

**LAS POSITAS COLLEGE ACADEMIC SENATE**  
**REGULAR MEETING**  
SSA Building – Room 1687  
April 22, 2015 – 2:30 p.m.

**APPROVED MINUTES**

**PRESENT:** Rajeev Chopra, Greg Daubenmire, Heike Gecox, Richard Grow, Titian Lish,  
Thomas Orf, Gilberto Victoria

**GUESTS:** Larry Aguiar, Candace Brown, Elena Cole, Celia Esposito-Noy, Vice Chancellor,  
Jannett Jackson, Chancellor, Catherine Suarez, Paula Schoenecker

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**1.0 GENERAL BUSINESS**

**1.1 Call to Order/Quorum – 2:35 p.m.**

**1.2 Approval of Agenda**

**APPROVAL** of Agenda by **CONSENSUS**

**1.3 Approval of Draft Minutes from April 8, 2015**

**TABLED**

**1.4 Public Comments**

Larry Aguiar – Administrative Evaluations

Larry has been a faculty member at both Chabot and LPC for more than 40 years, and remembers when faculty and students evaluated administrators. No matter what process was used, the evaluation was done. As things stand now, faculty do not have a say and he also believes that students do not either. It is believed that now administrators evaluate one another, even though the faculty have more contact with administrators than administrators have with one another. Larry randomly conducted a poll in the PE and Kinesiology area and the majority of the faculty are in favor of having a voice in an administrators' evaluation.

Catherine Suarez – Faculty Rights to a Safe Working Environment

Catherine spoke about encouraging the Senate to take some sort of action to communicate with the administrators at the district office, and stress the importance of a safe working place, with the understanding that students have rights as well.

She shared the fact that she has been physically threatened and stalked by a student in one of her classes. This student would continuously call her on the phone, and come to her office when they knew she was alone. When she reported this, Catherine was told that the student had the right to reregister in her class and that she could not do anything. In her case the student had a right and she none. She then became extremely careful when addressing students in class so as not to come across as picking on someone, for fear that another stalking incident might occur.

A year later a colleague was seriously stalked by a female student who would call constantly, and wait for the instructor here on campus and at their home. The instructor had no choice except to obtain a restraining order.

Most recently another colleague was stalked by a student who is protected and has rights under the Americans with Disabilities Act. Because the district has not done due diligence to protect faculty members, LPC is in jeopardy of losing this faculty member. The district may see the Americans with Disabilities Act as means of helping people with disabilities, and possibly makes them afraid to touch anything that represents a different ethnicity.

Having an autistic son and being an advocate of people with disabilities, as a parent Catherine is aware of where her son should and should not be, and understands that there are limits for people based on their disabilities. There are cases of mental illness here on campus, and faculty need to be trained properly. The only training she has had is because of her own son. Her husband is a special education teacher and is trained to teach students where none of his students are like him. He would never be in a classroom with a student alone, or have the door closed. He would never do a lot of the things that instructors do here because of how he has been trained. The faculty here have not had any training nor has the expertise of how to deal in certain situations.

Side Note: Provide training to recognize the signs of a stalker and what to look out for before it happens. There has been mention of providing training (from the district office) and a flex day in the spring has been approved. That would be an opportune time to have everyone at one place to share this information, and have questions asked and answered at one time. There is also a Student Code of Conduct that should be reviewed by each student in the beginning of each semester.

**2.0 ACTION ITEMS** – None

**3.0 CONSENT ITEMS** – None

**4.0 REPORTS**

**4.1 Curriculum Committee** – No report

**4.2 Program Review Committee** – No report

**4.3 SLO Committee** – John Ruys

- Currently, 78% of courses have been assessed.
- Recommendations were drawn by a group of faculty leaders to help with completing SLO's that included:

1. One recommendation was that SLO's could be similar to, or the same as measurable outcomes on the course outline on record, and be consistent with the measurable objectives or mapped to the core competencies.
2. As curriculum is developed the SLO committee is to be notified so that they can work with those faculty individually to make certain that SLO's are appropriate.
3. Continue to increase and allow time for discussions related to assessment results.
4. Utilize flex days and other staff development opportunities to work on SLO's.
5. Highly recommended that SLO's or measurable objectives appear on all course syllabi.
6. Recommend that every discipline have the opportunity to use their own flexible assessment scale
7. SLO committee and the Accreditation Taskforce will continue to investigate best practices and assessments, making periodic recommendations.

