

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:

Guests:

Angela Amaya, Nan Ho, Frances Hui
Barry Russell, President, Karin Spirn,
Paula Schoenecker, Scott Vigallon

APPROVED Minutes

Presenter

1. GENERAL BUSINESS

Melissa Korber
Items 1-4

1.1 Call to Order/Quorum

Meeting called to order at 2:35 pm

1.2 Review and Approval of Agenda

MOTION to Approve Agenda

MSC: T.Inzerilla / T.Henson

MOTION to Reorder Agenda

Immediately after Consent Items begin with 4.4, 6.3 then 4.5

MSC: T.Henson / T.Inzerilla / APPROVED

1.3 Review of Minutes from November 11, 2015

MOTION to APPROVE Draft Minutes from November 11, 2015

MSC: T.Henson / T.Inzerilla / APPROVED

MOTION to APPROVE Draft Minutes from December 9, 2015

MS: M.Grooms / T.Henson

Discussion: Clarification was requested regarding discussion involving Agenda Item 6.1 (Middle College), page 5 – paragraph 2. Melissa Korber will contact VP Roanna Bennie regarding clarification.

MOTION to TABLE Draft Minutes from December 9, 2015

MSC: T.Henson / M.Grooms / 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.)

Angela Amaya spoke about the issue regarding the Library and keeping it under Academic Services and in a division rather than moving it under Student Services. The Library feels that staying under an academic division allows for direct communication with academic programs, which is vital to the functions of the Library. Angela is asking the Senate to support the resolution in favor of keeping the Library under academic services.

Frances Hui added that the Library truly belonged under academic services reporting directly to an academic dean rather than Student Services. The standards published by the State Academic Senate states that the Library reports directly to the Instructional VP. She reiterated the strong feelings the Library has of staying under an academic division and also seeks the Senate's support of the resolution. As the President considers all of the options it is hoped that he looks at the reorganization, and not consider something that is outside the purview, and the balance of the workload among the deans not be the only consideration.

2. ACTION ITEMS – None

3. CONSENT ITEMS

Melissa Korber

3.1 Hiring Committee for Vice Chancellor of Educational Services: Faculty Member – Thomas Orf

3.2 C-ID Faculty Discipline Review Group Member for Welding Technology: Scott Miner

3.3 CTE Leadership Committee of the Academic Senate of California Community Colleges: CTE Liaison – Mark Grooms

3.4 Faculty Hiring Committees – Attachment

3.5 Classified Hiring Committee – Assessment Specialist: Heike Gecox, Rafael Valle, Karin Spirn

3.6 Curriculum Approval

KIN 31C - Spring Intercollegiate Basketball

KIN 41C - Spring Intercollegiate Basketball

KIN 50 - Intercollegiate Swimming & Diving

KIN CYS - Coaching Youth Soccer

KIN XX1 - Yoga Teacher Training

LIBR 4 - College Research Techniques

LIBR 5 - College Research and Databases

LIBR 7 - The Open Web and Search Engines

LIBR 8 - Research and Information Literacy

MATH 107B - Pre-Algebra B

MATH XX204 - Math Jam for Statistics & Probability and Mathematics for the Liberal Arts, Non-Credit

MUS 8A - Harmony and Musicianship I

PSYC 1 - General Psychology

Transfer Pathways

KIN CYS – UC Transfer, CSU Transfer

KIN XX1 – CSU Transfer/GE

MUS 8A – C-ID

Prerequisites

KIN 50 – Strongly Recommended: KIN SW3, KIN SWF1

KIN XX1 – Strongly Recommended: KIN YO1

MATH 107B – Prerequisite: MATH 107A

MATH XX204 – Prerequisite: MATH 50 or MATH 55 or MATH 55B

MUS 8A – Strongly Recommended: MUS 6, MUS 21A

PSYC 1 – Strongly Recommended: Eligibility for ENG 1A

Distance Education**MATH XX204****Programs****A.S.T of Biology (60 units, Transfer) – New Program****Certificate of Achievement - Automotive Chassis****Certificate of Achievement - Automotive Drivability****MOTION** made to APPROVE Consent Items 3.1, 3.2, 3.3, 3.4, 3.5, and 3.6

MS: T.Inzerilla / M.Marquis

Discussion: Should a change in the structure of a hiring committee result in that committee having to be reapproved by the Senate? Response - Yes. Amended were the names on the following committees: Art (remove Marilyn Marquis) and Biology-1 (add Richard Grow).

