



# Academic Senate Committee Minutes

February 24, 2016 | 2:30 pm | 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 Treasurer:** Mark Grooms

**ALSS:** Julia McGurk, Marilyn Marquis

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

**BSBA:** Rajeev Chopra

**Counseling:** Heike Gecox (FA),  
Rafael Valle, Mike Schwarz, Rafael Valle

**Part-time Faculty:** Candace Brown

**ASLPC Student Rep:** Angela Toledo

### Members Absent:

Jill Carbone, Mike Schwarz, Rafael Valle

### Guests:

Roanna Bennie, VP Academic Svcs,  
LaVaughn Hart, Craig Kutil,  
Karin Spirn, Scott Vigallon

## APPROVED Minutes

Presenter

### 1.0 GENERAL BUSINESS

Melissa Korber  
Items 1-4

#### 1.1 Call to Order/Quorum

Meeting called to order at 2:33 pm

#### 1.2 Review and Approval of Agenda

**MOTION** to Approve Agenda

MSC: R.Grow / T.Inzerilla

**MOTION** to Reorder Agenda

Immediately after General Business begin with 4.8, 4.3, 4.13 then 5.2

MSC: T.Henson / T.Inzerilla / APPROVED

#### 1.3 Review of Minutes from January 27, 2016

**MOTION** to APPROVE Draft Minutes from January 27, 2016

MSC: T.Henson / T.Inzerilla / 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

Melissa Korber  
Items 1-3

#### 3.1 Faculty Hiring Committees – Changes

##### Anthropology

Lucas Hasten

~~Thomas Orf~~

Eric Harpell

Robin Roy

Ernie Jones

##### English

Michelle Gonzales

Mike Sato

**Maureen O'Herin**

Joel Gagnon

##### Curriculum Specialist

LaVaughn Hart

Craig Kutil

##### 4<sup>th</sup> Dean

~~Howard Blumenfeld~~

Ana Del Aguila

L.W. Hasten

Tina Inzerilla

Bill Komanetsky

### 3.2 Student Scholarships Approval

Three student scholarships - \$300 each

### 3.3 Curriculum Approval

#### Proposals:

AJ AJXX - The Police and Hollywood

ECD 74 – Child Guidance

KIN 31B – Fall Intercollegiate Basketball

KIN 48B – Intercollegiate Athletics: Women’s Soccer

MUS 10A – Chromatic Harmony/Musicianship

PSCN 6 – Introduction to Case Management for Human Services

PSCN 13 – Multicultural Issues in Contemporary America

PSYC 6 – Abnormal Psychology

PSYC 10 – Psychology of Human Sexuality

THEA 5 – Theater for Young Audiences

VWR 41 – Fall Winery Operations

#### Transfer Pathways

AJ JXX – CSU Transfer

MUS 10A – C-ID

THEA 5 – CSU GE, LPC GE AA, UC Transfer

#### Prerequisites

MUS 10A – Prerequisite: MUS 8B

PSCN 6 – Strongly Recommended: PSCN 5

VWT 41 – Strongly Recommended: VWT 20

#### Distance Education:

**ECD 74**

**PSYC 6**

**MOTION** made to APPROVE Consent Items 3.1, 3.2, and 3.3

MS: T.Henson / T.Inzerilla

**Discussion:** Agenda Item 3.3 under Prerequisites – PSCNT 6 should be PSCN 6. Amended were the names on the following committees: Anthropology (remove Thomas Orf) and 4th Dean (remove Howard Blumenfeld).

**VOTE:** APPROVED

## 4.0 REPORTS

### 4.1 CEMC

**LaVaughn Hart**

Enrollments are up over last year's numbers. FTES in the Spring is expected to end up being 3160 and our goal was 3200, which is good news. Both campuses are up and as a district we should end up between 1695 and 1750 FTES.

The Chancellor wants to fund 1% above what the actuals. LPC has an academy with 100% attendance, which only 62% is being counted leaving the college without a credit of 38%. A second academy will close in June 16 none of that FTES is being counted because enrollments are considered a summer class. Our non-credit will be higher than in past years and those enrollments do not show up in the management tools. We will be up almost 4.8% over last year if the academy enrollments are counted.

