

**LAS POSITAS COLLEGE ACADEMIC SENATE**  
**REGULAR MEETING**  
SSA Building – Room 1687  
April 8, 2015 – 2:30 p.m.

**APPROVED MINUTES**

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

**GUESTS:** 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**

**MOTION** made to **APPROVE** Agenda

**MSC: T.Lish / H.Gecox / APPROVED**

**1.3 Approval of Draft Minutes from March 11, and March 25, 2015**

**MOTION** made to **APPROVE** the two sets of draft minutes

**MSC: G.Daubenmire / H.Gecox / APPROVED**

**1.4 Public Comments – None**

**2.0 ACTION ITEMS** – None

**3.0 CONSENT ITEMS** – None

**4.0 REPORTS**

**4.1 BaSk Committee – Paula Schoenecker**

- The most significant project funded this year was Math Jam. Lunchtime workshops were held to help students with personal math issues. Those included, “Growth Mindset”, “Time Management” and “Strengthening Student Success”
- What was learned about “Growth Mindset” and “Time Management” at a conference attended last October, Basic Skills was able to fund workshops piloting the use of embedded counseling in four of the Math 55 classes this semester. Data from the workshops held will be gathered at the end of this semester.
- Provided funding to the Library for updating the basic reading skills books used by the ESL program, and purchased additional books for use in ESL classrooms.
- Basic Skills remains committed to assisting with funds for tutors in the Tutorial Center.

- Funding for professional development activities for the campus is expected to continue, although at this point what activities and at what time during the year not yet been discussed.
- Chancellor's Office is holding monthly Basic Skills Coordinator's meetings.
- Basic Skills will be transitioning into a new method of reporting expenditures, and an hour long webinar explaining the new process will be held in May. Reports will be more specific, and on a regular basis. The due date for the year-end report will go from October to July beginning in 2015-2016 academic year.
- As of July 1, 2015 non-credit courses will be paid at the same rate as credit courses.

Coordinator's Comments:

- The dean has been unable to attend any Basic Skills meetings due to a conflict with the Curriculum Committee meeting at the same time, since both meet on the 4<sup>th</sup> Monday at the same time. Discussing changing the meeting date or time may be something to consider.
- The English department did not have a representative serve on the Basic Skills committee, and Basic Skills has been unable to include them in their planning.
- All Basic Skills committees are expected to work in collaboration with Study Equity and 3SP committees for maximum efficiency and coordination regarding student success needs. This has yet to happen.
- The issue of Basic Skills funding being used to provide tutors in the Tutorial Center remains a concern. No resolution has been found to address the need for a comprehensive, coordinated, and centralized service to students and ways to design and fund it.

Paula is stepping down as Chair of the Basic Skills committee, and a replacement for her will need to be found by next academic year.

**4.2 DE Committee – Scott Vigallon**

Report from meeting held Friday, March 27, 2105

- Registration to attend the annual CCC Online Teaching Conference is at <http://onlineteachingconference.org>. There will be a lot of OEI talk there.
- The OEI's online tutoring services are now available through LSI's NetTutor for a low cost. The OEI has funded a system wide license for LSI's WorldWideWhiteboard online tutoring platform, which can be used by any college wanting to hire its own tutors.
- The OEI might have to ask the state legislature for additional funding.
- OEI reps from instruction, financial aid, student services, and enrollment services at the 8 full-launch pilot colleges are figuring out the details of the business processes and the agreements, which colleges participating in the course exchange will be using.

- 67 courses have been reviewed by OEI-trained course reviewers, and 20 are in the process of being reviewed.
- Blackboard's latest version (Bb Learn 2015), which has yet to be released, has a completely redesigned interface. This will be optional for instructors to use.
- LPC has launched a new online counseling service.
- The DE Committee decided to recommend to A&R to disallow non-California residents from enrolling in LPC DE classes and that A&R make the final decision on this. The cost of adhering to federal regulations or joining a reciprocity agreement are too high. Since Fall 2011, there have been only 2 confirmed students taking DE classes while having a permanent residence in another state.

#### **4.3 Staff Development Committee – Greg Daubenmire**

Staff Development will hold their general meeting next week. Also, their request for a Mandatory Flex Day to be held on September 15th, was presented to the Senate for approval.

**MOTION** made to hold a **Mandatory Flex Day on September 15, 2015.**

**MS: G.Daubenmire / R.Chopra**

**Discussion:** Topics or activities would likely include working on program review, and SLO's. Even though some faculty may not see it as a good use of time, and might prefer working alone or at their own pace, this opportunity could draw those who would not normally participate to join in. Everyone needs to be on the same page in order to complete what is required, since procedures for both SLOs and program review have changed. The agenda should be set so that everyone is following the same program outlined for that day, and understands what needs to be accomplished.

