

## 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:** Richard Grow, Teri Henson, Jill Carbone  
**BSBA:** Rajeev Chopra  
**Counseling:** Heike Gecox (FA), Mike Schwarz  
**Part-time Faculty:** Candace Brown  
**ASLPC Student Rep:** Angela Toledo

### Members Present (non-voting):

**Senate Admin Assist:** Carmen McCauley

### Members Absent:

Rafael Valle

### Meeting Guests:

Lisa Everett, Tom Fuller, Nan Ho, Barbara Morrissey, Ashley McHale

## APPROVED Minutes

### 1. GENERAL BUSINESS

Melissa Korber - Items: 1-3

#### 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: H.Gecox / M.Marquis

Discussion: REORDER the Agenda, after General Business move the following agenda items in order of: 4.7, 6.3, 5.2, and 6.4.

VOTE: APPROVED

#### 1.3 Review and Approval of Draft Minutes from October 6 and October 14, 2015, 2015

MOTION to APPROVE draft minutes from October 6, 2015

MSC: J.Carbone/ M.Marquis

Discussion: Agenda Item 2.1 (Page 1 – 2<sup>nd</sup> paragraph) change “Town Hall” to “Town Meeting.” (Page 2 – 2<sup>nd</sup> paragraph) change “The Counseling department” to “the faculty member develops a proposal.”

VOTE: APPROVED as amended

MOTION to APPROVE draft minutes from October 14, 2015

MSC: T.Inzerilla / M.Marquis

Discussion: Agenda Item 6.6 (3<sup>rd</sup> point) “remove name” and replace with “It is known that one person.” Agenda Item 6.5 (1<sup>st</sup> paragraph) change “Non” to Nan” and identify (2<sup>nd</sup> paragraph) “Math (1) and Math (2).”

VOTE: APPROVED as amended

#### 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.)

**Tom Fuller, part-time Horticulture instructor**, shared information regarding landscape problems on campus. He uses the areas around campus as a laboratory for his classes, and because of Measure B much of the landscape has been lost. A small sub-tropical garden that had been planted 15 years ago was removed, and replaced with generic landscape and plenty of concrete during the Campus Boulevard Project. The Horticulture Club has raised money and would like to buy plants to create an Oasis (lush sub-tropical) as part of the Horticulture classes' laboratory experience, that that would be sustainable, drought tolerant and enjoyed by everyone. Since the Master Plan indicates that in years to come there will not be a place on campus that will not be affected by future planned changes, the idea now is to redevelop an area that is already developed and in need of improvement.

MOTION to extend time.

MSC: M.Marquis / J.Carbone / APPROVED

Pictures of sub-tropical plants and alternative sites on campus were displayed. Tom was not certain of how to proceed with finding a location or if the senate needed to be advised. He also will be presenting this idea at a Facilities committee meeting.

**Marilyn Marquis, full time ESL instructor**, spoke about the holiday tree located at the entrance of the café. She felt that the tree should be removed and stated reasons why. 1) Today is November 11 and Thanksgiving has not yet been celebrated, which is an important national holiday that is shared by citizens of every faith and/or non-faith, a holiday with significant historical and cultural importance. 2) LPC is a public school and one particular religious tradition should not be promoted. Christmas is basically a Christian holiday, and acknowledged that it has become a symbol of capitalism over religion. Also, promoting a Christian holiday in a public space marginalizes the religious and cultural tradition of students who do not share that tradition.

## 2. ACTION ITEMS

### 2.1 Definition of a Program

**Melissa Korber**

At the previous Senate meeting the definition of a program was discussed and read as follows: *"A program is an organized set of courses and/or services that lead to a defined objective(s) in support of student learning."* No further discussion ensued at this meeting.

MOTION made to APPROVE the definition.

MSC: H.Gecox / M.Marquis / APPROVED

### 2.2 ASCC Exemplary Program Nomination

**Melissa Korber**

At the last Senate meeting there was discussion of faculty from the Early Childhood Development and Math areas collaborating to complete the paperwork for the ASCC Exemplary Program Nomination. The application along with a letter of support was sent yesterday to the State Academic Senate.

MOTION made to APPROVE the nomination.

