

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.

Meeting Name

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
Part-time Faculty: Candace Brown
ASLPC Student Rep: Angela Toledo

Guests:

Larry Aguiar
 Kerry Carter
 Nan Ho
 Craig Kutil
 Ashley McHale
 John Ruys

APPROVED Minutes

Presenter

1. 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: T.Henson / M.Grooms

Recommendation to Reorder Agenda

Begin with 6.5, 6.2, 6.1, then 6.6 followed by Reports

VOTE: APPROVED

1.3 Review of Minutes from September 23, 2015

MOTION to Approve Agenda

MSC: T.Henson / J.Carbone / 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.) – No comments

2. DISCUSSION

2.1 Charge & Membership of Basic Skills Basic Skills Committee

Ashley McHale

MOTION to APPROVE the Charge of the Basic Skills Committee.

MS: T.Henson / T.Inzerilla

Discussion: Previously, the membership was made up of three faculty from any division and a librarian – 4 voting/3 quorum. A Counselor was added as a voting member since one always attends, and they are considered the front line when it comes to students. The recommendation to add one faculty from ESL, English, and Math was eliminated. A part-time faculty member was added as non-voting because the committee meets once a month and there was a concern of not being able to reach a quorum.

VOTE: APPROVED

3. CONSENT ITEMS – None

4. REPORTS

4.1 Basic Skills Committee

Ashley McHale

The Basic Skills committee completed their Expenditure Report and Action Plan for 2015-2016, which was due on October 1. The plan this year includes:

- Creating Basic Skills Program marketing material fully supporting ESL;
- Revise implementation of multiple measures placement in English and Math;
- Continue support of Math Jam and encourage institutionalization;
- Support Tutorial Center and encourage institutionalization;
- Create basic skills professional development opportunities.

For those who are interested in reviewing the committee's plan, it is located on the Grapevine under Committees (Basic Skills).

4.2 Distance Education Committee

Scott Vigallon

Scott Vigallon provided the following distance education report from the meeting of September 25, 2015:

Blackboard: The committee decided to upgrade to the October 2014 release. Chabot has agreed. The upgrade will take place Jan. 11. The only change that instructors will likely notice in the October 2014 release is a new look to the Blackboard Collaborate web conferencing tool.

2015-16 goals: Regarding the goals, Increase participation in the student survey for course evaluations. The relatively new Enterprise Surveys tool in Blackboard has been tested by Scott, and found that it is improved over its previous version. The committee decided to ask the FA if it would be open to piloting some courses for evaluation in Blackboard. Regarding the goal, *Require mandatory training for faculty prior to teaching an online course*, the FA suggested that the committee change the wording of the goal – specifically related to the words “require” and “mandatory”. While analyzing this issue, the committee ended up discussing many other issues connected to the goal, and could not come to consensus on any of the issues, aside from asking the FA for suggested rewording of the goal.

OEI: At the September 11 District Technology Coordinating Committee meeting, it was announced that solicitation to participate in the district-wide OEI task force will begin after accreditation. That committee also decided that it would come up with a common meeting time among a core group of people before soliciting participants. The rationale was that faculty could better choose to join or not based on the day and time of the meetings. DE co-chair Toby Bielawski has agreed to represent our DE Committee.

- The first group of 8 pilot colleges are coming to agreements and beginning the functional requirements for the business processes that are supposed to make the course exchange work. No specifics were given.
- The OEI is training counselors in how to counsel online students, and plans are underway to determine an online platform that will connect counselors with students.
- The money the OEI is receiving is intended to be ongoing at the \$10 million-per-year grant level. At the present time, the initiative can pay for all colleges through 2018-19, including support services.

It will be requesting additional funds to keep the full-cost coverage beyond the 2018-19 academic year. If the increase is not granted, and OEI funding levels stay as they are now, the grant can pay for two-thirds of the cost of Canvas based on ongoing funding levels. So, if a college does have to pay in 2019-20, the OEI anticipates that it will be a fraction of what it would otherwise cost. If the funding for OEI is eliminated, the colleges will have to assume the cost, and they will know in advance of signing the implementation agreement what it would be.

