



# Academic Senate Committee Minutes

April 27, 2016 | 2:30 pm | Room 1687

## LPC Mission Statement

Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

## LPC Planning Priorities

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

## Academic Senate

### Members Present (voting):

**Senate President:** Melissa Korber

**Senate VP:** Tina Inzerilla

**Senate Secretary:** Vacant

**Senate Treasurer:** Mark Grooms

**Senate Admin Assist:** Carmen McCauley

**ALSS:** Julia McGurk, Marilyn Marquis

**STEMPS:** Jill Carbone, Richard Grow, Teri Henson

**BSBA:** Rajeev Chopra

**Counseling:** Heike Gecox (FA),

Rafael Valle, Mike Schwarz

**Part-time Faculty:** Candace Brown

**ASLPC Student Rep:** Angela Toledo

### Members Absent:

Candace Brown, Rajeev Chopra, Rafael Valle

### Guests:

Ted Kaye, Vicki Shipman, Karin Spirn, Scott Vigallon

## APPROVED Minutes

Presenter

### 1.0 GENERAL BUSINESS

Melissa Korber  
Items 1-3

#### 1.1 Call to Order/Quorum

Meeting called to order at 2:32 pm

#### 1.2 Review and Approval of Agenda

**MOTION** to Approve Agenda

MSC: M.Grooms / T.Inzerilla

**MOTION** to Reorder Agenda

After General Business with 6.1, 4.8, 5.4, then 5.3

**MOTION** to Reorder the Agenda

MSC: T.Henson / M.Schwarz / APPROVED

#### 1.3 Review and Approval of Minutes from February 24, 2016

**MOTION** to **APPROVE** Draft Minutes from February 24, 2016

MSC: T.Henson / T.Inzerilla / 1 – Abstention / APPROVED

#### Review and Approval of Minutes from March 9, 2016

**MOTION** to **APPROVE** Draft Minutes from March 9, 2016

MSC: M.Marquis / T.Inzerilla / 1 – Abstention / APPROVED

Discussion: MOVE to Amend the Agenda to reflect March 9, 2016

MSC: M.Marquis / M.Grooms / 1 – Abstention / APPROVED

VOTE: To Approve Draft Minutes from March 9, 2016

APPROVED

**1.4 Public Comments** (This time is reserved for members of the public to address the Academic Senate. Please limit comments to three minutes. In accordance with the Brown Act, the Academic Senate cannot act on these items.) – None

### 2.0 ACTION ITEMS – None

### 3.0 CONSENT ITEMS

#### 3.1 Curriculum Approval

\* **AJ 89 (Family Violence) Modified**

\* **ECD 95 (Work Experience) Modified**

\* **KIN 38B (Intercollegiate Men's Soccer) Modified**

\* **KIN TDE1 (Tenio DeCuerdas Eskrima) Modified**

- \* KIN TDE2 (Tenio DeCuerdas Eskrima) New
- \* VWT 47 (Wine Regions/Wines of California) Modified

**GE/Transfer Pathways**

- \* KIN TDE2 – CSU GE and Transfer, LPC GE AA/AS, UC Transfer

**Requisites**

- \* ECD 87 – Co-requisite: ECD 96
- \* KIN 38B – Strongly Recommended: KIN 38A
- \* KIN TDE2 – Strongly Recommended: KIN TDE1

