



# Academic Senate Committee Minutes

September 9, 2015 | 2:30 pm | 1687

## LPC Mission Statement

Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

## LPC Planning Priorities

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

## 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

### Members Absent:

Rajeev Chopra

Mike Schwarz

### Meeting Guests:

Craig Kutil, Rajinder Samra

Greg Daubenmire, Michelle Gonzales

Scott Vigallon, Ashley McHale

## APPROVED Minutes

### 1. GENERAL BUSINESS

M. Korber

#### 1.1 Call to Order/Quorum

Items: 1-3

Meeting called to order at 2:36 pm

#### 1.2 Review and Approval of Agenda

MOTION to Approve Agenda

MSC: T.Inzerilla / H.Gecox / APPROVED

MOTION to Recorder Items 4.1; 4.2; 4.4; 6.2; 6.3; and 6.5  
before 2.1

MSC: H.Gecox / M.Grooms / APPROVED

#### 1.3 Review and Approval of Minutes (August 26, 2015)

Carried over until next meeting.

#### 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. ACTION ITEMS

Melissa Korber

#### 2.1 Educational Master Plan Task Force

**Faculty Members – Katie Eagan, Tina Inzerilla,  
Melissa Korber, Scott Miner, Zina Rosen-Simon,  
Mike Sato, Karin Spirn, Mark Tarte, Sarah Thompson**

MOTION made to APPROVE the Educational Master  
Plan Task Force.

MSC: T.Inzerilla / M.Marquis / APPROVED

#### 2.2 Educational Master Plan Overarching Goals and Strategic Direction – Updated Draft

Melissa Korber

MOTION made to APPROVE the Educational Master  
Plan Overarching Goals and Strategic Direction.

MSC: H.Gecox / Teri Henson / APPROVED

### 2.3 Charge of the Curriculum Committee

Craig Kutil

MOTION made to APPROVE and have the Curriculum Committee maintain the Discipline Lists and place teaching disciplines on course outlines.

MSC: T.Henson / H.Gecox / APPROVED

## 3. CONSENT ITEMS

Melissa Korber

### 3.1 Untenured Faculty Evaluation Committees

ALSS: Ian Brekke: Cindy Rosefield / Paul Torres

STEMPS: Bill Komanetsky: Colin Schatz/Bobby August

Elizabeth Owens: Ashley McHale/Brian Hagopian

Michael Peterson: Howard Blumenfeld/Scott Miner

Robin Rehagan: Eric Harpell/ Mark Tarte

Bhairvi Singh: Kristy Woods/Analiza Flores

BSBA: Eric Bell: Rajeev Chopra / Jason Craighead

James Giacomazzi – Steve Navarro / Zina Rosen-Simon

MOTION made to APPROVE Untenured Faculty Evaluation Committees  
Voting TABLED until next regular meeting

## 4. REPORTS

### 4.1 Basic Skills – Michelle Gonzales

The Basic Skills Committee reviewed their Charge and Membership, and presented their recommended changes to the Senate. Those changes include rewriting the Charge to indicate that the committee is more than just a planning body, and that the committee's focus is strictly on Basic Skills.

The committee will continue to report to the Senate. The selection of the Chair will remain the same, the committee recommends 3 faculty from any division, and added **recommending 1 faculty from ESL, English, Math, and DSPS** (although representation from these areas may not always be possible); 1 Librarian; and 1 Counselor – for a total of 5 voting members. Non-voting would be the Chair (in the event of a tie the Chair would have a vote); 1 Student Representative; VP of Student Services; and 1 Division Dean. A quorum will be considered 3 members (50% +1 member), and the term on this committee will remain at 2 years.

The Senate will review a hard copy of the recommended changes and vote at their next meeting.

### 4.2 Distance Education Committee – Scott Vigallon

Toby Bielawski was voted in as Co-chair of this committee.

The committee had a pre-accreditation meeting with members of the ACCJC on August 24th. DE classes will be randomly selected and reviewed by the team. They will be looking for instructor initiated-contact and academic integrity. Faculty have been prepped on these two issues for a while,

and have been sent the college's Effective Contact Guidelines and Best Practice Strategies to Promote Academic Integrity in Online Education.

Due to many of our degrees and certificates having reached or are approaching 50% of the programs online, a Substantive Change Proposal for Distance Education will have to be written. Work will begin soon and the goal is to have this document completed by the end of this semester.

The District's Online Educational Initiative (OEI) task force will commence soon. Their objectives are to "explore, investigate, and research the Online Education Initiative and make a recommendation to the Chancellor about which aspects of the OEI—if any—are appropriate for CLPCCD participation." A representative by the Senate is being requested.

The OEI Online Student Readiness Tutorials are available. The course exchange that allows students to take courses at other colleges, has been pushed back to Fall 2016. The OEI is still working on the business processes that allows students to enroll in courses at other colleges. The OEI is transitioning colleges to Canvas. Implementation Cohorts will begin in October and April and last 15 months. The first 3 months will be dedicated to Canvas Implementation, and the next 12 will allow for campuses to run both Canvas and their legacy CMS in parallel for at least two full semesters. Canvas is given free to colleges participating in the OEI, and a recommendation that colleges save 20% of the cost savings (from their current CMS license) in case there is a need for participating colleges to fund Canvas at the local college level has been suggested.

Blackboard has yet to release its latest version called Ultra, which has had a complete redesign of their interface. It also has been reported that it is exploring a sale for roughly \$3 billion.