- For those concerned that the OEI will take FTES away from a college, the OEI says this: All of the colleges that will be piloting the OEI Course Exchange will be offering classes in the Exchange as well as having students participate in the Exchange. There is an opportunity to gain FTES while providing courses to students that they need to complete their goals. The OEI expects the student need to level out the Exchange use across colleges, and the pilot will be the place to test that out.
- Regarding a possible concern that students will take all their courses online from multiple schools, the OEI says: Students will be encouraged to only take classes from the Exchange when they are missing a class or two that would allow them to complete in a timely way. A student will be limited to two exchange classes per term during the pilot. After that, the consortium (colleges in the pilot) will decide if there is a limit and what it should be. The Exchange will also recognize unit residency requirements for the granting of degrees and other considerations that may restrict whether a student is able to take classes in the Exchange.

4.3 Integrated Planning Committee – No report

4.4 Staff Development – No report

4.5 Faculty Association

Heike Gecox

There is a meeting scheduled next week.

4.6 Student Senate

Angela Toledo

- A successful Club Day was held on October 7. Clubs were given the opportunity to recruit new students who were treated to lunch, and introduced to various events.
- An Associated Students Nite will be held October 28 at a corn maze in Pleasanton. Students showing their school ID will get in free. This hosted evening event is for all students and is meant to include students who may not be able to participate in activities held during the day.
- The ASLPC will be hosting a Café Nite so that students can gather and watch a Monday or Thursday night football game. More information to follow.

4.7 Treasurer

Mark Grooms

Balance as of September 15	\$1,108.54
Deposits during the first half of October	\$170.00
Balance as of October 14	\$1,278.54
No expenses to report	

Donations for the senate fund are slowly coming in. With the need to build up the account several ideas were present such as donating through PayPal, using Square, lowering the suggested donation amount plus a few others. An idea of how to raise more money will be presented at the next senate meeting.

4.8 President

Melissa Korber

- Melissa expressed her thanks to those who attend the special senate meeting called for October 6 that included several members of the accreditation team.
- Paula Schoenecker has volunteered to serve on the Educational Student Support Services Committee, completing the number of faculty needed.
- Mike Ansel and Nan Ho will serve as faculty representatives on the Lab Tech II hiring committee, and approval will be presented at the next senate meeting.
- The topic of Course Caps was brought up because there was a question as to how to begin the process if there was a need to request a course cap change. Should the faculty meet with their dean, or present to a particular committee (CEMC, Curriculum), and does the senate have a part in the process. Melissa will research and report at the next meeting of how the process begins, or if there should be more discussion.
- A small group (Rajeev Chopra, Tina Inzerilla, Melissa Korber, and Rajinder Samra) have been working on a draft of the District-wide Strategic Plan that is more aligned with the college's Educational Master Plan. Katie Eagan, Catherine Suarez, Mike Schwarz, and conversations with Chabot and the District have contributed to the content. The working draft will be sent to the District for their feedback this Friday. Changes will be implemented and a redraft presented to the senate for review and discussion before voting for approval.
- The President reported at the College Council that a consulting firm to assist with maximizing the scheduling process at the college is being considered. There are a number of concerns among the faculty. The needs of the programs have to be fully understood. There is some scheduling that is extremely intricate and requires coordination with other disciplines. Many conversations regarding paying a consultant to come in and the college making it a priority to maximize classroom efficiency while not taking into account student access, and completion of degrees, but instead looking at the bottom line does not seem as if the students are being placed first. Melissa will follow up and if hiring a consultant is moving forward, will request that a presentation from the consulting firm be held at one of the senate meetings.
- The college has hired a new Webmaster who, if approved by the Board on Tuesday, will start on Wednesday of next week.