The college will be in stability in 2016-2017. Coming out of that year we need to be at a level that will push us out of stability. If summer is rolled back we can capture the money lost and be able to generate 17362. If we cannot it's possible that the state will cut our funding. If the college does not continue to grow this year we will be in bad shape in 2017-2018.

### 4.2 CTE Liaison

**Mark Grooms**

In the next year, \$200M will be distributed to colleges associated with CTE programs. A committee formed by the Governor's office came up with 24 recommendations they suggested the colleges should focus on using the money they will be receiving. LPC is part of the CTE Bay Area Consortium made of up 28 community colleges within this area. Those 28 colleges have been divided into 5 groups and Mark Grooms was ask to serve on the committee that will represent the East Bay, and work on some of the recommendations passed over by the Governor's committee.

Vicki Shipman will provide more information related to CTE at the next Senate meeting.

### 4.3 Curriculum Committee

**Craig Kutil**

The committee has moved a number of proposals through, and the non-substantial change process has definitely helped with moving things through more quickly. A process for putting through courses related to content (which are courses referred to as "families") is being developed.

Some divisions have already submitted their corrected discipline list. The list comes from the State and contains what is currently in their database and listed as active. Once input from all divisions have been received the results will be compiled. From those results a number of courses will most likely become deactivated since some courses are no longer taught, have changed titles, or should have been removed a number of years ago. The Chancellor's office is switching to a new system in July and the transition is expected to be complete by September. Problems were discovered with some degrees having been marked as certificates that the State has acknowledged as their mistake, which has caused a hold with updating some of our degrees.

The PCAH (Program and Course Approval Handbook) has been updated and has been downsized to approximately 75 pages.

PSYC Counseling is working on putting through an Interdisciplinary ADT (Associate Degree Transfer) for Social Justice Studies that will be presented for first discussion at the March 14 Curriculum meeting. There are plans to include Women's Studies under this same ADT in the near future.

The rubric for PSCN will be change to PCN in the Fall 2017.

#### 4.4 Distance Education Committee

Scott Vigallon

Scott Vigallon presented the following report:

- **Substantive Change Proposal:** The proposal was approved by the board on February 16. An electronic copy was submitted today, and a hard copy with evidence will be sent to the ACCJC no later than March 19. The ACCJC will vote on the proposal at its May 3 meeting.
- **Flex Day Workshop:** Forty-six faculty and staff members participated in the flex day workshop on Canvas on February 16.
- **Support Needs:** Jeff Sperry is resigning from the college and his last day will be March 3.
- **OEI Task Force:** The district's OEI task force met February 19 and discussed training possibilities. Faculty to be notified and asked to complete a survey based on a recording of a Canvas demo that will take place February 26.
- **OEI Update:** On February 19, the OEI reported that 39 colleges are 100% committed to Canvas and that 11 others are in the mix. It also reported that negotiations with Turnitin to provide plagiarism detection service from within Canvas have "hit a wall." A few notes from the OEI on Cranium Café, which will be the platform for online counseling: It will offer career counseling, academic advising, drop-in/walk-in appointments, interactive student success workshops, mental health appointments, and will be FERPA and ADA compliant.
- **OEI Policies:** The OEI has posted two documents that, along with the OEI Course Rubric, are intended to help ensure quality in courses that are part of the Course Exchange. The first is the Policy Regarding Minimum Course Management System Use by Exchange Courses ensures that instructors (1) Use the common course management system for user authentication. (2) Provide syllabus and/or other document(s) that provide information pertaining to contacting the instructor, response times, the instructor's role in the course, methods for collecting and returning work, and guidelines and expectations with respect to interaction. (3) Include clear explanations of optional and/or required software, including any additional costs, and (4) Provide clear information pertaining to course/institutional policies and support. The other policy is the Policy Regarding the Use of Proprietary Materials in OEI Exchange Courses. This ensures that that when proprietary materials are used, all statutory and regulatory requirements are met regarding accessibility, regular effective contact/regular and substantive interaction, FERPA, and instructional materials.
- **Online Teaching Conference:** This annual conference, sponsored by @ONE, takes place June 16-17 in San Diego. Early-bird pricing is \$225 until April 15. Pricing includes breakfast and lunch both days. The conference takes place at the San Diego Convention Center, and the host hotel is the

Marriott Marquis San Diego Marina. The conference typically focuses on the California Community Colleges, and there should be several sessions on the OEI and Canvas. More info and registration is at <http://onlineteachingconference.org>.

