

**LAS POSITAS COLLEGE ACADEMIC SENATE
REGULAR MEETING**

SSA Building – Room 1687
September 10, 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, Joel Rowland (ASLPC), Thomas Orf, Gilberto Victoria

GUESTS: LaVaughn Hart

1.0 GENERAL BUSINESS

1.1 Call to Order – 2:33 p.m.

1.2 Approval of Agenda

MOTION made to **APPROVE** the Agenda as written

MSC: T.Bielawski / R.Grow / APPROVED

1.3 Approval of Minutes from September 27, 2014

MOTION made to **APPROVE** the minutes

MSC: J.Carbone / T.Bielwaski / APPROVED

1.4 Public Comments – None

2.0 ACTION ITEMS

None

3.0 CONSENT ITEMS

3.1 Untenured Faculty Evaluation Committees -

The Untenured Faculty Evaluation Committees were presented for approval.

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: Angella VenJohn and Lauren Hasten

MOTION made to **APPROVE** the committee memberships
MSC: M.Grooms / R.Grow / APPROVED

4.0 REPORTS

4.1 BaSK Committee – No report

4.2 DE Committee – Scott Vigallon submitted a written report from the DE Committee, which met on August 22nd.

- The committee's recommendations on when and how many students to add to DE courses--along with accompanying FAQs, was sent to DE instructors on May 23. Several emails were received from instructors, expressing gratitude for the recommendations.
- The CA Open Textbook Project has been funded for \$2 million. The project is working this summer to begin creating 5 open textbooks to be used in CA higher education schools (Chemistry, US History, Statistics, Public Speaking, and Micro Economics).
- The committee discussed priorities for the new District Technology Coordinating Committee and wants to ensure that priorities are driven from the bottom up, as opposed to the top down. It wants to add another priority for the TCC: DE's role in the new educational master plan.
- 24 colleges were selected to participate in the Online Education Initiative pilot starting this spring. A contract is supposed to be signed with a course management system vendor by Dec. 1. LPC needs to discuss the OEI as a college and make a decision whether to join or not. One idea is to do a short presentation at an Academic Senate meeting.
- Thanks to funding from the ASLPC, online students can be nominated for the Distance Education Scholarship award, and the DE Committee will choose a winner to be honored at the end-of-year Student Recognition Ceremony.

4.3 Staff Development – Greg Daubenmire reported the following:

- A list of the activities offered here on campus that are related to staff diversity and diversity issues that would qualify for Flex Credit, will be sent to the faculty.
- Greg has been asked whether LPC activities would count as flex credit for Chabot. The Staff Development Chair at Chabot has been contact and Greg is waiting for an answer. Total Flex hours are 12 hours (6 per semester). A list with running totals for each faculty at LPC is currently being put together.
- Three flex activities and one conference proposal has been approved.

4.4 Faculty Association – No report.

4.5 Student Senate – No report.

4.6 Treasurer – Rajeev Chopra reported that to date a total of \$75.00 has been collected. An email will be sent to all faculty reminding them to donate, and asked that the senators also mention this at the next division meeting.

4.7 President – Thom Orf reported that:

- Some of the District-Wide committees have begun to meet.
- The Academic Calendar for 2016-2017 was approved, and beginning that year Spring Break will run through the third week of March. The Finals Week for Fall Semester remains split.

4.8 PBC – LaVaughn Hart reported:

- The PBC has scheduled a half day retreat for October 3rd. Discussion will center upon: 1) Discussing the Philosophy of the Committee; 2) Keeping the Committee's Planning Priorities in mind while discussing budget issues; 3) Reviewing the 18 Questions left unanswered when BAM was developed, which were never really resolved of how to handle a variety of situations (i.e.: implementing changes, effects on percentage allocations within the BAM, etc.); and 4) Prioritizing the Committee's Goals and Objectives.

4.9 Accreditation – Update to be given at the September 24, 2014 Senate meeting.

5.0 DISCUSSION OLD BUSINESS

5.1 Equivalency Document – Tom Orf reported that the document was ready to be taken to the divisions for feedback from the faculty. After that, it will be presented to the College Council for approval. Chabot has not yet discussed this procedure, and if input is not received the Chancellor is still interested in moving this document forward.

The document was displayed and reviewed by the Senate once again. Changes were made to titles and words used throughout the document that did not pertain to LPC, and had been overlooked the previous times. There was much discussion regarding the makeup of the committee. Article 22E.2 of the FA Contract covers the membership, and discussion about changing this section came up. The Senate will need to propose whatever changes they suggest be made to the FA for their consideration. The topic of what to do in the event of a tie also lead to a lengthy discussion.

Step 1 is to implement today's suggested changes, add the FA language, and take to the divisions for review and feedback.

Step 2 is to present to the FA the proposed changes regarding the committee membership that would include: 2 faculty members one from each college, and 2 administrators, one from each college. A recommendation from the Senate to the FA will be written and presented for review, discussion, and voted by the Senate at the next meeting.

5.2 Course Caps Update – The issue of faculty adjusting course caps for some upper level, cross listed, and specialized courses that have caps set at entry level numbers,

was brought to the attention of the Senate. The courses in question never reach the enrollment number established, and enrollments generally fall below the minimum number required for offering the course.

LaVaughn Hart shared information related to placing hard caps. She said that if a specific number was set in the contract it would be difficult for disciplines to readjust the number when needed. Her suggestion was to try to find way alternative ways to deal with this, without adding more language to the FA contract, and possibly generating a variety of new forms. She mentioned that one of the things in the enrollment management process is that the college has a place to address this, which are in discipline plans. When discipline plans are being developed, there is a place where information about the course, the class cap, and the anticipated number of enrollments can be mentioned. LaVaughn has written this in previous discipline plans with the knowledge of her dean. When notified of a class not being able to go because of low enrollment, she points to her discipline plan that has written an explanation of why, and is protected from having that particular class canceled. There should not have a negative impact on the discipline when requesting additional faculty because there is a written explanation for not filling the course, and should not have an overall reflection of the program. If faculty truly feel a need to adjust a cap, they can discuss this with their dean.

The alternatives mentioned are some ways that this situation can be dealt with effectively to meet the needs and the true concerns of the faculty. Maintaining the ability to have conversations and make changes as faculty, as opposed to generating an MOU each time faculty requests raising or lowering the course cap.

5.3 Update on Faculty Hiring Prioritization Process – Tom Orf mentioned the Senate’s suggestion of placing the names back into the “hat” to Barbara Morrissey, FHPC Chair. She was comfortable with that, and asked if the Senate wanted to come up with a policy that states that in the future, unless it’s an emergency, all names go into the hat if the position remains unfilled.

Brief discussion ensued about the term “emergency” and what it really meant. It is not common to request mid-year hiring of faculty. Although it was not clear how to handle a request of this type, or how it should be dealt with.

The Senators were asked to gather information from the faculty about this issue, and to bring any feedback to the next Senate meeting for discussion and a vote.

6.0 DISCUSSION – NEW BUSINESS

6.1 Update on Vice President of Academic Services Search – The search for Vice President of Academic Services is moving forward. At the first meeting the committee members were informed that the position closes on September 18, interviews to be held between the first through mid-October, candidate to be selected by end of October, and recommendation presented at the November Board.

7.0 GOOD OF THE ORDER

7.1 Announcements –

- * Transfer Day – September 29
- * Discussion panel the Math faculty geared towards part-time instructors and provide them with some insight of how to go about the process.

Talking Points:

- ~ Equivalency Document
- ~ Course Cap
- ~ VP Update
- ~ Hiring Prioritization

7.2 Adjournment – 4:18 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: Joel Rowland

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