

## 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:

### Guests:

## DRAFT Minutes

### Presenter

### 1. GENERAL BUSINESS

Melissa Korber

#### 1.1 Call to Order/Quorum

Items 1-4

No Quorum. Open Discussion began at 3:35

#### 1.2 Approval of Agenda

No Quorum.

#### 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

#### 2.1 Resolution on Process – Melissa Korber

#### 2.2 Strong Workforce Plan Apportionment Resolution – Melissa

Korber

No Quorum – unable to vote

### 3. CONSENT ITEMS

#### 3.1 Curriculum Approvals from April 17, 2017

#### 3.2 Ratification of Academic Senate Executive Officers Election Ballot

#### 3.3 2017-18 Accreditation Steering Committee: John Ruys (lead) and

Tina Inzerilla

#### 3.4 Funding for Appreciation Event: up to \$400

#### 3.5 Business Instructor/Work-based Learning Coordinator Hiring

Committee: Rajeev Chopra, Lisa Weaver, Erick Bell, and Jason Crawford

#### 3.6 Athletic Assistant Hiring Committee: Jason Craighead and James

Giocamazzi

#### 3.7 Biology Instructor Hiring Committee: Michael Peterson

#### 3.8 EMS Instructor Hiring Committee: Robin Rehagen

No Quorum – unable to vote

### 4. REPORTS

#### 4.1 CEMC – LaVaughn Hart

Report next time

#### 4.2 CTE Liaison – Paula Schoenecker

Report next time

**4.3 Curriculum Committee – Craig Kutil**

Starting Fall Speech will be called Communications Studies. PSCN has changed to PCN, so it will no longer be shared with Chabot. VCOM will change to Graphic Design Digital Media.

Some Certificates and Degrees still need tweaking due to some course outlines. There will be a big push in the Fall to finish the cleanup for the new catalogue (for next year). There will be an update to Liberal Arts studies. There will be a process where each Fall the IGETC/CSU GE Certificates of achievement will be updated based on approvals in September.

The goal is by next year to have the process for updating to be more regular. The idea being each year a division will update, each division on a five-year cycle.

Hopefully Non-credit will be put through in the Fall.

Work Experience and Internships will be hiring a designated person.

There will be a reinstatement of Program Proposal process. If it's a brand new (ex. Laser Tech) should start in Academic Senate to present. If it's something like introducing a collegiate sport (ex. Track and Field) that may have new courses but are part of something that already exists, there is a question of if they should present for approval. There is initial endorsement and later consent approval from the Senate for new programs. There is a question of what classifies as brand new versus a new branch of something that already exists and won't be asking for FTES. The proposal process is currently in revision due to the consent approval was questioned. The Senate response was to change it to endorsement and Classified Senate wanted a presentation. There was agreement that if there was any question of a new course or program, come to Senate as new programs benefit from getting support early on, and there will be no confusion or transparency issues later on.

The catalogue will not be stating years (freshman/sophomore) as these statuses don't apply to years spent in college anymore. The catalogue will only list what is required for the Degrees, Transfer Degrees, and Certificates. The Consent Package will have PDFs uploaded to CurricuNET.

**4.4 Accreditation Steering Committee – Tina Inzerilla**

Report next time

**4.5 District Integrated Planning & Budget – Rajeev Chopra**

Report next time

**4.6 Faculty Hiring Prioritization Committee – Heike Gecox**

Report next time

**4.7 Faculty Association – Debbie Fields**

Report next time

**4.8 Professional Development – Greg Daubenmire/Howard Blumenfeld**

Report next time

**4.9 Student Learning Outcomes – John Ruys**

Report next time

**4.10 Student Senate – Sara Williams**

Report next time

**4.11 Treasurer** – Teri Henson

Report next time

**4.12 President** – Melissa Korber

Report next time

**5. OLD BUSINESS – DISCUSSION**

**5.1 Reassigned Time Task Force** – Melissa Korber

Merilyn has a report on Discipline Reassigned Time, which will be starting the dialogue. There is a Budget Task Force that intersects with this. There is questionable transparency similar to what the Budget Task Force is dealing with. There is possibility for folding into the Budget Task Force. First step is opening up the questions and have open discussions. Second step would be to make a goal to create a process. There is a concern of the Committee Chair Reassigned time.

**5.2 Board Policy 3250, Institutional Planning: Possible Revisions** – Melissa Korber

Next time

**5.3 Workload and Quality of Programs** – Elena Cole

Next time

**5.4 Celebrating Retirees** – Elena Cole

Next time

**5.5 Program Proposal Process Suggested Revisions** - Melissa Korber

Next time

**5.6 Questions about Measure A Funding** – Melissa Korber

Next time

**5.7 Middle College** – Melissa Korber and Roanna Bennie

It is a concern that there is unclear space allocation for an expanding student body when the campus is already impacted. The 8 a.m. hour class that is being added won't be an issue as there are plenty of classes open. There is a one-room displacement for the 9 a.m. hour class (a part-time instructor was moved to a different room; no classes were canceled). There was another question about how students will be served in terms of counseling. There is counseling required at both the high schools and on the campus. There is intention to be working with the new Dean, and some outcomes will depend on how hands on the new Dean will be. There is no plan, or anticipation for an increase of students after Fall 2017.

**6. NEW BUSINESS – DISCUSSION**

**6.1 Online Education Initiative Exchange** – Melissa Korber and Roanna Bennie

The District Committee on Technology wants to know how to proceed with this (setting up a Task Force, or have the Senate as a forum). This is being moved forward in the state. The pilot projects are done and have been fairly successful.