#### **4.4 CEMC – No report**

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

There will be a Faculty Association General Meeting next Wednesday, April 29 at 3:30 p.m. at LPC in room 1687. Updates on contract negotiations will be shared.

#### **4.6 Student Senate – No report**

#### **4.7 Treasurer – No report**

#### **4.8 President – Report later during the meeting.**

#### **4.9 PBC – No report**

### **5.0 DISCUSSION OLD BUSINESS**

#### **5.1 Accreditation Update – Elena Cole**

- A draft of the self-study report will be available May 13 on the Wiki. The campus and broader community will have an opportunity to review a second time.
- The feedback from the first review has been incorporated.
- The deadline for the midterm report has changed and due to the Board on June 13.
- LPC has not had an accreditation liaison (Vice President Academic Services) who has been consistent from the beginning of the accreditation process. The communication between LPC and the district is not strong, and the liaison is considered the conduit used to communicate between the college and the district.
- New email system recently introduced added to the delay in communication between the college and district.
- Relying on information from the district has not always been timely, and a system should be in place during the accreditation period. It is important that the district understand the needs of the colleges and responds in a timely manner. Elena has spoken with the new vice chancellor who has given her commitment to do so.

Elena wanted to mentioned all the hard work and assistance she has received from the new Vice Chancellor, Celia Esposito-Noy with regard to Standard 4B. The standard is very well written, and the support written into the narrative involved lots of communication and timely feedback for a section that required participation from the district.

### **5.2 Staff Appreciation Update – Rajeev Chopra**

- Everything is in place and ready to go for the Staff Appreciation Event next Wednesday, April 29 from 2-4 pm in Building 1600 Faculty/Staff Lunchroom.
- A donation from the ASLPC has not yet been received.
- Entertainment includes music by the Rock Hawks.
- Italian food from Bruno's.

### **5.3 Reassigned Time Update – Thomas Orf**

An email was sent to all committee chairs that report to the Senate inquiring about additional time spent outside of the required committee commitment. Responses have been received and information will be shared once it has been reviewed.

### **5.4 Senate Elections, Reed Buffington and Senate Award Updates – Thomas Orf**

- Nominations for Academic Senate Executive Board are now closed, and the following individuals were nominated:  
President: Melissa Korber – Vice President: Tina Inzerilla – Treasurer: Mark Grooms - Secretary: Open – Part-Time Faculty Representative: Candace Brown  
Voting will take place beginning May 1 through 4:00 p.m. May 14.
- This year LPC will be awarding the Reed Buffington Award to a member of the faculty. Two nominations were received before the deadline date of April 15, and this committee is expected to convene soon.
- The recipients of the Friends of the Senate, Distinguished Teaching, and Outstanding Service awards have been selected.

### **5.5 Information on Administrative/Faculty Relations – Thomas Orf**

The topic of administrative evaluations came up several meetings ago. There has been conflicting answers with regard to administrators and how often evaluations are conducted. Tom spoke with Dr. Russell who was not aware that the college had a 3-60 process. Dr. Russell mentioned that from this point on that would be followed with HR's approval. Tom then approached Wyman Fong at a Board meeting who confirmed that 3-60 evaluations are done AFTER the third year. Only several administrators have made it to three years, and then the question came up of whether those who have made it three years, if they have ever been evaluated. Regular evaluations have been kept up – not the 3-60 that require faculty, staff support, and student participation.

Tom will ask the incoming Senate President to follow up with this topic next year.