#### **4.5 District Integrated Planning & Budget Committee**

**Rajeev Chopra**

The PBC will be meeting on March 4 at the district. On the agenda is the amount of FTEF to be funded. Budget assumptions for 2016-2017 and how the reserves are to be used will also be up for discussion.

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

**Nan Ho**

#### **4.7 Faculty Association**

**Heike Gecox**

FA General Meeting scheduled for February 29. Officer elections are coming up and all faculty are encouraged to vote.

#### **4.8 Program Review**

**Karin Spirn**

An update is due next year and the committee is working on minimizing the program review process. The results from a survey sent to the deans and those listed as program review authors will be reviewed by the committee today. The committee will also be discussing whether the accreditation recommendations will affect program review as it relates to the SLO section of the report.

Karin Spirn's term as chair will end this semester. She will be publicizing the position and is currently in the process of writing the position description.

#### **4.9 Staff Development – No report**

**Greg Daubenmire**

#### **4.10 Student Learning Outcomes – No report**

**John Ruys**

#### **4.11 Student Senate**

**Angela Toledo**

- \* Club Day was held today and an estimated 800 students participated.
- \* Student elections have been pushed out to April.
- \* In two weeks a total of nine senators and executive officers will be attending a leadership training conference in Washington D.C.

#### **4.12 Treasurer**

**Mark Grooms**

There is currently \$2,203.54 in the Senate's fund.

#### **4.13 President**

**Melissa Korber**

The 4<sup>th</sup> Dean structure and those of the other three divisions was distributed by VP Roanna Bennie. She stated that recommendations by the task force, feedback from all areas of the campus, and from the Senate went into what will be presented at tomorrow's College Council. The new division will be referred to as CATSS (Computing, Applied Technology & Social Sciences) and include the Library. Also, each of the divisions have been assigned major buildings, and every program and discipline now have a "home". Still not finalized are the acronyms for some of the divisions and ideas can still be submitted.

## 5.0 OLD BUSINESS – DISCUSSION

### 5.1 District-wide Strategic Plan

Melissa Korber

The Vice Chancellor's Office is in the process of comparing the district's document with the one submitted by the task force. This item will remain on the agenda until a response from the Vice Chancellor's Office is received.

### 5.2 District Policies AP/BP 4020 (Curriculum & Program Introduction)

Melissa Korber/Craig Kutil

Craig Kutil came up with a draft Program Proposal Process that was presented at this meeting. Part 1 covers Academic Programs that are required to go through the Curriculum Committee. Listed under this section are three sub-sections: "A" covers programs using existing curriculum, "B" covers programs requiring additional courses, and "C" covers entirely new programs. Each sub-section lists the steps that are to be followed. Part 2 covers Projects or Programs (i.e.: Middle College) that are not required to go through the Curriculum Committee, and list three steps that should be followed.

The purpose of this document was to have something in place that could be followed when disciplines are introducing existing and new academic programs or non-academic projects or programs. New programs were of a concern because of the impact it may have with hiring new faculty, facilities, equipment, etc.

Discussion continued regarding Section C in Part 1, which covers New Programs. As the conversation continued it became clearer that other entities would be affected. Melissa will see about placing the Program Proposal Process on the next Chancellor's Council meeting.

**MOTION** to move Agenda Item 4.4 up and report next.

MSC: M.Marquis / R.Chopra / APPROVED

### 5.3 Middle College

Melissa Korber

VP Roanna Bennie is aware that the Senate would like to invite the Middle College Director to present more information about the program. A follow-up will be made on when that might happen.

