutor, the online anti-plagiarism Verisite, and a proctoring tool called Proctorio.

Accreditation Recommendation 5 is being addressed. The recommendation states that in order to meet the standard it is recommended that Student Services evaluate the method by which Student Services determines and monitors the needs they provide DE students which includes the ability of face-to-face and online counseling/tutoring services. The LPC Accreditation Steering October 17.

On September 30, the governor signed SB 1359 to law, and that law requires California community college campuses to identify in the online version of the campus course schedule the digital course materials that are free of charge. Each District should ensure that these materials comply with the Federal American s with Disabilities Act and the Federal Copyright Act. The law will be in effect January 1, 2018.

**4.5 Staff Development** – Greg Daubenmire/Howard Blumenfeld

No Report

**4.6 Faculty Association** – Debbie Fields

There is an FA general meeting at 3 p.m. October 31<sup>st</sup> in the Faculty Lounge. On the new website (clpcfca.com) there are articles on Part time professional responsibility, Canvas (where a stipend could be requested for Canvas training), and state disability insurance.

There have been negotiations and discussions involving Adult/non-credit. More discussion is needed with Senate and Discipline Faculty as there are a lot of potential issues including what is qualified as hours (lecture/lab/tutoring) vs. credit. There is a push for courses to get outlined, but it is requested that the Senate look into the structures of Adult Ed/Non-Credit. LaVaughn will be here on 10/26 to discuss further.

**4.7 Student Senate** – Nancy Quach

No Report.

**4.8 District Integrated Planning and Budget Committee** – Rajeev Chopra

There are set percentages to budgeting between Las Positas College, Chabot College, MNO, and the District. These were set years ago, and the current “hashing out” of the budget needs to be streamlined into a clearer process. Even though the committee is an advising body, the Chancellor and others are supposed to take the recommendations of the committee seriously and give a rationale for when something isn’t followed. There is a plan for how much is supposed to be in reserve for the down years, but there is no discussion on the money that is coming in and where it should go. Every time the discussion is brought up the response is that since we are in the good years, money needs to go into the Reserves for the bad years without clear communication on how much is actually going into the reserves. As a result, there is an issue of not being funded for the classes that are already on the schedule. There is the issue of how much FTES we need at the colleges. Growth costs money, but it is unclear if the money is going to be given to the colleges or not. This brings up questions such as how much reserves the colleges should have and if the colleges should have more in their reserve.

There are administrators that are intimidated or afraid to speak up at meetings, so the Academic Senate may have to voice concerns in their stead.

**4.9 Accreditation Task Force** – Elena Cole

No Report

**4.10 Treasurer** – Teri Henson

Some money is coming in, and there will be more reminders for donations going out.

**4.11 President** – Melissa Korber

The Academic Senate President at Chabot contacted Melissa about creating/writing a resolution due to the reserves being high.

Non-Credit/Adult Education are not on today’s agenda due to the plan not moving forward in a good way. It is still a good thing to do, but help is needed to move forward. Lizbeth will develop a one page outline of how Non-Credit will work. There is a desire to serve students in these areas (Non-Credit/Adult Ed) and there is some movement to get some curriculum on the books. There was suggestion of creating a task force to create a plan for these areas, as what has been addressed has been mainly curriculum based. This task force

could look at union issues and how Non-Credit/Adult Ed fits in with what Las Positas is currently doing. The issue is that there is already a task force in place, but the questions that were previously raised have not been fully addressed. Caution is needed in regards to how instructors/faculty will be compensated for these courses.

Melissa is planning on going to the Area Meeting on Friday. She sent out all the Resolutions and would like to know if there is any feedback.

There is \$25,000 available if anyone wants to go to L.A. to attend the Plenary Session. The last day to register is October 17. It takes place the 1<sup>st</sup> weekend in November. There is a vote on the Saturday, but there are plenty of workshops on Friday.

Flowers were bought for Rowana and Dr. Russell. Dr. Russell sent Academic Senate a thank you card.

## 5. OLD BUSINESS – DISCUSSION

### 5.1 Goals for Upcoming Year – Melissa Korber

It was appreciated how Umoja tied their presentation into the goals and precedents of Academic Senate.

### 5.2 Fundraising and Scholarship Fund – Teri Henson

Money isn't pouring in, so when going back to Division Meetings please remind peers to donate as it goes towards supporting Staff Appreciation and Student Scholarships. Reminder emails need to be sent. There is a question of whether to try to increase the scholarship amount to \$400 or increase the number of scholarships (or put more in reserve). It was decided to wait until Spring semester to see where we are with donations.

### 5.3 Support for Tutorial Services – Elena Cole

No Report.

