

LAS POSITAS COLLEGE ACADEMIC SENATE
REGULAR MEETING
SSA Building – Room 1687
January 28, 2015 – 2:30 p.m.

APPROVED MINUTES

PRESENT: Jill Carbone, Rajeev Chopra, Greg Daubenmire, Heike Gecox, Mark Grooms, Richard Grow, Nancy Kang (ASLPC Rep), Titian Lish, Thomas Orf, Gilberto Victoria,

GUESTS: Elena Cole, Karin Spirn

1.0 GENERAL BUSINESS

1.1 Call to Order/Quorum – 2:35 p.m.

1.2 Approval of Agenda – **APPROVED** by consensus

1.3 Approval of Minutes from December 10, 2014

MOTION made to add the following information under **Item 1.3** from the December 10, 2014 draft minutes: **MSC: R.Grow / R.Chopra / APPROVE**

MOTION made to **APPROVE** the corrected December 10, 2014 minutes
MSC: H.Gecox / J.Carbone / APPROVED

1.4 Public Comments – None

2.0 ACTION ITEMS – None

3.0 CONSENT ITEMS

3.1 Scholarships – Thomas Orf

Presented and discussed at the last Senate was a recommendation to once again offer two \$300 student scholarships the academic year.

MOTION made to **APPROVE** two student scholarships for 2014-2015.
MSC: T.Lish / M.Grooms / APPROVED

4.0 REPORTS

4.1 Curriculum – No report

4.2 Program Review – Karin Spirn

- In fall the Committee worked on the PPU process and also on finalizing the process for moving forward.

- A survey asking for feedback from those who participated in the PPU process will be emailed.
- The Committee would like to continue the pattern of having tri-annual program reviews, and 2-year updates. Since program reviews were completed last year the Committee would like to continue with the 2-year updates.
- Staggering tri-annual program reviews would result in only one-third of the reports being submitted would make analyzing the results difficult.
- The PPU form will be reviewed and shortened since it was found to be too long.
- Next program review packet will have areas that are considered redundant removed, and instead of a lengthy summary a short narrative will be requested.
- The Committee is working with the IPC and assisting with the Master Plan.

4.3 SLO Committee – Tina Inzerilla

- Marilyn Marquis stepped down as SLO liaison.
- Faculty should have begun entering their SLO assessments for Fall 2014.

4.4 CEMC – Thomas Orf

- Committee met on January 23.
- Summer schedule is complete with work continuing on Fall and Spring schedules. CEMC is expecting to finalize those schedules in the next few weeks.
- LPC is about 250 FTES below base and will need to borrow from Summer since the Spring did not draw the number of students expected. The summer schedule includes a number of courses that generate high productivity and those that are standard and fill quickly. These courses are expected to draw students returning from the CSU's and UC's.
- CEMC and DEMC has been pushing the District to hire someone full-time to market classes for both campuses. Without a budget it has become difficult to keep up with other colleges who have funding for advertising used to attract new students.
- The local high schools have been given information about College Day (February 7), which more than 450 students have already registered to attend, and early admission will begin February 1.
- On another note, the process has begun to fill the vacant the Webmaster position that has been vacant for some time.

4.5 Faculty Association – Heike Gecox

- Faculty are currently in negotiations, and changes have occurred on the negotiating team since the process began.

4.6 Student Senate – Nancy Kang

- No report

4.7 Treasurer – Rajeev Chopra

- Current balance is \$1100, and based on past expenditures an additional \$300-\$400 is still needed. The Senate funds the Staff Appreciation, 2-Student Scholarships, Senate awards, and other annual expenses.

4.8 President – Thomas Orf

- William Macado was voted in at a Special Board meeting and has replaced Dr. Barbara Mertes.
- The IPC will be meeting on January 30.
- The 2015 Spring Plenary Conference hosted by the Academic Senate for California Community Colleges is scheduled for April and will be held in Millbrae near the San Francisco Airport.
- A suggestion was made to send the next Senate President to the 2015 Academic Senate Academy. Funding is available and a vote to approve will be taken at an upcoming meeting.

4.9 PBC – Rajeev Chopra

- The Committee is in the process of reviewing actual and budgeted costs for the different accounts.
- More than \$800K was found to be over budgeted in the RUMBL account. The committee recommended to the Chancellor that half be allocated to the Colleges (using the formula established), and the remainder left in the RUMBL account – no word on her decision.
- Money was also set aside in 2013-14 to cover extra FTES that was not used and is sitting in an account, which makes for approximately \$1.6–\$1.8M that has not been allocated.
- On February 2 Rajeev and others will meet with representatives from the Chabot Dental Hygiene program to review their costs. When the IPC came up with the model approximately \$500K more off the top was allotted. How much of that money is left and what were the costs will be discussed.
- On February 6 the CEMC will meet and present information from the earlier meeting along with other related budget information.

