

## 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

**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:

Jill Carbone, Rafael Valle

### Meeting Guests:

Larry Aguiar, LaVaughn Hart,  
Craig Kutil, Catherine Suarez

## APPROVED Minutes

### 1. GENERAL BUSINESS

Melissa Korber - Items: 1-3

#### 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 as submitted.

MSC: T.Henson / M.Grooms / APPROVED

#### 1.3 Review and Approval of Minutes from September 23, 2015

MOTION to APPROVE draft minutes from September 23, 2015

MSC: T.Inzerilla / T.Henson / 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.)

**Larry Aguiar** presented public comments regarding the Spring 2016 schedule.

The soccer schedule for the Spring was displayed. Under the men's soccer classes Larry's name was not listed. Even though recruitment for a men's soccer coach has been decided, he questioned why his name was not listed on the schedule. He is willing to continue as coach, and understands if classes are given to a full-time faculty member to complete teaching load. If that is the case, Larry has always informed his students ahead of time of any changes, and is unsure himself of what is happening.

Larry still feels strongly about hiring a women's basketball coach before a men's soccer coach, since there are more faculty that can takeover in that area then there are in basketball.

**Catherine Suarez** presented public comments regarding Middle College.

- Concerned about the shared governance process on campus. Thomas Orf and LaVaughn Hart were on the original committee that began discussing bringing Middle College onto campus. One faculty member could no longer participate and dropped

off of the committee, the other faculty member was told they were no longer needed. It was implied (not directly) that faculty did not need to be part of the process.

- Concerned with new programs being brought on campus and not presented to the faculty. The success of these programs or how they are succeeding is not always communicated.
- Catherine's research resulted in very little information about Middle College being presented to the college as a whole. Town Meeting archives indicated very basic information was shared. Information about Middle College, from a person who has presented to several groups at different locations, has been contradictory and not consistent.
- Further research indicated that: 1) Middle College students participate in AVID (Advance Via Individual Determination) that is a program for "C" students who usually are the first in family to go to college, and do not receive much support at home. If they are participating in AVID and taking Math through high school, she is concerned with the match in rigor; 2) In a Board report presented by the President, Middle College was said to be for highly qualified students who are not challenged enough by high school classes; 3) Yet in another presentation to the Board by the President, Middle College was said to be for students who are under performing and possibly have behavioral problems.
- Spoke to the dean when Middle College began at LPC and stated she was not interested in participating in the Middle College program since she was not part of the development process.
- There is supposed to be an advisory board and regular meetings held that are attended by a college liaison and instructors who have Middle College students in their class.
- There is also "literature" available that lists the classes offered that students can choose from. She could not locate that list and wondered how the classes were determined.
- Catherine had a student come to her with a form who asked to be evaluated for her school principal. She identified herself as participating in Middle College through ROP. 1) Catherine had no idea she had a Middle College student in her class; and 2) Mentioned that she could not speak to anyone other than her (the student) about her grade – she refused to sign the form.
- Catherine's first communication regarding Middle College was received on October 20<sup>th</sup> from Barbara Morrissey. It was a letter informing instructors with Middle College students in their class that students would be coming around with progress reports, and to please fill them out. In the past she has known when students in her class were participating in other programs. This time around she was made aware half way through the semester of Middle College students being in her class.

Catherine wanted to bring this issue to the senate and feels that things like this happen to faculty as a whole over, and over again.

## 2. ACTION ITEMS

Melissa Korber – Items: 1-5

### 2.1 Faculty Hiring Prioritization Rankings

MOTION to APPROVE Faculty Hiring Prioritization Rankings

MS: T.Henson / M/Grooms

Discussion: Marilyn Marquis stated that she did not agree with the rankings. She does completely agree with Larry Aguiar that ranking the men's soccer coach position high, and not having any female positions in the athletic department should be revisited. Title IX may not require the college to hire more females, but the perception of Title IX and not having a full-time faculty female in that discipline is something that ought to be considered.