This is where you put your courses on a state site (students across the state will be able to sign up for your course). There will be a lot of little issues to work out including registration, and payment. No matter how fast we want to move, the District will slow down the process. All of this is completely voluntary. It will be rigorous as the course has to meet the state rubric. If we don't start moving on this, we will lose students to other colleges who are already on the Exchange. If we are able to get courses on the Exchange, it provides an opportunity to get students across the state.

There is a question of enrollment requirements/caps and who gets the FTES. There is also a question of quality control, how structured it will be, or how you can promote your course.

The soonest we can get courses on the Exchange is Spring of next year. The Exchange would take local students first and fill the rest of the class with students from the rest of the state.

The District Tech Committee recommended creating a Senate Task Force, but they want Senate to decide how to proceed. This will have a big impact on fill rates. The Task Force would have to figure out potential problems and benefits, as well as more detailed information regarding what is required. There is a call for volunteers for a possible Task Force. The Task Force would report back to Senate and be made up of a combination of volunteers from District Tech, DE, Part-timers, IT, FA, and Classified. There is another question of how long the Task Force should be around for. This will be a Las Positas College Task Force (for now. There is a possibility of integration with a District Task Force in the future).

### **6.2 Ordering Textbooks Online – Roanna Bennie**

There is discussion about having faculty order their textbooks online. Faculty can still order their books via the paper method. This is just another option to facilitate the process. Open Educational Resources is database with non-cost resources faculty can use for their classes (this would be good to keep watch on for the students). The conversation has moved to the Tech Committee, here, and the Deans/President. This has a Banner interface, and there is no cost for connection as Follet does it. Trying to get the District in working with Follet is where the slow-down of the process is currently happening. It is possible to have it available by next Spring semester if the District is able to move forward soon.

It was brought up that there may be integration with the Canvas interface already (which makes it easier for students to buy texts online as well). The information would have to get out to the part-timers. There is a question if one person can order for multiple sections if they share the same textbooks. There needs to be synchronization between sections to clear up any confusion that might occur. One of the advantages of ordering online is you can order a copy of the text for the library.

### **6.3 Non-credit Follow-up – Roanna Bennie**

Is on the Agenda to allow for follow-up questions. It is currently working its way through negotiations on the technical aspects (of what screens need to be built) and the whole aspects such as registration and transcripts. Non-Credit should be starting in Fall 2018. It is hopeful that the first Non-Credit will be in CurricUNET sometime during the upcoming Fall semester. Non-Credit will be done by hours.

Adult Ed and Non-Credit will be combined into one position (even if it's only specified as Adult Ed in title). The reasoning for this is that the District wants Non-Credit to be under the umbrella of a Dean. Non-Credit will be coming in through departments.

### **6.4 Scheduling Classes at High Schools – Roanna Bennie**

We have had classes at the high schools for three or four years that have been held at 6 p.m. There have been meetings between the Deans and Bennie with the Assistant Superintendents from the high school

districts. At these meetings, there was a request to move some sections to the after-school hour in order to attract more high school students. Half of the sections were moved to 4 p.m.

A survey was taken consisting of 1,903 high school students. They were asked if they were interested in taking college classes at their high school. 850 said yes, 645 said maybe. When asked about interest in CTE and General Ed courses, 483 students from Dublin High School, 225 students from Granada, and 527 students from Livermore expressed interest. The elective courses that high school students expressed the most interest in Social Studies, History, and Sociology.

This needs to be an ongoing conversation for next year. At the state level, high schools have instituted a “college readiness” score. Part of the score card identifies taking a college class as being ready for college.

### **6.5 Curriculum Inventory Changes – Roanna Bennie**

Next Time

### **6.6 Guided Pathways – Roanna Bennie**

Next time

### **6.7 Grade Changes – Melissa Korber**

Next time

### **6.8 Administrative Procedure 3515, Reporting of Crimes – Melissa Korber**

Next time

### **6.9 AP and BP 5220, Shower Facilities for Homeless Students – Melissa Korber**

There has been discussion with the District. Melissa brought the feedback she received to District. District said there are no resources to provide “Open Showers.” There was a discussion on whether the label of “homeless” was stigmatizing. Some arguments stated that it was stigmatizing, while homeless advocates argued that the label is needed to identify people. It was suggested to change the phrasing to “students without homes” or “students without permanent housing.” There is caution here as some students who are vulnerable might not consider the service would apply to them if it was labeled as an “open shower.”

In terms of wording it was suggested to use the same language as the advocacy groups. There is still concern over the enforcing of this policy, but there won’t be a “shower police.” Students only have to be enrolled (there is no longer the three-unit requirement). There needs to be caution in promotion of this policy due to the sensitivity of the issue. This will be happening quickly, so any language changes need to be made soon (changes to protocol can be done later).

Providing food for students in need is also a possibility for a Task Force to work with the Equity Coordinator. Students/Student Senate might also be interested in working on similar issues.

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

### **7.1 Announcements/Comments**

There is going to be a special election for positions in the Academic Senate for next year. There is a question of if Part-timers should be put on the ballot (this year Melissa just appointed them). The Senate will have to look over/re-do the by-laws. There might be a need for a legislative liaison.

There is a need to look at the Board Policy changes for Student Grievances. There is non-shared governance, and there is concern over lack of Academic Fairness. The entire process on Student Grievances has changed. These were approved in the summer (2016).

**8. ADJOURMENT**

No quorum. Open Discussion ended at 4:55 pm.

**9. NEXT MEETING** – Wednesday, May 10, 2017 at 2:30 p.m.