4.10 Accreditation – Elena Cole

The draft of the mid-term report is expected to be posted on the Wiki on March 4. The March Town Meeting will include breakout sessions facilitated by members of the accreditation teams who will collect feedback, which will help fill in any gaps, and correct any inaccuracies seen in the report.

The information collected will be incorporated into the first draft that will be presented to the Board in April for their review. The Board will discuss the report at their May meeting, approve in June, and the accreditation committee will then finalize and make ready for presentation to the ACCJA in July.

It is a large report and finding time to review it in its entirety may not be possible. It is hoped that the sections pertaining to the various groups, committees, departments, etc. on campus will be able to at least review the sections that pertain to their area.

Marie Smith, a former member of the ACCJC board and college president, has been hired as a consultant. Since the LPC does not currently have an ALO (Accreditation Liaison Officer), and with Marie's understanding of the accreditation standards, her role will be to serve as a reader and provide the College with an out outsiders perspective. She may also become involved with the SLO committee working with them on their processes and models. Marie will make a presentation at the February Town Meeting providing more insight on her role here on campus, and what the College can expect when the accreditation team visits.

5.0 DISCUSSION OLD BUSINESS

5.1 Update on FSA Document – Thomas Orf

When the FSA document is complete it will be presented to the Union for review. It will be brought to the Senate for review and discussion before being presented to faculty at their division meeting.

5.2 Staff Appreciation – Rajeev Chopra

Toby Bielawski and Rajeev Chopra are co-chairing the Staff Appreciation event planned for April 29. The conflict with the FA holding its meeting the same day has been resolved. They will meet following the Staff Appreciation.

6.0 DISCUSSION OLD BUSINESS

6.1 New Full-Time Faculty Positions for Fall – Thomas Orf

The FON number for LPC was reported to be 117, which indicated that LPC was below the required number of full-time faculty. This places the College in a position of having to pay a fine of \$75,000 for each number of faculty positions below the required. The College is in the process of forming search committees for faculty in the following disciplines:

Business – Business Accounting – Men's Basketball Coach – Computer Science – English (2) – Math (3) – Music Theory – Music Choral – Sociology – Visual Communication

6.2 Reassigned Time Discussion – Thomas Orf

The topic of faculty who chair most large committees and receive reassigned time came up for discussion. It is known that reassigned time for chairing a committee is generally 3 CAH and requires that faculty interview for the position, and then be approved by the Senate. Currently, the IPC does not offer reassigned time and is co-chaired by an administrator and faculty member.

Before discussing further or moving ahead with any next steps, the Senate will ask for a description of the IPC Chair’s responsibility, and invite Sarah Thompson to speak about her role as co-chair.

6.3 Subcommittees for Reed Buffington Award and Elections – Thomas Orf

The Senate has begun forming subcommittees to assist with the Senate faculty awards for 2014-2015, and Executive Officer elections for 2015-2016. This year LPC will be presenting the Reed Buffington Award and Richard Grow has volunteered to be part of that subcommittee.

Senators were asked to consider which subcommittee they would like to assist with and to contact Thomas Orf who will present the list of names at the next meeting

7.0 GOOD OF THE ORDER

7.1 Announcements –

- College Day, Saturday-February 7, 2015 from 9 a.m. to 1 p.m.
- Shark Tank (Entrepreneurship Competition) hosted by the Business and Marketing Departments will take place on March 24, 2015. Further information will be forthcoming.

Talking Points

- Scholarships
- Staff Appreciation
- Senate Resolution - BOT

7.2 Adjournment – 4:16 p.m.

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Next Academic Senate Meeting – February 11, 2015

ACADEMIC/FACULTY SENATE ROSTER

EXECUTIVE OFFICERS

Senate President: Thomas Orf
 Senate Vice President: Greg Daubenmire
 Senate Secretary: Jill Carbone
 Senate Treasurer: Rajeev Chopra
 Senate Admin Assist: Carmen McCauley

ACADEMIC/FACULTY SENATE ROSTER

ALSS: Toby Bielawski, Titian Lish
 STEMPS: Richard Grow
 BSBA: Mark Grooms
 Counseling: Heike Gecox, Gilberto Victoria
 PT Faculty: Vacant
 ALPC Rep: Rotating Representative

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C.McCauley