**MOTION** to Approve Curriculum listed in 3.1

MSC: T.Henson / H.Gecox / APPROVED

**3.2 C-ID FDRG Member:** LaVaughn Hart

**MOTION** to Approve C-ID Member

MSC: T.Henson / H.Gecox / APPROVED

**3.3 Assistant Director District Business:** Rajeev Chopra

**MOTION** to Approve Assistant Director District Business member

MSC: T.Henson / H.Gecox / APPROVED

**4.0 REPORTS**

**4.1 CEMC** – No report

**4.2 CTE Liaison** – No report

**4.3 Curriculum Committee** – No report

**4.4 Distance Education Committee** – No report

**4.5 District Integrated Planning & Budget Committee** – No report

**4.6 Faculty Hiring Prioritization Committee** – No report

**4.7 Faculty Association** – No report

**LaVaughn Hart**

**Mark Grooms**

**Craig Kutil**

**Scott Vigallon**

**Rajeev Chopra**

**Nan Ho**

**Heike Gecox**

**4.8 Program Review**

**Karin Spirn**

- The committee is currently working on finalizing the Program Review template. The general program review section was kept short, and an extensive section is dedicated to SLO's because of the accreditation. The timeline for submitting program reviews will also be established at today's meeting.
- Faculty had voiced wanting to meet with their dean to receive their input and felt it would be helpful with the construction as well as the implementation of their program reviews plans. Karin has met with the deans and the option will be made to the faculty.
- Program review training will be available on College Day and possibly Flex Day in the Fall. Concentration will be placed on the SLO portion of the review with the program review section itself being a bit briefer.

**4.9 Staff Development** – No report

**Greg Daubenmire**

**4.10 Student Learning Outcomes** – No report

**John Ruys**

**4.11 Student Senate**

**Angela Toledo**

- Elections for 2016-2017 ASLPC officers have concluded, and the results are:
  - President – Eric Pineda
  - Vice President – Angela Toledo
  - ICC Chair – Brandon Byrne
  - Director of Legislation – Zackary Moore
  - Director of Events – Nancy Quach
  - Director of Communications – Joshua Moore
  - Student Trustee – Zainab Dogar
- ASLPC members will be attending the Spring 2016 General Assembly in Ontario, CA hosted by the Student Senate for California Community Colleges. It is being held from April 26 through May 1.
- Planning is currently underway for Prep-to-Pass, which is held at the end of each semester in the Tutorial Center. The dates for when this mini tutorial session will be held is still being discussed.

**4.12 Treasurer**

**Mark Grooms**

Some expenses related to the Staff Appreciation have been received, which so far have totaled \$68.78. A deposit of \$1,000 has been made leaving a current balance of \$3,134.81.

Mark Grooms has stepped down as Treasurer and a special election will be held to find a replacement.

**4.13 President**

**Melissa Korber**

Melissa and Tina Inzerilla attended the ASCCC 2016 Spring Plenary Session held from April 21-23, 2016. The theme this year was Aligning Partnerships for Student Success. Several workshops were attended with one specifically related to C-ID's.

## **5.0 OLD BUSINESS – DISCUSSION**

**5.1 District Policies AP/BP 4020 (Curriculum & Program Introduction)**

**Melissa Korber**

Melissa reported that in June, she and Craig Kutil will be reviewing the draft that was presented to the Senate earlier this year. Teri Henson and Mike Schwarz have both expressed interest and will join in on reviewing this document.

On a District level, Melissa has mentioned that the District AP still lists the District Curriculum Committee, and some of the responsibilities listed are inaccurate. The new Vice Chancellor is coming on board in May and this is one item that she will be reviewing first.

**5.2 Administrator Evaluations**

**Melissa Korber**

The Administrator Evaluations have been brought up at the Chancellor's Council and discussion is to continue at the May meeting. The Administrators' Union will also be involved in the discussion.

### 5.3 Online Education Initiative

**Scott Vigallon**

Melissa Korber has been keeping the Senate informed regarding the meeting information from the OEI Task Force. For the past several months the discussion has been focused on Canvas and whether the switch from Blackboard to Canvas should be made. A recommendation from the task force is due to the Chancellor this week.

Chabot is not on board with moving to Canvas. The OEI has already selected Canvas, and the State Academic Senate is backing this decision. When announced at the Plenary those in attendance were looking forward to the change and getting onboard with OEI. On the other hand, notes from the Task Force meetings indicated that some information would not be able to transfer over from one software system to another.

During the discussion it was noted that there was an indication from the task force meeting notes that the migration to Canvas was one that would be better to build all courses from the ground up rather than to move them over. Depending on who you ask, that statement may be true. Each person's take on migrating to Canvas or staying with Blackboard are all about the type of courses and how they have been built in Blackboard. The task force met seventeen (17) times and most of those were talking to other colleges and their experiences with Canvas and the OEI. There has not been one negative response from colleges who have moved to Canvas. As of today 66 colleges have made the move or are making the move. There will also be cleanup work before going live, which is expected when a transition is made. There will be a year to transition over and support from the OEI is built into the process. Hopefully, a specialist will be hired to also help with the process. Many of the other colleges are looking at the transition process as an opportunity to look, clean, and improve their classes before moving forward.