4.9 District Integrated Planning & Budget Committee

Rajeev Chopra

An emergency meeting has been scheduled and will be held on Friday, October 23rd from 11:30-12:30 at the District Office to discuss the one-time monies.

4.10 Accreditation – No report

5. OLD BUSINESS – DISCUSSION

5.1 District Strategic Plan

Melissa Korber

Reported in Agenda Item 4.8

5.2 Hiring and Personnel Issues

Melissa Korber

It was decided to hold back writing a resolution regarding the issues that have occurred within the HR department at the district. Instead, a HR representative or the Chancellor will be invited to attend a senate meeting and have both sides (district and senate) share their views before taking any action. The result of that meeting would then decide if a resolution would still be necessary. Melissa will follow up with inviting a HR representative to speak at a future senate meeting.

6. NEW BUSINESS – DISCUSSION

6.1 SLO Committee Charge

John Ruys

John Ruys presented the SLO committee charge and mentioned a change in the meeting frequency from one to two times per month – the first and third Monday. The other change was to incorporate some of the *American Association of Higher Education 9 Principles for Good Assessment* into the beginning of the charge. Type of collaborations the SLO committee has with Program Review, Staff Development, and Curriculum committees were more clearly defined.

6.2 District Policies: Program & Curriculum Development AP 4020 & BP 4020

Melissa Korber

Melissa Korber spoke about the recently revised AP 4020 and BP 4020 policies to bring to the senate's attention that it existed, and questioned whether the policy was being followed. She explained that the initial policy was a Program Introduction Process policy that was written some time ago, and the curriculum committee was generally where a program was introduced. The process outlined in the revised policies did not actually follow this process, and asked if making changes to some of the wording was something the Senate may want to recommend. Too many constraints make it difficult to start a new program, and it is important to make sure what is written and followed is tied to what the college is doing. Craig Kutil added that the State Academic Senate has asked that colleges move through the curriculum process quickly, especially if it is lined up with CTE, since changes happen quickly within these programs.

Melissa mentioned that it is not clear as to how introduction proceeds, other than the initial paperwork involved for creating a program. In the AP, it mentions college-approved proposals being vetted through the District Curriculum Council, which no longer exists. Also, some programs are started with grant funding and may not go through the process outlined, while other programs evolve from suggestions made by advisory boards or other members of the community.

A new program brings questions regarding resources, FTEF, and enrollment management. In order to avoid programs just “springing up” without having full discussions, and developing policies that are not followed a Program Proposal task force was formed. Teri Hanson, Crag Kutil, Melissa Korber (as an advisor), and possibility LaVaughn Hart, will look at creating a more formal campus driven policy using some of what already has been written in the recently revised AP and BP 4020 policies.

6.3 Resolutions for Fall Area Meeting

Melissa Korber

The Academic Senate California Community Colleges Area Meeting is scheduled for Friday, October 23 at Foothill College. The Fall Plenary Session scheduled for November 5-7 is where a number of resolutions will be debated and voted on. A document containing all the resolutions was sent to the senators for review. Melissa and Tina Inzerilla planned to meet and discuss the resolutions the next day 4:30 p.m. in room 2409 for those who are interested in attending and want to know more. Melissa will not be able to attend either meeting and asked if anyone had any concerns, or interested in attending any of the meetings to contact her.

6.4 Accreditation: Roles of Faculty, Current, and Future

Melissa Korber

A concern was brought to the senate regarding faculty and their role in accreditation. A suggestion was additional reassigned time or perhaps institutionalizing their role for future participation in the process. Further discussion regarding this concern will be held at a future senate meeting.

6.5 Faculty Hiring Prioritization Rankings

Nan Ho

Nan Ho presented to the Senate for their approval the Faculty Hiring Prioritization Committee results and the committee's recommendations for the 29 position requests submitted to the committee. This information was provided to the senate prior to this meeting. The meticulous process the committee followed, the ample time the committee members took to ask questions, the additional research to make certain that the 29 position requests were read and ranked without any doubts was explained. The FHPC members all felt confident with the results and the order of how the positions were ranked.