VOTE: APPROVED**4. REPORTS****4.1 CEMC – No report.****4.2 CTE Liaison – No report****4.3 Curriculum Committee – No report****LaVaughn Hart****Mark Grooms****Craig Kutil****4.4 Faculty Hiring Prioritization Committee****Nan Ho**

Nan Ho presented two documents. The first document was the draft minutes from a special called meeting held December 4, 2015 to discuss two categorically-funded SSSP counseling positions that were submitted after the committee had completed the regular ranking process. The two positions were a DSPS Learning Disabilities Counselor, and a Student Retention and Support Services Counselor. Because the positions were already funded by SSSP funds the committee did not feel they had to be ranked. These positions had been taken off the top and presented to the Senate for approval. Now with two new additional positions having been submitted a cycle needs to be established. The previously submitted counseling positions had lacked data and a request to complete that information was made by the FHPC. The positions the FHPC would like to move forward were presented to the Senate for approval.

The second document was the Charge of the FHPC, which the Senate discussed at a meeting last year. Based on that discussion modifications were made to the Charge, and presented to the Senate at this meeting. One was handling the absence of a Designee when important issues were up for a vote. Previously, the absence would result in a non-vote from that person. This section was change to appointing someone in the absence of a member. The other was changing the terminology of Ex-Officio Members to Non-Voting, and lastly adding a short paragraph that reflects additional funding made available during off cycle.

The Senate will act on these items at the next Senate meeting.

4.5 Program Review**Karin Spirn**Written Report Submitted . . . Meeting of January 27, 2016

The committee is preparing a survey based on last semester's PRU process. It will be sent out in a couple weeks, and will only go to authors of the PRUs and Dean's Summaries.

- I (Karin) am finishing my second year as Program Review Committee chair, so I will be publicizing the position according to the contract.
- The committee will be updating the glossary to reflect the new definition of a program.

Based on our discussion in our meeting today, the committee is going to spend the next meeting reviewing the requirements for program review (based on the PR needs of the State Senate, ACCJC, our administrators and committees) and looking at how we can make our process most effective without overworking people.

4.6 Student Learning Outcomes – No report**John Ruys****4.7 District Integrated Planning & Budget Committee****Rajeev Chopra**

The first meeting is scheduled for February. The issues left unresolved from Fall are still up for discussion.

4.8 Faculty Association**Heike Gecox**

- A General Meeting is scheduled for February 29 from 3–4:30 p.m. in the Staff Room located in the Café.
- A Faculty Evaluation Training session is scheduled to assist faculty who will be evaluating tenured faculty. It is scheduled for February 29 from 1:45–2:45 p.m. in 2410 in the Teaching and Learning Center.

4.9 President**Melissa Korber**

- Two faculty from each division are needed to assist with 2nd Level Untenured Faculty Reviews. Anyone who has served on a 1st Level is not eligible to serve on the 2nd. Interested faculty should contact Melissa Korber by Friday, January 29.
- A faculty member is needed to serve on the District Facilities Committee.
- A faculty member is needed to serve on the District EEO Committee.
- At the Trustees meeting there was a concern regarding the State Budget Allocation and the effect it may have with faculty hiring.
- A task force that includes VP Roanna Bennie and Melissa is currently being formed and will be looking at faculty reassigned time associated with the accreditation. Anyone interested should contact Melissa.

- If the new dean position is approved, faculty will be needed to serve on the hiring committee.
- New modular teaching equipment has been installed in 802 and 2206 that was purchased with Grant Funding from the TVROP.
- A campus reading project was conducted several years ago, and the President's recommendation of starting another campus reading project is being considered. Melissa Korber will reach out to the English department for assistance with coordinating. (At this meeting Julie McGurk volunteered to be part of this project.)
- Melissa will be meeting with the Chancellor next week to discuss the District-wide Strategic Plan and bring up the concerns from the Senate.

4.10 Staff Development – No report

Greg Daubenmire

Melissa Korber mentioned that Flex Day activities are currently being developed with help from the President's Office.

4.11 Student Senate

Angela Toledo

- The Book Loner Program is underway.
- This is the last week the ASLPC will be selling access codes for Psychology, Business, and other subjects. Faculty were asked to inform their students while there is still codes available.

4.12 Treasurer

Mark Grooms

The Academic Senate Scholarship Challenge is now over and a total of \$1,030 was collected. The Behavioral Sciences, Business, and Athletics division raised the most donations during the challenge and won the title of awarding a deserving student a scholarship in their name. The Senate's fund currently holds \$2,203.54.