Through the 2018-2019 academic year the OEI is offering Canvas free to all colleges. After that depending on how much State funding is acquired, the OEI will continue to cover the entire cost or part of the cost. There is no guarantee that the State funding will continue and the colleges at one point or another will have to pay, and that amount is not known at this time. Currently, the district pays \$189K for Blackboard for both colleges, and that contract ends in June 2017. When our contract was negotiated in 2013 there were no quotas placed, and currently any size course, any number of courses, and any number of students can be entered. If we were to renegotiate chances are that a quota would be built in and the amount paid would increase. Knowing this, the transition to Canvas would be at an advantage right now.

Part of the responsibility of the task force was to research other services such as online tutoring, online counseling, etc. Scott Vigallon's personal opinion was that the accreditation recommendations referring to LPC's online student services indicated that we are lagging in providing these services. What the OEI is doing is correcting and providing all the services that LPC have not been doing or perhaps financially unable to do over the years. Tutoring is 24/7, it is live and covers a vast expanse of disciplines. There is also synchronize tutoring where papers can be emailed and student receive immediate feedback. They have developed an online counselor's network and are training counselors at the community colleges in techniques of counseling students online. They have an online platform that Student Services have already looked at and have given it glowing reviews. They have readiness tutorials for students, they have diagnostic measurements that can indicate if students are ready to

take online courses. They have an e-portfolio, proctoring, and integrating basic skills into their online courses. It is not just Canvas, the OEI is looking at the totality of online learning and the students.

In the beginning, the idea of making this decision was to make it as a district and supporting one system not two. However, the OEI with Canvas is by college. The task force is to come up with a decision and present it to the Chancellor, but the ultimate decision will come from the Chancellor.

A brief discussion brought out the fact that not everyone will be receptive to changing from Blackboard to Canvas because of what may be involved. The fact is that Blackboard is moving to a new interface and a whole new platform, which is similar to Canvas. Blackboard is just moving in that direction while Canvas has been doing this for year. Either way, training will be inevitable. There was conversation regarding whether to go in as a district, the cost involved if both colleges were not in agreement with using the same system, the work involved with building courses just like new, the integration with eLumen, and the exact type of training and support the OEI will provide. What is best for the students and the institution in the long term, the concern with course exchange, and the quality of courses?

The decision of the task force at every other college has gone through their Senate for approval or non-approval. By consensus, the Senate decided to write a resolution and clearly cover areas of concern and what the faculty would expect, IF the Senate were to support adopting Canvas. Teri Hanson and Marilyn Marquis will collaborate and write a resolution and present at the next Senate meeting.

#### 5.4 CTE Report

**Vicki Shipman**

Vicki Shipman is LPC's Career Technical Education Project Manager and was presenting information associated with Career Technical Education (CTE). She works directly under the VP of Academic Services with assisting the deans and faculty with CTE projects.

She is responsible for handling all the funding that comes into the college related to CTE, which includes VTEA and the various grant funding sources. She works with secondary institutions handling articulations with high schools, ROP, and adult schools in order to build pipelines for our programs here at the college. Information regarding the list of projects funded for 2015-2016 is public. The amount funded, the funding source and information, a brief description of the project outcomes, the division or disciplines involved, lead faculty, and timeline for the project is listed. The highlight for Student Resources was matching students with employers for paid internships paying anywhere from \$14 to \$20 per hour. In Business and Industry the highlight was going live with the student/employer portal that employer access to request students, and for the Faculty, Teacher and Counselors it is the \$200M Trailer Bill (Strong Workforce Program) that will be coming to the CTE Regional Consortia, of which LPC is a part of. It is not clear whether the funding will be going to the colleges directly as part of base funding, or the Consortia for distribution on a regional basis. CTE Projects for 2016-2017 CTE Projects are already listed on the website with detailed information as to the funding source and a brief description of the project outcomes.

Vicki presented additional information regarding the Trailer Bill and stated the funding is to establish expansion of CTE and WFD courses, programs, pathways, credentials, certificates and degrees, and keep in compliance with the Workforce Investment Opportunity Act (WIOA) plan while expanding on

regional consortia infrastructure, and alignment between K-12, Adult Education and WIOA. The funding plans for the first year and remaining years were outlined.