MS: T.Henson / T.Inzerilla

Discussion: Melissa Korber explained that through Early Childhood Education there is a special cohort of Math students who have attained high success rates between 85%-100%. The pre-algebra and elementary algebra courses are contact based, and the program has proven to be a very successful. The program is also easy to replicate, which is a nomination requirement.

VOTE: APPROVED

### 3. CONSENT ITEMS

**3.1 Vice President of Administrative Services Hiring Committee: Tina Inzerilla** **Melissa Korber**

Tina Inzerilla has agreed to serve on the Vice President of Administrative Services hiring committee.

**3.2 Middle College Advisory Board: Heike Gecox, LaVaughn Hart** **Melissa Korber**

Heike Gecox and LaVaughn Hart have agreed to serve on the Middle College Advisory Board.

MOTION made to APPROVE Item 3.1 and 3.2

MSC: T.Henson / J.Carbone / APPROVED

### 4. REPORTS

**4.1 Basic Skills Committee** **Ashley McHale**

Ashley McHale reported that due to the new FA contract and increase in salaries, the RAW Center has found it expensive to pay faculty tutoring in the center and have requested an allocation. The Basic Skills Committee decided to take a portion of the Tutorial Center allocation and give that to the RAW Center, since both areas deal with tutoring. This committee's decision was discussed with VP Roanna Bennie, and both parties were in agreement.

Also, under discussion is an English project that began in 2011 where an allocation of \$1,000 to study multiple measures in placement and assessment was awarded. The English component was completed early on, and the money awarded at that time is no longer available to pay for the research component which was completed this year. The allocations for this year have already been decided leaving no extra money. At their next meeting the committee will discuss how to handle covering projects after the deadline for submitting expenditures has expired, and also develop guidelines for these types of situations.

The committee is looking at ways to market Basic Skills programs to students. Brochures, online videos, tours (ILC, Tutorial Center or library), etc., and also bringing in additional staff development activities with a Basic Skills focus. Since many students are in Basic Skills and permeate many of the classrooms, how can this committee support faculty? Ideas are being discussed and an activity is being planned for the February Flex Day.

The English faculty and Rajinder Samra are working together on multiple measures and placement for English. The way the placement test is currently set-up many of the students are defaulting to the assessment test due to the multiple measures set too high. The research for selecting a cutoff for GPA

in English is currently in process, and in Spring research will begin for revamping the multiple measures for Math.

The Math department is currently reviewing information provided by UC and CSU regarding pathways for acceptance.

At the Student Services Conference information regarding an Integrated Planning Worksheet was shared, which is supposed to help committees who award funds. LPC has many committees that award funds (3SP, Student Equity, Basic Skills) that overlap. With no or very little communication between them, it is not known what is being funded or by who. It is hoped that by implementing a planning worksheet these committees would be able to meet, discuss what each are doing, and share the funding in a more effective way.

**4.2 Integrated Planning Committee – No report**

**Mike Sato**

**4.3 Staff Development – No report**

**Greg Daubenmire**

**4.4 Faculty Association**

**Heike Gecox**

A general meeting has been scheduled. Related information will soon to be sent to all faculty.

**4.5 Student Senate**

**Angela Toledo**

The Student Senate is now accepting applications and will be awarding twenty \$500 scholarships through the ASLPC Textbook Assistance Scholarship program. Anyone who does not qualify for Financial Aid is eligible to apply. The deadline for applying in-person is December 10, and online December 28. The scholarship is valid only at the Follet Bookstore on campus.

**4.6 Treasurer**

**Mark Grooms**

Mark Grooms reported that an additional \$135 was deposited into the Senate account, which now has a balance of \$1,413.54.

The Academic Senate Scholarship Challenge is moving right along. Thus far, the BSBA division leads with having reached 21.4% of their goal.

**4.7 President**

**Melissa Korber**

**Faculty Hiring Prioritization Committee**

Today the Faculty Hiring Prioritization Committee met to re-rank the Tier Three positions due to the possibility of hiring additional faculty.

The FHPC ranked the remaining nine positions in the following:

- |                |                |            |
|----------------|----------------|------------|
| 1) Art History | 4) Kinesiology | 7) History |
| 2) Chemistry   | 5) English     | 8) Math    |
| 3) ECD         | 6) Biology     | 9) ESL     |

These positions will be placed as an Action Item on the Senate’s December agenda.