Two of the Counselor positions were not ranked because those positions are to be categorically funded. The remaining positions were divided into three tiers: First Tier (five) – Art, Health, Math (one), History, and Math (two). Second Tier (six through eighteen) – Faculty Coordinator Tutorial Center, EMS, Counselor, Psychology, KIN- Men's Head Soccer Coach, Horticulture/VIT/Enology, Political Science, Biology, CNT, English, Theater, Humanities, and Anthropology. Third Tier (the remaining, in alphabetical, not ranked, order) – Art History, Biology, Chemistry, ECD, English, ESL, History, KIN- Women's Head Basketball Coach, and Math.

A discussion ensued regarding what might the committee do if a position were pulled out of order (by the President), and how the Counselors' positions did not count towards the FON. State funding is available that would be replenished, leaving a strong possibility that additional faculty will be hired.

Along with the ranking recommendation, the committee was requesting a sentence change to the charge that reads, *"The FHPC does not make recommendation on whether funded positions are Fall or Spring hires."*

The position rankings and added language will be presented and voted on at the next senate meeting.

6.6 Physical Education Concerns

Candace Brown, Kerry Karter, Jun Yoon and Larry Aguiar

Larry Aguiar, Candace Brown, Kerry Karter, Jun Yoon, opened the discussion and shared the following concerns.

- Upon Larry's retirement he was informed that he would be rehired and continue as the part-time men's soccer coach for four years. Without his knowledge a request for a men's full-time soccer coach was submitted.
- Language used to justify a men's soccer coach position included that that was no full-time female Kinesiology faculty member (to coach). Sissi Do Amor was the only female staff soccer coach and was let go. The request for a men's soccer coach used female equality statements, and the department continues to hire only males.
- It is known that one person has served on the faculty hiring prioritization committee since 2012 and might have prior to that time. No other faculty have been given the opportunity to serve on this committee. If the term is 2 years, continuing consecutive terms should not be allowed.

Discussion included the department not demonstrating shared governance, and reference was made to Title IX. A comment was made that the lack of a full-time female staff member in the department has been overlooked, and previous female staff included Lisa Everett and Sophie Rheinheimer.

Giving a person advance notice of a position opening is not a requirement, even if there is someone filling in part-time. Also, Sissi Do Amor being let go after having established a successful women's soccer program are important concerns but the senate may not be the place for this type of discussion. These concerns did not seem like a 10+1 issue, but more like one the FA should be involved.

Melissa commented why this discussion was placed on the agenda. She mentioned not doing so would have cut off a voice, and that some of what was discussed was directly impacted by our work. It is important to provide people an opportunity to speak and if need be, have the senate take those concerns forward by sharing that information and letting others know.

The following recommendations are to be explored by the senate:

- More follow-up with FA and explore improving processes.
- Contact the FHPC chair and divisions, and ask how faculty representation for the FHPC is decided.
- Look into committee formation process and if committee appointments are being made by administrators.
- Possibly write a resolution regarding communication.
- Check on the administrative evaluation process.
- Possibly write a resolution regarding program review and including the "entire" discipline to give everyone a voice when putting it together.

The presenters closed by saying that hiring a women's basketball coach should be the priority, that there be more transparency and shared governance within the department and division, seniority does count and be fair when assigning classes.

MOTION to Reorder Agenda and move Item 4.2 ahead of 2.1
MSC: T.Henson / H.Geocox / APPROVED

6.7 Resolution of Excellence – Tabled until next meeting

7. GOOD OF THE ORDER

7.1 Announcements

In the past, the LPC senate has nominated a faculty member for the State Academic Senate for California Community Colleges Hayward Award, and a request to nominate a faculty member was brought forward. This item will be discussed and more information made available at the next senate meeting.

8. ADJOURNMENT – 4:35 pm

MOTION to Adjourn

MSC: M.Grooms / J.McGurk / APPROVED

9. NEXT MEETING – October 28, 2015