LPC's next steps associated with the \$200M included attending the CCCAOE/BACCC Meeting on April 21, 2016. Attendance at the Data Unlocked Workshop on April 29, 2016 to understand Launch Board the data collection portal that will be used, and a WIOA Professional Development workshop in May 2016. Peralta, Ohlone, Contra Costa, Chabot and LPC are meeting in June 2016 to discuss putting together a local and sub-regional plan that reflects what the colleges' needs are before the January 2017 deadline.

Vicki also provided information on current CTE grant activities and/or objectives that included who LPC was partnering with and the funding source.

On another note, environmental scans for every discipline and every occupation were conducted that illustrated the supply and demand in a particular field. The information included the number of jobs in that field beginning in one year and the number ending three years later. The change in number (decrease or increase), the percentage of change, how many jobs were replacements and how many were new openings, and the total number of openings annually. The information gathered is the same way that the State will use to determine where CTE money will be targeted. All the occupations in this area have a variance of high demand expect for Viticulture, Enology and Public Safety. The State will not want to place money in occupations that do not have a high demand, so to prove that there is the college may have to conduct a local survey of employers.

A brief question and answer period followed before moving on to the next agenda item. Complete information and some information shared at this meeting can be found on the following link:

<http://www.laspositascollege.edu/careereducation/>

### **5.5 Problems with Process**

**Melissa Korber**

At the previous meeting Senate meeting there was discussion regarding the Senate writing a resolution. It was decided not to move forward with the resolution.

### **5.6 Student Learning Outcomes – Accreditation Recommendation**

**Melissa Korber**

There may be another group on campus that has begun discussing the SLO accreditation recommendations. Melissa will look into whether the Senate needs to be involved with this issue.

A Steering Committee has been formed that will working on the recommendations from the accreditation. Reassigned time was mentioned for faculty working as part of this group, and more so for the faculty lead member.

## **6. NEW BUSINESS – DISCUSSION**

### **6.1 Staff Innovation Grant**

**Ted Kaye**

Ted Kaye presented information regarding the Ted & Dale Staff Innovation Grant they established in 2015. He went on to explain that a grant will be made to a Classified Professional, LPC-based M&O team member, or faculty member at LPC to pilot or test a method, means or system to better do their

job or associated task. All ideas will be considered. One Staff Innovation Grant will be awarded yearly in the amount of \$1,000.

The complete application process was explained as well as the entire award process. The application deadline for this Spring 2016 on May 6<sup>th</sup>, and the winner will be announced at Convocation. Ted encouraged all qualified individuals or groups to apply, and for those present to share this information with those who may not be aware of the Staff Innovation Grant.

## **6.2 Summer Library Hours**

**Tina Inzerilla**

Tina reported that she will be presenting at the next College Council meeting in regards to having more hours for the Library during the Summer. A student survey indicated that 70% of students were unhappy with the Library's Summer hours and she will present those statistics. This Summer thirty-nine (39) more sections have been added and the class hours range from 8:00 a.m. to 10:00 p.m.

Tina will be advocating for 9 hours days beginning in June, and is seeking funding to cover June and July of this year and June of next year. The amount needed to cover these hours is \$27,000.

## **6.3 Faculty Handbook Review**

**Melissa Korber**

Melissa and Tina Inzerilla will be working during the Summer reviewing the Faculty Handbook. Anyone interested in helping is invited to join this group.

## **6.4 Adult Education and Non-credit Classes**

**Melissa Korber/Roanna Bennie**

Information about this will be reported on at the next meeting.

## **6.5 Accreditation Steering Committee**

**Melissa Korber/Roanna Bennie**

Information about this will be reported on at the next meeting.

## **7. GOOD OF THE ORDER - None**

Heike Gecox – The Majors Fair was held today and twenty-five (25) 4-year schools participated. Many faculty participated and a number of high school students were in attendance. ASLPC were on hand to assist - as always. The event turned out to be very successful and lots of positive feedback was received.

## **8. ADJOURNMENT – 4:32 p.m.**

**MOTION** to Adjourn

MSC: H.Gecox / M.Grooms / APPROVED

## **9. NEXT MEETING – May 11, 2016**