

**LAS POSITAS COLLEGE ACADEMIC SENATE**  
**REGULAR MEETING**  
SSA Building – Room 1687  
February 25, 2015 – 2:30 p.m.

**APPROVED MINUTES**

**PRESENT:** Toby Bielawski, Jill Carbone, Rajeev Chopra, Greg Daubenmire, Heike Gecox, Mark Grooms, Richard Grow, Titian Lish, Thomas Orf, Gilberto Victoria

**GUESTS:** LaVaughn Hart, Karin Spirn

---

**1.0 GENERAL BUSINESS**

**1.1 Call to Order/Quorum** – 2:34 p.m.

**1.2 Approval of Agenda – MSC: H.Gecox / J.Carbone / APPROVED**

**1.3 Approval of Minutes from January 28, 2015**

Tabled until March 11, 2015 meeting

**1.4 Public Comments** – None

**2.0 ACTION ITEMS** – None

**3.0 CONSENT ITEMS** – None

**4.0 REPORTS**

**4.1 Curriculum Committee** – LaVaughn Hart

- A small number of curriculum proposals have been received.
- ADT's need to be completed this semester for Communication Studies, Speech, Music, and Administration of Justice.
- Recently posted ADT's include Chemistry, and Biological Sciences. The degrees need to be completed within 18 months of when they are posted, so the clock has started ticking.
- The 2015-2016 College addendum is currently being put together and will include curriculum approved in Spring and Fall 2014, and any degrees approved by the State.

**4.2 Program Review Committee** – Karin Spirn

- Program Review is on a 3-year cycle. Last year faculty submitted a full plan, and this and next year Program Planning Updates (PPU) will be submitted.
- A survey was sent asking faculty about the process after the PPU's were completed this year. The Committee is currently revising some of the form based on suggestions received, one of which was to reduce the content requested.

- The Committee is working on proposing language that will be placed on the allocation form requests. It would give faculty the option of explaining if a requested allocation was previously included, previously implied, or not mentioned at all in the program review. This will hopefully allay some of the anxiety faculty might have if not everything is mentioned in the review the first time around.
- Martha Zamora will be assisting the Committee with their meetings, updating the website information, and other related PR projects.

#### **4.3 SLO Committee – No report**

#### **4.4 CEMC – LaVaughn Hart**

- Meeting on Friday to finalize 15-16 plans.
- More classes will need to be added and meetings are currently taking place between faculty and deans to identify which ones.
- Discussion of adding as much as 8 FTEF for Summer has been mentioned. LaVaughn is meeting with the President and will suggest spreading the additional 8 FTEF throughout the year, and some to Summer if viable.
- Marketing the College is high on the list, and creative ideas of how to get the word out are welcomed and sent to LaVaughn. (A suggestion from the Senate was to contact the Visual Communication and Business disciplines for student help.)
- Please review Summer and Fall draft schedules carefully and report any errors.
- In hope of receiving growth money from the State the College is taking a huge chance by offering more courses than it has in a long time to draw students, especially local reverse transfer students. In the future, the State will be changing the entire funding mechanism and it is uncertain if our district will have access to growth money in the way we have had in the past.

#### **4.5 Faculty Association – Heike Gecox**

- Meeting scheduled for Friday, February 27, 2015
- Review and discuss FSA document.

#### **4.6 Student Senate – Lauren Hughes**

- Today's (February 25<sup>th</sup>) Club Day was a success.
- Some students will be participating in the "March in March" that is scheduled for March 2, 2015 at the State Capitol in Sacramento.

#### **4.7 Treasurer – Rajeev Chopra**

- The Senate fund has not received any additional donations.
- Arrangements for the Staff Appreciation event will begin in March, and estimated budget costs will be presented at the next Senate meeting.

#### **4.8 President – Thomas Orf**

- Faculty hiring committees are now finalized and should be meeting soon.
- Speeches related to the decision the Board made as to Barbara Mertes' replacement were presented at the BOT meeting held February 17, 2015. The agenda was

modified and the meeting began at 4:00 p.m. instead of the usual 6:30 p.m. start time. Speeches are located on the Faculty Association's website.

#### **4.9 PBC – Rajeev Chopra**

- Approximately, \$800K was found to be over budgeted in the RUMBL account, from that amount LPC will receive approximately \$320K.
- The meeting next Friday includes discussion regarding the interest in hiring someone to market the colleges'.
- The districtwide Educational Support Services committee (ESS), which is a part of the IPBM, has not yet held its first meeting.
- The Facilities and Technology committees are two standalone groups although some of their functions overlap. A recommendation is being drawn of how these two committees can work together on projects related to both, and still remain standalone committees.

### **5.0 DISCUSSION OLD BUSINESS**

#### **5.1 Reassigned Time Discussion – Thomas Orf**

Senators were to present the idea of creating a formula that would calculate the amount of CAH faculty are to receive who chair committees, which only answer to the Senate. Feedback from the divisions included:

- If 4 CAH or more is given, it is contractually covered and becomes a negotiated item. Contractually 1 CAH equals 2.5 hours per week.
- If the CAH is more than 4 the chair responsibility should rotate, and new faculty must interview to be selected.
- Faculty like the transparency of coming up with the idea of a formula.
- Difference in committees, some are more desirable than others, and others may require more work. Using a formula can change the CAH depending on the committee and the amount of work required.
- Current chairs can set the base for the number of hours per week dedicated to a particular committee.

Tom will present this idea at the College Council meeting before moving forward with further discussion with the President.

#### **5.2 Update on FSA Document – Thomas Orf**

The FSA document is complete and will be presented at the next FA meeting. If the document is approved, the Senate will have a chance to review it at their next meeting.

#### **5.3 Update on Vice President of Academic Services Search – Thomas Orf**

Candidates for the position VP of Academic Services have been selected. Interviews will begin on March 13<sup>th</sup>, and Level II interviews will take place on March 19<sup>th</sup>. An interim has been selected although a start date is not yet known.

**6.0 DISCUSSION NEW BUSINESS**

**6.1 Information from the Charrette – Thomas Orf**

Approximately 100 people attended the Charrette, which was an all day affair. Faculty, staff, and community members participated. Three groups were formed that discussed Staff Development, Basic Skills/Student Success, and Marketing. The Charrette was the idea of the consulting firm hired to write the Master Plan. The introduction was thought to be a bit lengthy. The consultant was found to be extremely interesting in what was shared, and knew how to keep the group engaged.

The information gathered from this all day meeting will be put together by the consulting firm and reported at a future Town Meeting.

**7.0 GOOD OF THE ORDER**

**7.1 Announcements –**

- During Spring Break 18 student members of the Business Club and their advisors will be flying to Southern California to attend the Future Business Leaders of America Conference in Ontario, CA.
- LPC Shark Tank competition will take place on March 24<sup>th</sup> beginning at 1:00 p.m. in the Little Theater – Room 801.

**Talking Points**

- Reassigned Time
- FSA document has been rewritten and will be reviewed by the Senate at its next meeting.

**7.2 Adjournment – 3:43 p.m.**

\* \* \* \* \*

Next Academic Senate Meeting – March 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

\* \* \* \* \*

Public Notice—Nondiscrimination: Las Positas College does not discriminate on the basis of ethnicity, religion, age, gender, sexual orientation, color or disability in any of its programs or activities. Las Positas College is committed to providing reasonable accommodations for persons with disabilities. Upon request this publication will be made available in alternate formats.

C.McCauley