## **6.0 DISCUSSION NEW BUSINESS**

### **6.1 Charrette / Educational Master Plan – Dr. Jannett Jackson, Chancellor**

A copy of the PowerPoint presentation by Dr. Jackson was distributed. An overview of the document covered:

#### Update on the Planning Process

- \* Rationale for the planning
- \* Products of the planning process
- \* Educational Master and Strategic Plans
- \* The College and District's "Family of Plan"

#### How the Preliminary Rough Draft Frameworks Were Developed

- \* The Committee's Charge and Members
- \* The college community sources inputted into the draft

#### Planning Charrette Highlights

- \* The type of groups that participated
- \* Environmental scan findings that helped with beginning discussions (growing and diverse population, under-prepared students, the local areas from which students travel from to attend Chabot and LPC)
- \* Types of student support services that will be needed
- \* Needs for continued professional development
- \* Types of anticipated discretionary revenue
- \* Technology and facility needs
- \* Marketing for colleges'
- \* Promoting student successes

#### Process for Review and Comment

- \* Mine existing and historical data on successes and failures
- \* Tracking and evaluation system
- \* Act on findings
- \* EC<sup>2</sup> - Educational Excellence
  - Curriculum Relevancy
  - Community Collaboration
- \* District Help in - Providing accountability
  - Improve clarity
  - Streamline processes
  - Build relationships and demonstrate value

#### Next Steps

- \* Compile program reviews and facility assessments
- \* Community outreach and engagement meetings
- \* Revise draft framework and incorporate feedback
- \* In August at Convocation share information of draft planning documents
- \* Final review and wrap-up to begin in September into October

## **6.2 Planning and Budget Cycle Update – Rajinder Samra**

A new and improved Integrated Planning and Budget Cycle was presented. Copies distributed showed a smoother and less complicated flow from one planning process to the next. A narrative describing each process accompanied the handout and helped with understanding what takes place during the course of the academic year.

The cycle is made up of four processes that begin with the Program Review Process followed in order by the College Planning Process, Resource Allocation Process, and ending with the Budget Development Process. The cycle's assessments are ongoing and conducted by the College Council and Institutional Effectiveness Committees.

Complete information regarding the cycle can be found by accessing the link below:  
[http://www.laspositascollege.edu/researchandplanning/documents/IntegratedPlanningandBudgetModel\\_TM05.06.15.pdf](http://www.laspositascollege.edu/researchandplanning/documents/IntegratedPlanningandBudgetModel_TM05.06.15.pdf)

## **6.3 News from Plenary – Thomas Orf**

Information regarding the online initiative was shared at the Senate Spring Plenary. Answers are still needed for the many items tied to moving this initiative through. One thing that was made clear is the State is not trying to overtake online education, but provide students options of taking courses at other schools if the local courses fill. The State will not be involved with the curriculum, and courses will be through Canvas. There was opposition to taking away Blackboard and replacing it with Canvas, but after the DE coordinators were presented with the different forms the consensus changed. Smaller colleges would benefit because it would offer students a diversified range of courses to choose from. This initiative will offer more than classes but also online tutorials.

Schools will be selected for participation. Debbie Fields is being trained as a reviewer for the upcoming online courses, and the qualifying criteria being created is said to be very strict. The consortium will cover the cost for any school wanting to participate, although it will change if the school decides to keep the program long-term.

The process is underway with more information will be forthcoming. Scott Vigallon is expected to receive additional information and present at a Town Meetings

## **7.0 GOOD OF THE ORDER**

### **7.1 Announcements –**

- Registration for Summer is in progress. Students with registration questions should be referred to Counseling. Completing more than one SEP (Student Educational Plan) does not change the students' priority registration number. Priority registration begins April 24.
- LPC Business Club returned from the Spring 2015 Conference in Ontario, California with a total of 27 medals won among the 17 student members that participated.

**Talking Points – None**

**7.2 Adjournment – 4:27 p.m.**

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Next Academic Senate Meeting – May 13, 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

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C.McCauley