5. OLD BUSINESS – DISCUSSION

5.1 District-wide Strategic Plan

Melissa Korber

A meeting with the Chancellor to discuss the Senate's concerns regarding the plan is scheduled. A task force worked very hard with pointing out inaccuracies and submitted recommendation, which were overlooked and not considered. Melissa is planning on going over the incorrect sections, and the two charts Rajinder Samra had developed that were excluded from the report. This information was presented prior to the report being placed on the Board agenda as an informational item.

5.2 Hiring and Personnel Issues

Melissa Korber

At a prior meeting Vice Chancellor Wyman Fong from the HR department was present and answered questions related to HR issues from the faculty. Since that time the HR department's responses have been very quick. Changes have been made and implemented that include a link on the HR website that directs faculty and others to who in the department can follow up with for specific questions. The staff in the department has expanded and representatives will be on hand during Flex Day to personally answer questions.

5.3 District Policies AP/BP 4020**Teri Henson/Mike Schwarz**

The committee has not yet met.

5.4 Accreditation and Roles of Faculty, Current and Future**Melissa Korber**

A task force formed to discuss looking at faculty roles and reassigned time has not yet met. Marilyn Marquis and Heike Gecox have volunteered to join the group along with Melissa Korber and VP Roanna Bennie. Anyone still interested in being part of the task force can contact Melissa.

5.5 Ad Astra**Melissa Korber**

No new information regarding Ad Astra has been received, and an indications was made that this topic was being held until next year.

5.5 Middle College**Melissa Korber**

At the last Senate meeting VP Roanna Bennie spoke about Middle College and was to follow up on questions and concerns from those present. Unable to attend this meeting, VP Bennie's response read.

Subject: Follow-up on Middle College

- I'm asking the Deans to put it on their Division Agenda for the opening meeting of the semester. Nothing is planned for Town Hall, but we could have a student come to Town Hall later in the semester if you are interested.
- Basic Skills Math – HS students are not eligible for the program unless they test into a minimum of Math 55 or 65. This means that they would be through degree applicable math their first year and college level their second year. Since Math 65 is considered Basic Skills, then I've not been able to gain clarity on any assurance that these students would not be in Basic Skills. From what I've learned, this minimum has always been the set limit.
- These students are part of the AVID Program and are getting learning and study skills as part of their program.
- There is a link on the Tri-Valley ROP site (TVROP.org) for Middle College, if you want further information, and there will be a link on our front web page soon.
- The Middle College students can be encouraged to self-report, but there is no special mandate on this for handling hazardous material. If you let the Counselor (Sharon Hope) or Director (Kathy Fraser) know of any academic issues they can mandate tutoring.
- Their identified Counselor is Sharon Hope, and she is the point of contact so that all Middle College students are getting consistent information.

I think the only thing I have to add is to hopefully keep perspective that these are 28 students of 10,000 and there are many more HS students in our sections, but they are not called out as such; all students are on equal footing in the classroom once they apply, receive appropriate permission, are

accepted, and register. If anyone has questions, please seek out the Director, the Counselor, a Dean or me.

During discussion there still remained a question concerning the content in math classes at the high school versus the content in a Basic Skills Math class at the college. High school Algebra I is not the same as Elementary Algebra at the college. Also, it used to be that if a student took Elementary Algebra at the college the high school would not count it towards graduation because they were not the same class. By students not taking the high school version of math they are missing the content that is listed in the state standards; therefore, creating a problem. Melissa will ask the VP to following up for more clarification.

ALSS division noticed that the link on our webpage for Middle College read like a description and should be more robust. The STMEPS division was concerned of the fact that Middle College students receive priority enrollment, which may be needed for the program to exist, yet it displaces some of our LPC students.

A concern has been the meetings that have been held on campus providing information about Middle College to high school parents, yet information about these meeting has been provided in advance to faculty who might want to attend and know more about the program. Melissa will follow-up on some of what was discussed.

5.7 Academic Freedom

Melissa Korber

An academic freedom statement is not contained in the college catalog and the Senate was asked to look into adding a statement. Shared with the group was an Academic Freedom statement from another college, and CLPCCD Board Policy 4030 outlining Academic Freedom. Also, the current faculty contract contains a detailed section related to Academic Freedom.

After a brief discussion, Marilyn Marquis and Melissa Korber agreed to work together using the resources available and bring a draft of and academic freedom statement to the next Senate meeting.

6. NEW BUSINESS – DISCUSSION

6.1 Update on Accreditation

Barry Russell

As of today, a response regarding the accreditation from the ACCJC has not been received. The only feedback the college has is what was shared at the exit meeting. Chancellor Jannett Jackson and President Barry Russell did meet with the commission to answer questions and to give an update on the colleges. A follow-up letter was sent from the college asking the commission for further clarification on statements made by the ACCJC. According to the ACCJC's policy they have until the end of January to respond.