Candace Brown stated that she also disagreed with filling the men's soccer coach position when there is a desperate need for a women's full-time basketball coach. This was discussed and agreed upon as a group in their division in January of 2012. Five male coaches have been hired that have filled some of the female athletics coach positions. The continued statement of filling the positions based on equality keeps being used, yet there are no full-time women on staff and men continue to be placed in positions that could be filled by women.

Rajeev Chopra added that the process is an open one where disciplines present their proposals to the entire faculty at a division meeting. No matter how many people are involved in the process of writing the proposal, everyone is given the opportunity to voice their opinion when presentations are made. To make accusations about a process that has always worked and say that females are not encouraged to be hired, has no merit or proof behind it.

VOTE: 2-Opposed / APPROVED

### 2.2 SLO Governance Document

The Charge of the SLO Committee has changed to include an extra meeting per month and to focus more on assessments.

MOTION to APPROVE changes in the SLO Charge.

MSC: T.Inzerilla / M.Marquis / APPROVED

### 2.3 District-wide Strategic Plan

**Task Force Members: Rajeev Chopra, Tina Inzerilla, Melissa Korber**

This task force will be making recommendations to the District regarding the District-wide Plan.

MOTION to APPROVE the District-wide Strategic Task Force.

MSC: M.Marquis / T.Henson / APPROVED

### 2.4 District Policies AP/BP 2040 (Curriculum & Program Introduction)

This task force will look at the program introduction process, and possibly make recommendations regarding the interaction the college has with the process, and in the administrative policy. The task force is to include Craig Kutil, LaVaughn Hart, and Teri Hanson, and Melissa Korber as a resource.

MOTION to APPROVE task force members.

MS: T.Inzerilla / M.Marquis

Discussion: Mike Schwarz mentioned that under new business on this agenda an item was listed related to the definition of a program. He suggested opening the task force to include a representative from Student Services, and also volunteered.

MOTION to APPROVE amended MOTION to include representative from Student Services.

MSC: T.Inzerilla / M.Marquis / APPROVED

### 2.5 Resolution of Excellence

**Melissa Korber**

Rajinder Samra has provided excellent support and has done an amazing job for the Senate and the College as a whole. The Resolution of Excellence presented to him has not yet been formalized. It is being presented for approval by the Senate, and will then be presented to the Board.

MOTION to APPROVE the Resolution of Excellence.

MSC: M.Grooms / M.Marquis / APPROVED

## 3. CONSENT ITEMS

**Melissa Korber – Items: 1-5**

### 3.1 LPC Shared Governance Participants 2015-2015

The Shared Governance document needs to be amended as it is incomplete. It is being presented to the Senate for approval, and will then be updated.

### 3.2 Lab Technician II Hiring Committee

Faculty participating as members on the hiring committee: Mike Ansel, Nan Ho

### 3.3 Milanese Fund Grant

Faculty participating as members on this committee: Candy Klaschus, Frances Hui

### 3.4 Academic Fairness

Task force members on this committee: Rajeev Chopra, Rafael Valle

### 3.5 Open Educational Resource for Discipline

Request from State to have the following faculty participate on this committee:

Thomas Orf (Geography), Greg Daubenmire (Math)

MOTION to APPROVE Consent Items 3.1, 3.2, 3.3, 3.4, and 3.5

MSC: R.Chopra / M.Grooms / APPROVED

## 4. REPORTS

### 4.1 CECM

**LaVaughn Hart**

- Enrollments are not as strong as predicted and down approximately 1%. The committee is looking at strategic ads in the Spring to build up enrollment. The focus is on areas that result in bottlenecks, high demand classes, space, and availability of instructors.