**Online Educational Initiative**

The District is setting up an OEI Task Force, and Candace Brown has volunteered to represent the Senate as a member of this task force along with five other faculty members from LPC. Jim Goia, Ruth Hanna, Deborah Bauer, Debbie Fields, and Vicki Austin.

**PBC**

Tina Inzerilla attended the PBC and reported on Melissa Korber's behalf. One of the items discussed was the \$6M one-time funds that the District has decided to hold on to instead of having it flow through the Budget Allocation Model. The district would like to keep the money as a place holder for use in areas and for items that will no longer will be funded once the Measure B money is exhausted.

**Growth Issue**

There was approximately \$1M unspent from the last academic year's budget. The growth initiative that was taking hold has now been stopped by the Chancellor. The PBC had voted to use this money to add classes and presented their recommendation to the Chancellor, and a response has not yet been received from the Chancellor.

**4.8 District Integrated Planning & Budget****Rajeev Chopra**

No new information to report.

**5. DISCUSSION – OLD BUSINESS****5.1 District-wide Strategic Plan****Melissa Korber**

There has not been any word regarding the recommendations from the task force related to the District-wide Strategic Plan submitted to Vice Chancellor, Celia Esposito-Noys. At the Chancellor's Council it was reported that the District-wide Strategic Plan (as written), and LPC's Educational Master Plan were being presented to the Board as informational items. Melissa pointed out that some of the information in the district plan was not accurate.

**5.2 Hiring and Personnel Issues****Wyman Fong**

Vice Chancellor Wyman Fong was asked to attend and address hiring and personnel issues concerning Administrator Reviews and HR's process as seen by the faculty. He began by saying that since the reduction at both campuses and the district, the HR department has been struggling as has the other locations. The lack of HR staff has had an effect with communication, and lack of presence at the colleges. The HR department has recently hired additional staff. Improvements have begun with many more to be made.

The Vice Chancellor explained that a comprehensive Administrative Evaluation should begin within the first two years of an administrators' hire, and repeated every three years thereafter. Evaluations had not been done consistently district-wide, so beginning this year administrators that were not considered new will be put through a comprehensive process. The evaluation process will take place from November 2 through November 16. To keep the process confidential and protect the identity of those participating, an outside third party will assist with the process. The manager, the evaluatee, and evaluator come up with a mutually agreed upon list of names of those who will be participating.

The list will include faculty, administrators, classified professionals, and if applicable, students and community members.

A comment was made of why administrators can select who they are to be evaluated by and faculty cannot. The process used for selecting evaluators for part-time, tenured, and untenured faculty was explained by a Senator. The Vice Chancellor did state that the VP of Academic Services, Admin Association, and Chancellor's Council all worked together to come up with the process, and when agreed upon was presented to the Board as an informational item. The process may not be flawless, but individuals are given the opportunity to submit comments, remain anonymous, and the information remains confidential.

There was also concern of the evaluatee selecting their own evaluators. It was explained that this was why the list is mutually agreed upon. If a question arises regarding a name or lack of representation from a particular "group" (faculty, classified, etc.) a discussion would take place, which has happened in the past. The Vice Chancellor will present at the Chancellor's Council the Senate's concerns and suggestions, presented at this meeting.

Another concern was the faculty's role on how to go about accessing HR resources. It was stated that it was difficult to navigate through the HR system and know when to contact HR or someone at the college for different issues such as payroll, health benefits, the various types of leaves, etc. A suggestion to have a HR representative visit the campus one a month or semester to answer questions in an open forum setting was mentioned. Recently, faculty were sent information regarding a contract change related to payroll. Providing information ahead of time when a problem is suspected was seen as a way of keeping the communication between HR and the campuses flowing.

One Senator also mentioned that prior to the reduction in staff, the HR website offered detailed information regarding who to contact for specific types of questions or concerns. It listed the role and areas the individual covered. The Vice Chancellor mentioned that a sheet is being created with the names of the HR staff and their functional areas. Currently, the HR department's responsibilities are being realigned to include the new department staff.