**VOTE: APPROVED**

#### **4.4 Faculty Association – No report**

#### **4.5 Student Senate – No report**

#### **4.6 Treasurer – Rajeev Chopra**

- Donations towards the Senate Treasury continue to come in.
- Business Club will be donating \$200.00.
- Donations from the ASLPC and the President's Office have not yet been confirmed.

#### **4.7 President – Thomas Orf**

- Work continues on the Reassigned Time document.
- The Academic Senate 2015 Spring Senate Plenary will be held April 9-11 at the Westin at the San Francisco Airport.

#### **4.8 PBC – Thomas Orf**

The PBC last met on Friday, April 3. A committee member suggested taking \$3.2M from the total \$5.2M and distributing it among the colleges – 50-50. Others in attendance felt strongly about having the money run through the formula. LPC does not have its VP of Administrative Services as a member of the PBC, whereas Chabot does. When the discussion turns to the best way to allocate funds there is no voice to speak for LPC. It was suggested that the VP of Administrative Services replace the Director of Research as a member on the PBC.

### **5.0 DISCUSSION OLD BUSINESS**

#### **5.1 Selection of Academic Senate Awards – Thomas Orf**

Nominations for the Senate's two awards (Distinguished Teaching and Outstanding Services) has closed. The recipients of these two awards have been selected, as well as the recipient of the "Friends of the Senate Award". All presentations will be made at the May Town meeting.

Nominations for the 2015-2016 Executive Board are underway. Completed forms should be send to Jill Carbone, Senate Secretary.

Deadline for nominations of the Reed Buffington Award is April 15, 2015.

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

An Evite has been sent for this year's Staff Appreciation Event. The theme for this year's event will be The 80's. The menu has been finalized, and the activities are in the process of being planned.

#### **5.3 Meeting with VP Regarding Administrator Evaluations – Thomas Orf**

The question of how members of the classified, and faculty get selected to evaluate administrators had come up at a previous senate meeting. Some research was done and a section from the Administrative Procedure (Personnel Management) Board Policy for LPC was brought and distributed at this meeting. It outlined the procedure that the college should be following. One section had written that every year 1/3 of the administrators are evaluated. The Senate is supposed to approve the faculty selected to be on these committees, and in the past two years no names have come forth for approval. There then was some doubt as to when, if at all, some administrators had ever been evaluated by a "group", or evaluated by just their immediate supervisor and/or other administrators.

A meeting with the interim VP of Academic Services took place to inquire about administrator evaluations and if the process elsewhere was different than at LPC. The conclusion was that evaluations did take place on a 3-60 system every two years, and was similar to LPC's.

Tom will ask to meet with Wyman Fong, Vice Chancellor (HR) and ask why the policy is not being followed. If nothing else, at least what is written should be

followed. He will also bring this to Dr. Russell's attention, and at the next College Council meeting.

## **6.0 DISCUSSION NEW BUSINESS**

### **6.1 Improving Faculty and Administration Relationships – Jill Carbone**

The topic of poor working relationships between faculty and administrators was brought up at a prior Senate meeting. It was suggested that Senators might address this issue at their division, and present it in a way so that the responses would be productive, positive, and offer solutions rather than complaints. Also, there needs to be a plan of how to handle the suggestions once they are recorded by the Senate. It's clear that 10+1 issues would come to the Senate, and contractual issues to the FA, but what about others?

Ideas for discussion items such as:

- \* How do we recruit good administrators?
- \* What types of ideas and in what ways can the college take to retain and maintain "good" administrators?
- \* How can this discussion maintain a positive level throughout the conversation?
- \* Feedback gathered that would be considered useful, should be directed where and acted upon by whom?
- \* What can faculty do differently to promote positive working relationships?
- \* What can administrators do for the faculty?

The interpretation of what is considered the role of the faculty and that of an administrator (with regard to the college and students) also needs to be discussed, and the vantage points of both groups need to be made clear.

## **7.0 GOOD OF THE ORDER**

### **7.1 Announcements –**

- Paula Schoenecker is stepping down as Chair of the Basic Skills Committee. Anyone interested in chairing this committee should contact Thomas Orf.
- Save The Date! Staff Appreciation, Wednesday – April 29 from 2-4 p.m.

### **Talking Points**

- Staff Development – Flex Day
- Reed Buffington Nominations due April 15<sup>th</sup> to Richard Grow
- Faculty-Administrator Working Relationships

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Next Academic Senate Meeting – April 22, 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