

LAS POSITAS COLLEGE ACADEMIC SENATE
REGULAR MEETING
SSA Building – Room 1687
August 27, 2014 – 2:30 p.m.

APPROVED MINUTES

PRESENT: Mona Abdoun, 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 – 2:35 p.m.

1.2 Approval of Agenda

MOTION made to **MOVE** Agenda Items 4.2, 4.1, and 4.4 before 1.3 (in that order).

MSC: R.Grow / J.Carbone / APPROVED

1.3 Approval of Minutes from May 14 and May 28, 2014

MOTION made to **APPROVE** the minutes

MSC: R.Chopra / H.Gecox / 5 – Abstentions / PASS

1.4 Public Comments – None

2.0 ACTION ITEMS

None

3.0 CONSENT ITEMS

3.1 Untenured Faculty Evaluation Committees -

ALSS: Kali Davis: Angela Amaya and Marilyn Marquis

Julia McGurk: Marilyn Marquis and Catherine Suarez

BSBA: Paul Sapsford: Jason Craighead and Nadiyah Taylor

Marsha Vernoga: Elizabeth Hopkins and Ernie Jones

STEMPS: Michal Shuldman: Jill Carbone and Mike Ansell

SS & Counseling: Gabriela Discua: TBD

Rafael Valle: TBD

Jill Oliveira: TBD

Michelle Zapata: TBD

The newly formed untenured committees were presented, and will be voted upon at the next Senate meeting.

4.0 REPORTS

4.1 Curriculum Committee – A copy of the Curricular Committee’s calendar for this academic year was distributed by LaVaughn Hart. The following are some of the committee’s priorities for this year:

~ 9 ADT’s need to be developed during Fall 2014. Several ADT’s are well on their way to being developed, some are at the beginning stage, and others will be problematic due to unit issues.

~ There are some CID’s submitted several years ago that are being held up for approval at the higher level. The State has extended the deadline for ADT’s with courses that have not been CID approved to July 30, 2015.

~ The Committee would like to provide training that would be focused on developing curriculum as opposed to creating technical curriculum (described as just inputting information into CurricUNET).

~ Work with faculty to provide additional CurricUNET training. At the previous meeting a brief training on technical review was given to faculty assisting with reviewing course proposals. The training was to make them aware of what to look for while reviewing the proposals, to be able to assist faculty at the first level and make corrections earlier in the process rather than later.

~ The committee will continue to work on ways to improve moving items through the curriculum process more quickly and smoothly. Plans on updating the Curriculum website is also on the list of things to do.

~ Marina Lira is out for a portion of the Fall Semester and Shannon Stanley has taken over as Articulation Officer. She will be working with the faculty to continue the process of moving forward the ADT’s, as well as CID submissions.

4.2 Program Review Committee – Karin Spirn reported that disciplines listed on the PR cycle are currently working on their PPU’s (Planning Program Updates) due October 15th. The majority of reviews have been read, and faculty will have plenty of time after the committee provides their feedback to revise those sections. The committee will also need feedback from the deans before finalizing the process, and will discuss when this might happen since all are involved with accreditation.

The breakout session during College Day was shared with Tina Inzerilla from the SLO committee, and turned out a success.

4.3 SLO – First meeting scheduled September 8, 2014

4.4 CEMC – LaVaughn Hart reported that numbers have improved within the last two weeks. LPC is at 3,776 FTES (slightly over 90% fill-rate), productivity rate is at 548, which means that we are closer to meeting the base and target goals set earlier. We are about 28 students short of our base goal, and 118 from reaching our high target.

Chabot is at 4,387 FTES (83% fill-rate), 493 FTEF, 46 students short of their base goal, and 175 students short of their target goal.

Numbers for both colleges are pre-census so a drop is expected with regard to what is being reported today.

The CEMC met just prior to the new semester and discussed strategies of how to build FTEF numbers in this Fall. Late start classes, and the number of students listed on waitlists are just some of what will be looked at to find out what courses are highly in demand. Ideas for marketing students consisted of some disciplines conducting surveys to find out if students would be able to take on additional classes, or were required to carry a specific number of units. The funding for these classes will be the FTEF from canceled classes. Additions for the Spring that would attract students is also being looked at, as well as ways of configuring Summer that would enable easier roll backs, that would help increase numbers. Faced with limitations, the Committee has still been able to come up with creative ideas.

4.5 Faculty Association – Heike Gecox reported that the full and part time orientations had taken place and were well attended.

4.6 Student Senate – The membership on this year’s ASLPC Student Senate is not at its highest. It has not yet been determined whether a student representative will be assigned to the Academic Senate. Thomas Orf will keep the Senate informed of any updates.