## 6. NEW BUSINESS – DISCUSSION

### 6.1 Division Feedback about Variable Flex Days – Melissa Korber

There is a request for better planning for Flex Days. As far as Variable Flex, there is no strong feelings of whether we should have it or not. Other divisions suggested minimizing the number of Variable Flex Days as most faculty and staff are doing variable flex on their own anyway. There is a question of whether the forms/process could be simplified at all.

Las Positas is not in compliance for what the State requires for Variable Flex. State requires more than what is done, require a plan at the beginning and a report at the end (although it doesn't have to be fancy). The President then has to sign off on it to verify it has been completed. Las Positas is not as refined on Flex Days or Professional Development as what other colleges are. Howard is going to come in next time and discuss his ideas on where this needs to go.

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

Student Services would like to keep the original ranking and move to the top. So if they were a 9 or 10, move up to the top.

### 6.3 Faculty Hiring Prioritization Committee: Change to Charge and Process – Heike Gecox

The main reason the changes were proposed was due to the time crunch. The proposals and the faculty position requests were due September 15 to the Deans. There were only 13 submissions this year so it was a bit more manageable this year than in previous years. The verbiage is to make the timeline a little bit more flexible to accommodate busier years. The green and red indicate where previous verbiage (see document) has been moved to a different spot. The highlighted yellow indicates additional verbiage. Take back to Division for feedback.

#### **6.4 Faculty Hiring Prioritization Committee: Rankings – Heike Gecox**

There were 13 positions submitted to the committee and there were 2 ties. The two ties were between Art History & ESL and Chemistry & History. There was a re-vote to break the ties. The rankings were brought to the President. There is currently no budget, no fund, no commitment from the President and failed search positions (that were rolled over from last year) are no longer in budget right now. Some of the positions might be able to be funded through CTE (such as EMT and Horticulture). At this moment, these positions are not being advertised due to the budget constraints.

#### **6.5 Reassigned Time Task Force – Melissa Korber**

Melissa volunteered. It is thought that Elena Cole wanted to help as well, but it is not able to be confirmed due to her absence. Rowana said we could have the charge, and Todd has worked on it on previous years.

#### **6.6 Board of Trustee Elections – Melissa Korber/Marilyn Marquis**

We do have a contested election in Livermore between the current seated Trustee and someone who used to be the business person at Las Positas. We had previously talked about getting them to come to Academic Senate for a forum. The potential dates would be last Thursday at the end of the month or November 3<sup>rd</sup>. After contacting the District to help coordinate, it was discovered that the District cannot be involved. It was suggested that the FA do it instead. There is some energy and interest from students to help coordinate the event. Something to think about is that the mail-in ballots have already started arriving and people have already potentially voted. There is a question of whether the candidates have been contacted or how they would be contacted.

#### **6.7 Umoja Presentaion – Kisha Turner, Erick Bell, Kimberly Burks, Michelle Gonzales, and Don Miller**

**Why** – Based on the student equity plan 2014, African American students are less likely to succeed in English and Math. African American students are less likely to complete studies here at Las Positas for Associates Degree or transfer to a four-year university. The Las Positas College Mission is “an inclusive learning center institution providing support” and the college strategic goal is “to serve a diverse college community.” If we aren’t able to help African American students succeed at our college, they will seek out and attend other colleges. This could lead to a significant decrease in the African American population at Las Positas and would jeopardize our college missions.

There are social benefits, but it also lets students feel visible on campus and be supported when they need help.

**What** – It would be a two-cohort program for 1 semester, in PSCN30 and ENG 1A with a dedicated counselor. There are faculty interested in teaching and coordinating the program (it has been stated that there would be no coordinating without funding).

**When** – Start in Fall of 2017

**How** – There is some money from Equity, but numbers haven't been given. The program is currently going through the clear and transparent processes that new programs are required to go through.

**Where** – English and Psychology will take care of sections, but it can span across all disciplines.

**Who** – There is support from students, administrators, faculty, staff, English, Athletics, Counseling, Business, Dean of Student Support Services, and BSU. There are over 400 African American Students on campus. This program will be open to ALL students.

There is concern that there won't be required support, and there isn't a Math support. It is more difficult to organize students coming in at different math levels. Students are more likely to take classes together after entering the program. Through the counseling piece, students will be encouraged to take math the following semester. There is a possibility of connecting Math with counseling in the future of the program, as the program is pretty adaptable as it grows.

Umoja is a state program.

As far as recruiting goes, it can start with an email going out to all students entering English 1A and then expanding to active recruitment at the high schools and the Las Positas campus.

**MOTION** to extend time by 5 minutes.

MSC: Marilyn Marquis / Michael Schwarz / APPROVED

The funding is built into the Equity plan (Umoja is written into the Equity grant). There is an expectation that Equity Funding will be continual at the state level. There is not a clear number on what that funding would be. There will be a conference at the beginning of November, and the funds to attend are coming out of Equity. Depending on what conference membership the program decides to go with, there might be additional annual membership fees.