- In order to prepare for 2016-17 planning, discipline plans will need to be completed. A recommendation from the DEMC was made to the Chancellor on October 23<sup>rd</sup>, and a final target number from the Chancellor has not yet been received. The CEMC committee is planning on moving forward with sending out the discipline plan template after the November 13<sup>th</sup> meeting, and returned by December 2<sup>nd</sup>.
- There are new changes to the template due to the two 5 week Summer sessions, the 6 and 8 week sessions, and date changes. The Summer template will list the dates and include a column with a dropdown menu asking for the preferred session per class.
- There has been conversation regarding a consultant group (Ad Astra) being brought in to assist with enrollment. This group made a presentation at the last CEMC meeting and have worked with institutions outside of California by helping them go from 50% full to 70% full. LPC is already booking at 80% or higher. Ad Astra has said they can assist LPC by taking the data from Degree Works and the SEP's and predict what classes should be offer. College Council was presented with this idea, and the plan is to use Innovation funds for improving enrollments to move forward with bringing in this group. College Council passed it over to the CEMC for further discussion and will consider approval based on the vote from CEMC. The first year cost will be approximately \$30,000.

#### Comments:

- ~ Ad Astra's ability to provide services agreed upon for another client was not considered very positive, although the product being sold is not the same;
- ~ Request a presentation and depending on the outcome, write a resolution;
- ~ Provide background as to how the connection with Ad Astra and the college was made;
- ~ Why is the movement to bring in Ad Astra moving forward so rapidly?

LaVaughn Hart mentioned that she has been the data enrollment "keeper" for the campus. Some sort of system to help gather data and make the process less labor intensive would be helpful. Right now she has the tools to bring together the data information, and those tools belong to the college. If someone were to step in and bring in their own tools all that would go away once a contract no longer existed. Could better tools be provided by an outside group – Yes. Does the college need a multi-year contract with an outside group – No.

Mike Schwarz stated, "The method that Ad Astra states they will use Degree Works to analyze our data will not work, and to invest resources in a proposal of this type would be a complete waste of resources."

These concerns and any others can be send to LaVaughn Hart, who will share them with the CEMC.

## 4.2 Curriculum Committee

Craig Kutil

- The Discipline List was sent out and not much feedback has been received. The Excel spreadsheet will be emailed to the division deans. If faculty do not receive it – ask for it.

- Every course listed is recognized by the Chancellor's Office as being active, and the information listed may not all be correct. When the corrections have been received by the Curriculum Committee, a clean-up of list will begin next semester.
- Disciplines are to identify the courses in their area and submit requests through their dean, of any listed that should be changed to inactive.
- The only curriculum meeting scheduled next month is November 23<sup>rd</sup>. New materials must be on the November agenda for courses expected to be offered next fall.
- The State has changed the process for submitting non-substantial changes to courses (not programs). The VP's at each college will need to affirm that the change to a course is non-substantial to be automatically processed by the State. One reason the State may be automatically processing non-substantial changes could be due to the overload of processing transfer degrees, CID's, and new course proposals. It is hoped that automatic processing will help speed the process of moving curriculum through. Substantial changes related minimum units, maximum units, SAM and TOP codes so not qualify for automatic processing.

#### **4.3 Faculty Hiring Prioritization Committee**

No report

#### **4.4 Program Review**

**Karin Spirn**

Program Review committee is currently reading program review updates.

#### **4.5 Student Learning Outcomes (Written Report)**

**John Ruys**

Currently, the college is using the 4.0 version of eLumen. The SLO committee looked at the 6.0 version and liked the features it possesses. It is easy to use and allows users to look at tables and charts of SLO data. It helps gather the data together in ways that facilitate writing the annual reports and the accreditation self-study. Even though the upgrade was approved in Spring 2014, the committee decided it was best to hold off until after the ACCJC site visit. A timeline to implement the upgrade will be developed and training on the new software will be made available.

The committee would like to hold a flex day activity in the Spring to focus on the core competency of Creativity and Aesthetics. Additional information about this activity will be provided.