4.7 Treasurer – Rajeev Chopra presented the Treasurer’s beginning-year budget report.

Beginning Balance	\$1,257.68
Deposits	795.00
Additional Collected	925.00
Expenses	<u>- 2,209.24</u>
Ending Balance	\$ 768.44

Pending Donation Expense: Pool Party Lifeguard Donation - \$100
Approved: April 23, 2013 Agenda Item 3.1

The Senate has regular yearly expenses and was able to cover these during the last academic year with faculty donations and from administrators. Without knowing

what type of expenses will occur each year, and not being able to count on having the same donations each year, the Senate will be strongly urging faculty to donate toward the Academic Senate Fund.

4.8 President – Thomas Orf reported that a search for a consultant to assist with writing the Master Plan for both colleges and the district took place during the summer. The forming of this committee was not communicated clearly, was put together very quickly, and during the summer when very few individuals are available. Dr. Orf was asked although unable to participate. Rajinder Samra and Justin Garoupa did participate and everyone was pleased with who was selected.

Also formed during the summer was the search committee for the Vice President of Academic Services. This committee will be working quickly and meeting very soon. The goal is to have someone in place and begin in January. The faculty members participating are LaVaughn Hart (FA), Howard Bluemenfeld, and Thomas Orf. An interim replacement has already been selected who will begin in late September through the end of this year.

The Senate Elections resulted in a write-in candidate for Secretary, Jill Carbone, who has accepted the position.

It was discovered that a number of faculty senates' at various colleges were not following the Brown Act but following consensus. It is anticipated that Brown Act vs Consensus will be on the agenda as a discussion item at an upcoming Senate Plenary.

4.9 District Budget – Rajeev Chopra reported that the District Budget Committee met on Convocation. The idea was to set up a tone to move forward with the new allocation model although some individuals were still hung up on writing new essences. Lorenzo Legespi has already written some but none have been vetted. There was discussion related to the flow of funding and the amounts, although no decisions were made at this meeting. This committee was scheduled to meet only four times a year, and the September 29 has already been canceled.

4.10 Accreditation – Update to be presented at the September 24, 2014 Senate meeting.

5.0 DISCUSSION OLD BUSINESS

5.1 2014-2015 Senate Election Results – The following individuals were elected or were write-in candidates, and are year's Executive Academic Senate Board:

2014-2015 Officers

President – Thomas Orf - (2nd year of 2 year term)

Vice President – Greg Daubenmire

Secretary – Jill Carbone

Treasurer – Rajeev Chopra

Part-Time Faculty Rep – Mona Abdoun

5.2 Equivalencies Update – A brief recap of the history of how this issue came about was shared for those new to the senate, since this item has carried over from the previous academic year. It began with a decision ending in a tie, which has never happened before, and the process the colleges’ had in place did not clearly cover the steps to take if this resulted. A subcommittee was formed and a draft document that clearly describes the process was reviewed by the Senate last year. During the summer the draft was “tweaked” and presented to the Senators at this meeting. The Senators are to provide feedback the final discussion take place at the September 10th Senate meeting. The draft will then be taken to the next division meeting for presentation to faculty. Once completed, document will be sent forward to the District Office and FA.

6.0 DISCUSSION – NEW BUSINESS

6.1 Information for New Senators – A LPC Senate Orientation booklet was distributed, which contains information related to the Senate’s involvement with regard to matters involving Title V, 10+1 issues, and the Brown Act.

The booklet is located on the Grapevine under the Academic Senate tab.

6.2 Course Cap – Thomas Orf brought forth the issue of course caps for upper level, cross listed, and specialized courses. A discipline recently found that the course caps within their area for specialized courses were set to what might be considered entry level courses. This discipline showed low productivity because of a course having a cap of 44 students when the class actually never had more than 15-20 students enroll. It was also discovered that the cap for some like courses at both campuses are not at the same number. The Senators will be bringing this up for discussion at the next division meeting to come up with an idea for a low and high cap.

6.3 Program Review Support – Thomas Orf was contacted by the Program Review Committee and has met with the President regarding the need for administrative support, since this committee is faculty driven and does not have an administrator as the lead. The committee is asking for someone to serve as a note taker, update their PR website, and develop forms that are lockable. Currently, there is no permanent support and the need for administrative backing has increased.

6.4 Hiring Prioritization – The dates for this Committee are currently being established, and a question was presented to the Senate regarding funded positions that remain unfilled due to a failed search. Should those positions be put back into the pool and resubmitted as new, or should the positions remain on the list and not have to go through being ranked because there is funding?

A brief discussion brought out examples of various situations that could change why or why not ranked positions should or should not be placed back into the pool and re-ranked. This item will be brought up for discussion during the Senate portion at the next division meeting.

7.0 GOOD OF THE ORDER

7.1 Announcements – None

Talking Points:

- ~ Equivalencies
- ~ Course Cap
- ~ Hiring Prioritization
- ~ Suggested Donation of \$25 to Senate Fund

7.2 Adjournment – 3:15 p.m.

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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: Mona Abdoun
ALPC Rep: (Pending)

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