6.2 Update on the Educational Master Plan

Barry Russell

President Barry Russell stated that he was pleased with the Education Master Plan and commented on how well it was written. He made it a point to mention the amount of input received from the campus community, and thanked Rajinder Samra and all of those who worked closely with him. The

President's plan is to stick closely to what is written in the five-year Master Plan and will periodically remind everyone as the plan progresses.

The President also spoke on the budget and mentioned how the campus did a great job prioritizing the faculty, classified, and administrative requests last Fall. Since these positions were able to go through the process at an early stage, the District Office is able to establish the budget with these positions included using the budget figures recently received from the Governor's Office. The challenge is that two key parts of the budget that were funded last year were not included this year, one being additional faculty positions above the FON. Out of last year's distribution LPC got three positions and Chabot got five. The funding for the three positions last year is ongoing, what went away was the funding for an additional 12 positions the college was anticipating based on the FON. Recruiting will continue for all 19 positions until more information about the budget is known. Out of the 19 positions 10 were retirements or replacements and that funding is already in the budget. There were two SSSP positions and then an additional two so a total of four SSSP positions will be funded by an outside source. It is the new positions that are in question.

A brief discussion ensued and sometime between March and May it will be known whether additional funding will be available, and what steps should be taken next.

MOTION made to extend time.

MSC: T.Henson / M.Grooms / APPROVED

Two positive points about the budget is that the college will be receiving a large sum of money to place toward Workforce Development. Last year the State had \$87M and this year that amount has increased to \$287M. There is a list of what the funds can be used for and information will be sent out to the campus. Another area that a large amount of money will be available for is Instructional Equipment. Last year this amount was approximately \$400K and this year it has increased and more than \$800K is anticipated.

Building projects are underway and the signage is up. Work has already begun on building 700, an architect design of what building 1000 will look like is available, and 2100 will be painted inside and new carpeting installed. All this will happen right after graduation and should be complete before the beginning of Fall Semester.

6.3 Substantive Change Proposal for DE

Scott Vigallon

Scott Vigallon presented the Substantive Change Proposal for DE for the Senate's approval. He explained that the DE committee needs to have approval for degree and certificate programs that have 50% or more of its units taught as distance, and also those programs that are approaching 50%. There are 13 new degrees and 10 new certificates. The proposal can also be seen as a mini self-study for DE and includes writing to all the standards, eligibility requirements, SLOs, planning, and evaluation. It also accounts for and shows evidence for all resources, legal requirements, academic integrity, professional development, and online student services. This document is to provide proof to the ACCJC that LPC has everything in place to offer DE program. The proposal was approved by the DE committee last Friday, presented on Monday to the Curriculum Committee as an informational item,

presented to College Council on Thursday, to the Board in February. The report will then be sent to the ACCJC in March and voted on at their May meeting.

The Senate will vote on this item at the next meeting.

6.4 Catalog – Philosophy and Core Competencies

Melissa Korber

Melissa Korber met with VP Bennie and both will be working on preparing a draft that will be presented to the Senate for Review.

6.5 Resolution in Support of the Library

Melissa Korber/Tina Inzerilla

This resolution from the Library is to ask the Senate for support with having the Library stay under Academic Services instead of moving over to Student Services. The resolution was read in its entirety and covered the fact that the library is an academic service to both faculty and students. With faculty it is by working closely with instructional faculty by maintaining a relevant collection, supporting college curriculum, assisting faculty with the development of research assignments and information seeking skills. With students it is by helping them succeed academically by the Library developing a collection with academic success in mind. The ACCJC standards adopted in 2014 does not align the library with Student Services, and the California State Academic Senate recommends the library should reside organizationally under instruction with a direct reporting link to the instructional VP. It points out that the majority of the California Community College Libraries reside in an Academic Services division, and that the Senate recognizes the Library as an academic program. It also asks that the recommendation from the Restoration of 4th Academic Services Division and Dean Task Force be rejected, and that the Senate advise the college President to assign the library to a division in academic services.

MOTION to extend time by 5 minutes.

MSC: R. Chopra / H.Gecox / APPROVED

Discussion evolved around the task force meetings and the votes in favor of moving the Library. Some of strongest arguments in favor of the move showed that the library's communications would improve, based on a model presented at one of the meetings. In the counseling area a counselor attends each of the division meetings, which is what some of the other academic areas would like from the Library. It was seen as a way of strengthen ties with all of the divisions rather than with just one. The response to that suggestion was that part-time librarians cover the full-time in order to attend the ALSS division meeting, and there are not enough librarians to cover attending all of the division meetings. A request for additional money to fund more part-time Librarians would need to be made. Also, staying in one division does not disallow librarians from alternating to attend other division meetings throughout the semester. Recently, funding was made available to allow the library to remain open until 9:00 p.m.