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

**Rajeev Chopra**

The Planning and Budget committee did not meet on October 23<sup>rd</sup>. A meeting has been scheduled for November 6<sup>th</sup> at 12:30 p.m. at the District. Discussion will center on the one-time monies.

#### **4.7 Faculty Association**

**Heike Gecox**

The FA's general meeting had been postponed since one was recently held to ratify the changes in the contract. The next FA General Meeting will be held on November 30<sup>th</sup> at 3 p.m. A notice will be sent via email to all faculty as a reminder.

**4.8 President**

**Melissa Korber**

**College**

- Two faculty are needed for the Middle College Advisory board. LaVaughn Hart has agreed to continue on the board, and at this meeting Heike Gecox volunteered to join as the second member.
- Tina Inzerilla and Melissa Korber meet and reviewed the resolutions presented at the Senate Plenary and/or Area B meeting. They were both unable to attend the Fall sessions, and are planning to attend the scheduled meetings in the Spring.

**College Council**

- College Council – A tentative budget for use of the Innovation funds (\$589,000) include:

|                                   |   |         |
|-----------------------------------|---|---------|
| Professional Development          | - | 100,000 |
| Marketing                         | - | 150,000 |
| Printed Detailed Class Schedules  | - | 30,000  |
| Part-time Salary Increases - 2016 | - | 150,000 |
| Enrollment Services Support       | - | 30,000  |
| Webmaster                         | - | 40,000  |
| Ad Astra                          | - | 30,000  |
| International Student - Outreach  | - | 59,000  |

**District**

- Melissa Korber spoke with Vice Chancellor, Celia Esposito-Noy about the recommendations from the District-wide Strategic Plan task force. Information about the BAM was added, the document was reformatted to align with the college’s Educational Master Plan, Curriculum Relevancy was combined with Educational Excellence, and strategic steps were eliminated (potential future actions) because they did not exist or the task force did not feel it targeted the areas being mentioned with regard to resources. The Vice Chancellor contact Melissa after she has shared the recommendations with the Chancellor.
- The college’s Educational Master Plan was sent to the Board as an Informational Item and not as an Approval Item. Vice Chancellor Celia Esposito-Noy will look into why it was submitted this way and contact Melissa.
- There was a strong show of support at the Board Meeting in reference to the College Child Development Centers presentation.

**4.9 Staff Development**

No report

**4.10 Student Senate**

**Angela Toledo**

- The Wheels Bus Program has been discontinued for the remainder of the semester. In the Spring the ASLPC is considering contacting Wheels and discussing lowering the bus fare for students, and/or have them consider waiving the bus fare for students.

- Last weekend a group of ASLPC students attended the CCCSAA (California Community College Student Affairs Association) Conference held in San Jose. Information about the student senate becoming a better organization to better serve the students was the focus.
- The Corn Maze Event held last weekend and approximately 40-45 students attended. The entrance fee was waived to students who showed their school ID.

**4.11 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 are not tax deductible, and checks are to be made out to the **Las Positas College Academic Senate**. The details for raising additional donations will be shared under Agenda Item 6.2.

**5. DISCUSSION – OLD BUSINESS**

**5.1 District Strategic Plan**

**Melissa Korber**

The District Strategic Plan reported in Agenda Item 4.8, did not result in additional feedback from the senate during this portion of the meeting. Melissa Korber added that the recommendations were meant to be suggestions and would inform the senators of any comments that come back from the district.

**5.2 Hiring and Personnel Issues**

**Melissa Korber**

At the last meeting it was suggested that Melissa Korber contact HR to have someone come and speak to the senate about personnel issues. Melissa will provide a list of topics to Wyman Fong and ask if he will be able to attend a senate meeting before the end of this semester.