The hiring process was another area of concern. There have been flaws with the job postings regarding the salary, and the job description itself (not matching the hiring committees' recommendations), and delays with posting positions. Hiring requests have made it through the approval process then for whatever reason delayed in HR. The delays have been from several months to as long as a year, which have effected programs. The need for HR to be more communicative in this area was definitely strong.

**MOTION** to Extend Time

MSC: M.Schwarz / J.Carbone / APPROVED

The Vice Chancellor did acknowledge problems with delays. The hiring software system (PeopleAdmin) has modules that HR is looking into, which can be enabled to enter unfilled positions back into the system automatically. In terms of some position announcements being delayed, the

classified compensation study took longer than expected. The study was initiated in 2005 and finalized just this year. Position titles and salaries were affected with some positions having had significant changes. This led to discussions with the Union and without knowing how many meetings would take place, there were delays with posting some positions.

There are challenges within the HR department that have to be addressed. Determining whether it is the person, the volume or a combination of both needs to be reviewed and fixed.

Having a HR representative visit the college on a scheduled basis to answer questions or to listen to concerns was positively received. This would help bridge the gap between the college and HR, and also change the perspective of the HR department as seen by those from the outside.

MOTION to REORDER the Agenda Item 4.1 before 6.4  
MSC: T.Inzerilla / Teri Henson / APPROVED

### 5.3 Committee Process

**Melissa Korber**

The senators were asked about their division's selection process for committees, and asked to report back at this meeting.

STEMPS: The process is good. More than one month before the end of the spring semester a spreadsheet with all the committees listed is emailed and everyone is asked to place their name on the committee they would like to serve on. If more than one person is interested, those two people talk and decide amongst themselves. It is also clear that the dean does not have a say as to who serves on what committee as it is a faculty process. Taken into account are faculty who have experience and would be a good choice for a specific committee, and also faculty who have not yet had the opportunity to serve.

BSBA: Spreadsheet is not sent out. Instead it is done during a division meeting held in the spring. The dates and times make a difference as to who can or who cannot serve. The idea of emailing a list to everyone is a good idea.

ALSS: Mixed process. No one has been made to feel as if they are being kept from serving on a committee or having to serve on a committee.

Counseling: College Day is generally when committee slots are filled. Historically, there have not been enough faculty to meet the demand from their area.

A brief discussion ensued with the new contact in place and the part-time faculty obligations that need to be met. Currently, no process is in place if full-time faculty do not step forward but a part-time faculty member does, or if both a part and full-time faculty members are interested in serving on the same committee. Changing the charge of the committee was suggested as a way of addressing these two instances.

Discussion to continue at the next Senate meeting.

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

Melissa Korber met with VP Bennie. In the Spring a task force will be formed to look at the role of faculty and their part in accreditation from the current, to the past, and in the future. Melissa and Heike Gecox have volunteered to be part of the task force. Anyone else who is interested can contact Melissa.

**5.5 ASCCC Hayward Award****Teri Henson**

The ASCCC Hayward Award nomination forms are almost complete. Teri Henson and Melissa Korber have been working together to finalize the letter of support from the Academic Senate, in time to meet the deadline.

**6. DISCUSSION – NEW BUSINESS****6.1 District Policies: Program and Curriculum Development AP 4020 & BP 4020****Mike Schwarz**

The task force has met twice and identified some issues with the Board and Administrative Policies. The group concluded that a clearly defined local process for the creation of programs is needed that would include the three different types of tracks: 1) Existing disciplines developing a new degree or certificate; 2) Developing an entirely new program that involves new courses, new resources, new curriculum, etc.; and 3) Programs that target specific student populations that would include courses and/or services. Defining the three types of programs would make clear of the type of program, and impact it might have on instruction, students, resources, facilities, etc.

The group came up with recommendations for revisions to both the Board and Administrative policies to clarify the roles of District Curriculum Committee, Educational Support Services, and the Chancellor, in local campus curriculum. A possible conflict was noted in the policies that mentions a mutual agreement with the Senate. The LPC senate will collaborate with Chabot's senate to see if this is correct.

The task force is hoping for some guidance from the senate as to how to proceed since the three types of programs have been identified. A brief discussion followed citing the impact various departments, individuals, and other areas on campus might have if a discipline were to "grow" within their own discipline, versus developing a new program. The task force will meet again once a mutual date and time has been established. More discussion to take place at the next Senate meeting.