MOTION to extend time by 5 minutes.

MSC: R. Chopra / T.Henson / APPROVED

One section in the resolution states that the strong ties between the library and the academic programs and instructors weaken if they were to move, and someone asked how? It was explained that all of the work the Library does focuses on assisting students in their studies, so the

communication and facilitation that has been done to reach this point is shown by the library orientations in the areas of English, ESL, and Speech, which are in the ALSS division along with the Social Sciences. The resolution is not necessarily to stay in ALSS but in an academic division.

A comment was made in which Academic Services and Student Services were seen as having a different approach. Student Services deals with the students who need support in making decisions and assistance with the type of courses that should be taken. Academic Services is 100% faculty members doing faculty “things.” The support from the VP in each of these areas would be totally different, and one VP over another would know the value of the importance of maintaining the materials and services the Library would need to assist with student needs in an academic environment. Each VP area is equally valuable and important but the nature and focus of each is different. When issues involving hiring or teaching materials need to be decided upon in the divisions’ the faculty understand the value of databases, books, and materials for the library in a way that is not seen as a part of a Student Services function. The Library was seen as an academic part of the college and should stay in that part of the college.

MOTION to extend time.

MSC: R. Chopra / T.Henson / APPROVED

A brief discussion continued with comments from those who were part of the task force involved with the Division Organization Task Force, and their view of why or why not the Library should stay under Academic Services.

Marilyn Marquis, Mike Schwarz, Tina Inzerilla, Teri Henson, and Melissa Korber will work on revising the resolution, send a draft to the Senators to share at their division for review, and present at the next Senate meeting.

6.6 Charter School Problems

Marilyn Marquis

A problem arose during Winter Break involving the charter school and the College. The Independent covered a story that indicated that the College engaged in an agreement with a charter school in Livermore, and cited illegal practices such as the charter school charging international students tuition, which is against the law for a public school. Another issue was using faculty from LPC to teach at the school, and be paid by the College. It is illegal for the college to pay faculty if others are not allowed to participate in the class.

Communication with this charter school was not carefully vetted, and the faculty from LPC were told they were going to teach and not given a choice. Also, on top of the College participating in illegal activities, no payment from the charter school has been received by the College that now totals \$270K. Under this loose agreement, the unpaid money was supposed to cover administrative services and faculty services. According to The Independent there is now some sort of agreement of how the College is to be reimbursed that includes the charter school making approximately four payments. The charter school also asked the College to waive \$50K, which was not agreed.

Very little information and details are known about the agreement. What has occurred is similar with what happened behind closed doors involving Puente, and Middle College without transparency and

making decisions with involving all parties, and obligating others to participate without providing any information. The notion of being creative in financing, and innovating, and establishing relationships with the community without discussing this with faculty members are taking place.

In defense of the College, it was uncertain whether the agreement was made with the District or the College. Information presented was taken entirely from what was published in The Independent.

6.7 Funding for Door Locks

Rajeev Chopra

The topic of door locks originated from Ron Johansen and Mark Tarte at a STEMPS division meeting. They spoke about the security aspect of having proper locks installed on classroom doors that can be locked from the inside at both Chabot and LPC. There is one-time money sitting at the district that can be used to fund long term or deferred maintenance projects that are not considered reoccurring expenses. The question of how the importance of this issue be conveyed to the district where the money is held.

Due to the interest and lack of time to further discuss, this issue will be placed on the next agenda.

7. GOOD OF THE ORDER

7.1 Announcements/Comments

- Teri Henson – There is an interest in understanding the meaning of extenuating circumstances for withdraw. Teri had an issue arise in the Fall that carried over into the Spring. She is interested in knowing when it should be used, how it works, and what is supposed to happen because the process is not clear. A follow-up will be made to have someone from A&R speak on this topic at a future Senate meeting.
- Mark Grooms – Please share with your students that Shark Tank is coming up and scheduled to be held in March. Flyers will be sent out soon with more information, and will include a link to a video from last year's event.
- Heike Gecox – The counselors have visited and continue to visit high schools to inform them of early registration since the admission process begins February 1. Targeted are about 15-20 high schools in the Dublin, Tracy, Livermore, San Ramon, and Pleasanton. Detailed information is also available on the counseling website.

8. ADJOURNMENT – 4:29 p.m.

MOTION to Adjourn

MSC: M.Grooms / J.McGurk / APPROVED

9. NEXT MEETING – February 10, 2016