**Topics:**

- ~ Reactivate the 360° administrator evaluation.
- ~ Explain the incident that occurred pertaining to the Instructional Assistant announcement.
- ~ Is there a general process for HR that verifies all appropriate forms for new hires are in place?
- ~ Is there a process for employees to follow for specific leave of absences?
- ~ Related to the hiring process, can HR contact the department/person if paperwork is being held and why?
- ~ Is there a list of who does what in HR so an employee knows who to contact?
- ~ Specify what type of issues HR or the college should be contacted for to handle.

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

**Melissa Korber**

The task force is scheduled to meet on Friday, October 30<sup>th</sup>.

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

**Melissa Korber**

The type of role faculty should have in the accreditation process opened up the discussion. From the last accreditation to the current one, the college has had a number of faculty assist, and a number of administrators come and go. The faculty role goes away although the accreditation

process continues. The college needs a successful accreditation process and perhaps considering a faculty member who can help guide that process is what the college needs. Faculty are first line in dealing with students, and much of the accreditation standard is about how faculty deal with students.

When the former VP of Academic Services left, the responsibility of seeing the accreditation process through fell on Elena Cole. There needs to be clarity with the role of faculty, a need to develop a culture of evidence on the campus, the need for training and development of resources to do that with, and the understanding of what this means. The amount of time the faculty member has to complete the “other” things that need to be done aside from accreditation is a concern. The idea of perhaps having a faculty member serve a one or two year commitment with reassigned time, or institutionalizing a faculty member or hiring a person to assist with accreditation was mentioned.

The discussion concluded with Melissa contacting the VP of Academic Services to begin the conversation of having a “person” who would be compensated that would establish the continuity needed for the accreditation process. This person would review the 6 year accreditation cycle and be the point person who would be responsible for identified areas of the accreditation process.

Discussion to continue.

### 5.5 Physical Education Concerns

**Melissa Korber**

The senate is limited to what they can do with the concerns in the Physical Education department. The senate can review its processes, discuss the 360° Administrative Evaluation, or perhaps write a resolution.

Candace Brown mentioned that the individuals from the physical education department basically wanted the senate to hear their concerns of there not being any administrator evaluation, the continuance of the non-shared governance with the hiring process in their department, and having their voices heard.

## 6. DISCUSSION – NEW BUSINESS

### 6.1 Definition of a Program

**Melissa Korber**

The College Council is asking all committees to review the definition of a program and provide feedback. The definition reads 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.”*

The definition is broad and covers all areas of the college. The senators had no objectives and will vote on this item at their next meeting.

### 6.2 Plan for Senate Funding

**Mark Grooms**

At the last meeting there was a brief discussion about ideas of how to increase donations. During that time, Marilyn Marquis has come up with a contest to inspire faculty to donate. There will be friendly competition with a division winning in the end.

Suggested donation will be reduced from \$25 to \$20. The incentive is a scholarship that will be awarded in the name of the winning division. A goal will be set based on the number of full-time faculty in each division. A chart will be posted inside building 1700 to show the progress of each division. Donations received no later than December 9<sup>th</sup> by 11:59 p.m. will count towards the prize, and the winning division will be announced shortly thereafter.

Complete information will be sent via email to all full-time faculty.

**6.3 Committee Process****Melissa Korber**

Melissa Korber felt it was important to bring back the discussion regarding committee processes. This topic will be discussed at the next senate meeting.

**6.4 ASCCC Hayward Award for Teaching Excellence****Melissa Korber**

Teri Henson and Melissa Korber will be collaborating on the nomination for this award.

**6.5 ASCCC Exemplary Program Award****Melissa Korber**

The Math and EDC disciplines are working on a nomination based on their collaboration with Basic Skills. Melissa Korber will submit a letter of recommendation with the nomination, and a vote will be taken at the next senate meeting.

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

None

**8. ADJOURNMENT - 4:35 pm**

MOTION to Adjourn

MSC: M.Grooms / M.Marquis / APPROVED

**9. NEXT MEETING: November 11, 2015**