**6.2 Middle College****Melissa Korber**

VP Roanna Bennie will attend the next Senate meeting and provide more insight about Middle College.

**6.3 EMS Program & Course Outlines****Lisa Everett**

Lisa Everett began by saying that the EMS Program has been updating a number of their courses as part of their periodic process. Due to the large volume of curriculum, the question of whether a new program was being proposed was raised. She wanted to present information, provide clarification, and explain that the courses, certificate, and degree were all previously approved by the Chancellor's Office.

Here at the college, the EMS program is long standing and well established. EMS 61 AND EMS 81 are required for the college's AS Degree in Fire Science Technology, and required as licensure for the EMT program. In 2009, EMS and Intro to Health classes were together under the Health rubric. In 2009, they branched out into their own rubric and EMS wrote additional courses that included EMT-Paramedic coursework.

In 2009, the LPC Curriculum Committee approved nine EMS courses. In 2010, the Bay Area Consortium of Community Colleges approved these courses at the Regional level, the Certificate of Achievement- EMS EMT-Paramedic, and AS Degree EMS EMT-Paramedic. During the 2012-2013 academic year, EMS 50-58 was poised to be offered, but due to budget cuts and course reductions the college repositioned the courses to be offered in a not-for-credit, fee-based format, which is when Cohort 1 began.

These courses are now moving through the LPC curriculum process to be updated, since CID descriptors are now available for this particular EMS coursework. Instead of updating EMS 50-58 some of the lecture and lab content has been reorganized so are new course numbers were established, EMS XX0 – EMS XX5. These will be presented to the Curriculum Committee at the November meeting along with two other existing courses EMS 61 and EMS 81.

A brief discussion followed with a short question/answer session.

#### 6.4 Ad Astra

**Ian J. Ross, Regional VP (Ad Astra)**

While the Ad Astra video presentation was being dialed, Melissa Korber explained that Ad Astra is a company the President is interested in contracting with that specializes in "Forecasting Student Demand for Courses." The company offers a software program that assists colleges with helping identify courses that have low student count, and concentrate on courses that would result in more filled classes. They determine the needs of students before registration opens, and work with finding solutions for students not able to get into courses they need, courses that may overlap, and help with transfer courses in a way that students would be able to follow a pathway and transfer as planned.

The Ad Astra presentation did not overwhelm nor impress those present. What the company offered was not seen as a substantial gain for the college, and did not warrant contracting with them. The initial cost and predicted reoccurring costs to maintain their services was an issue and not worth the investment. During the question/answer session the presenter's response(s) were not always centered on the question at hand, were not clearly answered, and some answers were totally off target and seemed to turn what was asked in a different direction. The initial and reoccurring costs of maintaining this company was an issue and not worth the investment.

**MOTION** to Extend Time

MSC: M.Marquis / R.Chopra / APPROVED

Concerns stated:

- What is the initial cost and what are the reoccurring costs?

- Some present were dubious and concerned. There was opposition about moving forward until more information was made available, and further discussion takes place.
- There did not seem to be an added value. The fill rate now is where the contractor is saying they can lead the college to. It was not considered wise to pay \$30,000 to an organization, assuming that the college will only use about 10% of their suggestions, which were seen as quantitative in nature and without regard to the college's culture.
- Bringing in an organization was seen as a way to eliminate the influence the Enrollment Management Committee now has, and move it away from a faculty decision.
- The organization's focus seems to be about access, which is not our problem. What it seems to be offering is enough sections of a course, and not taking into account the lack of classrooms, and having to schedule classes on days and times that are not necessarily conducive to students.
- Currently, a person on our campus generates the type of data this organization would provide. They do this above their required responsibilities. A more feasible solution would be to have someone internally who would focus on just retrieving this data. Our research department would be an ideal place, they know the college's needs and culture. They are greatly understaffed so using the money internally instead of paying an outside organization seemed more logical.

Melissa will share the concerns of the Senate at her next meeting with the President.

## **7. GOOD OF THE ORDER**

### **7.1 Announcements**

None

## **8. ADJOURMENT - 4:38 pm**

MOTION to Adjourn

MSC: M.Marquis / T.Inzerilla / APPROVED

## **9. NEXT MEETING: December 9, 2015**