It was suggested that Umoja could become really strong if a good tutoring program joined forces with it (similar to MATH JAM). The Transformation Grant is looking at getting tutoring assistance to 1A students and others through RAW center. There is a move to incorporate encouraging students in Umoja to participate and join MATH JAM no matter their level of math as a way to incorporate math into Umoja.

It isn't particularly clear what pots of money can be used, as well as what pots of money can be accessed in the future.

There is an opportunity to create a transparent process for program introduction through Umoja. This will be put on the Agenda for Endorsement

### **6.8 Proposed CalWORKS Program Changes – Kimberly Tomlinson**

Kimberly came to ask the Academic Senate for support of the CalWORKs program in its current configuration. The State Academic Senate made a number of policy recommendations. The State Senate asked local Senates to do the following relative to CalWORKs: oppose the reduction or closure of local programs, support the strengthening of local programs through career ladders, ensure full participation of faculty in design and implementation, and faculty initiate efforts to improve retention levels.

July 7, 2016 the Vice President of Academic Services informed Kimberly that there was going to be a reduction of CalWORKs and its faculty coordination. Kimberly would be starting in the Fall as full-time Religious Studies faculty. There was some inaccurate information surrounding the rationale for this decision including lack of funds from the college (the college only pays for 15% of the coordinator's salary the rest of the program is funded through state/the program itself). Kimberly questioned this as the college would have to pay more for the salary of a full-time teaching faculty member than a CalWORKs coordinator. The head count of students who rely on CalWORKs was identified as 30 students, when in actuality CalWORKs is currently serving 65-70 students in addition to a 17% increase in funding. It was compared to the Chabot CalWORKs which was stated to have 300 students with a half-time coordinator. While it's true that Chabot has



one half-time counselor, they also have a full-time counselor/coordinator, two part time counselors, a full-time job developer, and full-time counselor assistant.

The discussion to take Kimberly out of CalWORKS and placed full-time in Religious Studies last minute didn't seem to have much support or rationale behind it when she met with the Vice President of Academic Services, and Dr. Russel.

Cuts that were made to CalWORKS in 2008 are now being restored to the budget this year.

Dr. Russel asked Kimberly for a proposal as both Dr. Russel and Kimberly felt that the process behind the decision to move Kimberly on such short notice was unclear and not transparent. At the end of the meeting Dr. Russel said the process would be put on hold and looked at more closely (due to restoration of funds to CalWORKS, this sudden restructuring seemed unnecessary). Kimberly received an email stating the process was going forward and she would be starting full-time Religious Studies in the Fall.

**MOTION** to extend time by five minutes.

MSC: Marilyn Marquis / Tina Inzerilla / APPROVED

Despite being told CalWORKS would be looked over and strengthened, Kimberly was told that the transfer was going through anyway to further develop Religious Studies. Kimberly felt a bit surprised and taken aback that both the decision to develop Religious Studies and dismantle the current structure of CalWORKS was being done seemingly without a process. In 2001 when Kimberly was hired, the Academic Senate approved the hiring of a full-time non-tenured CalWORKS coordinator. In 2006, after going through the entire tenure process, it was requested that the CalWORKS become a permanent tenured faculty position, and approved by the Academic Senate, the college President, the Chancellor, and the Board of Trustees.

There was a question of who initiated the process. As of now there is no clear answer to what the problem is that initiated and who started the process.

CalWORKS can't be thrown out as the state funds half of it. It seems like it is more a change of personnel. This raises questions on whether this restructure will hurt the program as well as work load equity issues. It was argued that when you hastily remove a staff member from a program that it is essentially the same as dismantling it as it is taking away the support and workflow of the program.

It was suggested that Academic Senate invite Dr. Russell in order to ask about how this process was initiated.

**MOTION** to extend time by five minutes.

MSC: Rajeev Chopra / Marilyn Marquis / APPROVED

There is an additional issue of morale. This type of undiscussed, unclear process to suddenly remove someone from their position is not ideal for morale of other faculty members.

CalWORKS requires at least half-time coordination to the program, that being said, CalWORKS services don't overlap with other programs such as **((ELPS))** and **((EDCA))**, making the merging of those programs difficult. CalWORKS deals with job development, employment, Department of Social Service, and advocacy.

Programs can come in from the outside and establish their own criteria, which brings up the issue of work load equity again.

## 7. GOOD OF THE ORDER

### 7.1 Announcements/Comments

None

## 8. ADJOURNMENT

**MOTION** to Adjourn

MSC: Michael Schwarz / Meghan Swanson / APPROVED  
Meeting Adjourned at 4:30 pm.

9. **NEXT MEETING** – Wednesday, October 26, 2016 at 2:30 p.m.