### 5.4 Academic Freedom

Marilyn Marquis

The Academic Freedom Statement in the catalog is in the process of being updated. Marilyn Marquis gathered information from the faculty handbook and examples from other colleges to come up with the draft. She wanted to understand the meaning of an academic freedom statement, and what should it include.

The first sentence describes what the academic freedom statement does followed by why the statement exists and what it promotes. Words such as inquire, teach, express, engage, develop, encourage are used. The second portion speaks about what the statement ensures. Bullet points beginning with freedom from are followed by the words such as reprisal, censorship, and impositions related to political, religious and other beliefs.

The discussion included eliminating some words and/or substituting others. Changing some sentences, and/or combining others. Additional suggestions can be emailed directly to Marilyn who will present a revised draft at the next Senate meeting.

**5.5 Catalog – Philosophy and Core Competencies****Melissa Korber**

The section in the catalog regarding Philosophy and Core Competencies also needs to be revised. The wording under the Statement of the Objectives of the General Education Program was found to be outdated. Substituting or rewording this section while keeping the same content was suggested.

The paragraph description under the General Education Philosophy was thought to be fine, although the ten elements written below could possibly be overlooked by students because they were not easy to understand, and not interesting reading. Since these elements are considered our contract with the students, it was important that they remain in the catalog but rewritten so that they catch the students' interest. With the catalog deadline nearing and not enough time for revising them, it was suggested that the elements be left for review and changes made at a future date.

**5.6 Funding for Door Locks****Rajeev Chopra**

No update available. A brief discussion ensued regarding hard locks versus auto lock and unlocking mechanisms. The district has hired a consultant and a report is expected. Additional information will be shared at the next Senate meeting.

**5.7 Extenuating Circumstances****Melissa Korber**

Someone from A&R will be asked to present more information about this subject at a future Senate meeting.

**5.8 Classified Professionals Appreciation (Staff Appreciation) – Task force****Melissa Korber**

Mark Grooms with the help of Rajeev Chopra will be working on this annual event, and a date in May is being considered. Also, at the last Board meeting Classified Senate President, Bill Eddy announced that Classified Staff would prefer to be called Classified Professionals. Perhaps the name of the celebration should reflect that.

**5.9 2015-2016 Academic Senate Executive Board Elections – Task Force****Melissa Korber**

Task Force members Marilyn Marquis and Jill Carbone and will working on the slate of candidates.

**6. NEW BUSINESS – DISCUSSION****6.1 Administrators Evaluations****Melissa Korber**

No additional information was shared at this meeting. Melissa will see about placing this item on an upcoming Chancellor's Council meeting agenda.

**6.2 Student Learning Outcomes – Accreditation Recommendation****Melissa Korber**

The accreditation has recommended that SLO's be placed on every course outline. Melissa was asked whether the Senate wanted to consider the accreditation's request as a Senate item. The ACCJC's recommendation has created an issue with the FA and may have touched upon Academic Freedom.

This topic will remain on the Senate's agenda.

**6.3 Problems with Process****Marilyn Marquis**

At a recent division meeting it became known that the process for technology requests have changed, and that RAC would not be asking for a second round of requests. The decision to move the money over to the dean's instead of allocating the funds as well as the Innovation funds went through without being communicated to the faculty. Marilyn suggested that perhaps the Senate could come up with a resolution related to processes involving academic funding.

**6.4 Teaching and Service Awards****Melissa Korber**

The Senate will be going through the process of awarding the Teaching and Service Awards, and information about that will be shared at another meeting.

**7. GOOD OF THE ORDER****7.1 Announcements/Comments**

- Heike Gecox – Major Fair coming up April 27<sup>th</sup>
- Mark Grooms – Shark Tank deadline is March 1<sup>st</sup>

**8. ADJOURNMENT – 4:37 p.m.****MOTION** to Adjourn

MSC: M.Grooms / M.Marquis / APPROVED

**9. NEXT MEETING – March 10, 2016**