DE Committee 2015-16 goals:

- Increase participation in the student survey for course evaluations.
- Pass accreditation for DE.
- Submit a Substantive Change Proposal and get it approved by the ACCJC.
- Work with the OEI taskforce to help make a recommendation on whether or not to join.
- Require mandatory training for faculty prior to teaching an online course.
- Increase the marketing of online Math tutoring.
- Increase instructor resources and training for creating videos to use in their online courses.

#### **4.3 Integrated Planning Committee – No report**

#### **4.4 Staff Development – No report**

#### **4.5 Faculty Association – Heike Gecox**

A union meeting was held yesterday to answer questions regarding the tentative agreement. Ballots have been placed in mailboxes, and it is hoped that ratification of this agreement will be quick, and that the agreement can be presented at the next Board meeting.

#### 4.6 Student Senate – Angela Toledo

There are no activities currently being planned. An open election will be held to elect an ICC (Inter Club Council) Chair.

#### 4.7 Treasurer – Mark Grooms

No deposits or checks have been written since the last treasurer's report, and the balance in the account remains at \$1,108.54. An email will be sent from the treasurer, and Senators are also to remind faculty of the suggested contribution of \$25 at their next division meeting.

#### 4.8 President – Melissa Korber

Attended the Educational Support Services meeting, which is a district-wide committee. This committee may be faced with dealing with controversial issues since the idea of bringing back the District Curriculum Committee came up. The meetings are scheduled to be held on Friday mornings at the district office.

The committee's goals are:

1. Develop and implement a process for assessing and documenting committee goal completion;
2. Increase rate of degree/certificate and transfer;
3. Provide input and support to meet state, federal and accreditation mandates and guidelines regarding SLO Assessments and Curriculum Development;
4. Provide support to advance the goals outlined.

Attended College Council where the planning priorities were reviewed. Talked about assessing the District Integrated Planning and Budget Allocation, Educational Master Plan, and Flex Day. There is movement to get another dean and a curriculum specialist.

#### 4.9 District Integrated Planning & Budget Committee – No report

#### 4.10 Accreditation – No report

### 5. DISCUSSION – OLD BUSINESS

#### 5.1 New Senator Orientation

**Melissa Korber**

The new Senators were introduced to the role and key areas that the Senate has with regard to the college. There is a shared governance structure that includes the California Education Code, Title V, and the Board of Trustees Policy. The Senate involves itself with academic and professional matters (a.k.a. 10+1). These include curriculum, degree and certificate requirements, grading policies, educational program development, standards or policies regarding student preparation and success. Also, district and college governance structures as it relates to faculty roles, involvement in accreditation processes, self-study, annual reports, institutional planning and budget policies, processes for program review, institutional planning and budget development. The Brown Act applies to the Academic Senate and the key being a commitment to openness and transparency, and commitment to public access to information.

## 6. DISCUSSION – NEW BUSINESS

### 6.1 LPC Planning Priorities and Senate Goals

Melissa Korber

- Keep 10+1 in mind.
- Keep planning priorities in mind when conducting Senate business.
- The Senate, through its committees, supports all planning priorities.

### 6.2 Flex Day

Greg Daubenmire

A final version of the activities scheduled for Flex Day was shared at this meeting. The intent is to accommodate both faculty and staff, although some presentations may be geared more towards one group versus another. The keynote speaker will be in the Main Theater, and faculty obligation is from 9 am to 4 pm. The agenda will be sent out by the President's Office.

The next Flex Day is scheduled for February 16, 2016.

### 6.3 Basic Skills Committee Membership

Michelle Gonzales

Marilyn Marquis opened the discussion in reference to the Basic Skills committee's request that specific instructors (ESL, English, and Math) become part of the membership. Most instructors, if not every have basic skills students in their classes. If the committee is made up in a traditional type of way, other instructors (Biology, Business, or History) would not be able to share their ideas regarding basic skills.

Michelle Gonzales explained that the Basic Skills committee was presenting a recommendation. If other constituencies are on the committee they will have the opportunity to present to the committee what the goals and plans are for the committee. Anyone can be on the committee and no one person decided that those areas specifically named were to be the only ones on the committee. That was not intent of the committee.

Marilyn added that when a recommendation has been made that identifies specific areas it leads people to believe that those are the only areas that ought to be concerned with basic skills. The way a committee is articulated influences the way the committee is viewed by the rest of the campus. So anything that can be done to expand membership and encourage others in the various disciplines to participate on this committee would be more positive.

It was suggested that the language under membership be changed to up of four faculty at large, with the recommendation that one of the four be from Math, ESL or English.

Michelle went on to say that a goal of the Basic Skills committee is staff development meaning providing additional opportunities beyond that of the Staff Development committee. Also, to bring everyone to the table and to education them on the basic skills needs on campus. A majority of the basic skills coordinators were responsible for bringing John Hetts as the keynote speaker for Flex Day. His presentation is expected to be eye opening and this is one way the Basic Skills committee would like to start off this semester by hearing about his expertise, research and data, and the movement afoot on many community college campuses that directly impact, not the ones who teach basic skills, but the students.

The question of why part-time faculty are not voting members of this committee was asked, and Michelle will research that answer.

If major changes to the Charge and Membership result after the Basic Skills committee discusses the suggestions, further discussion will be needed by the Senate. If not, this item will be up for a vote at the next Senate meeting.

#### **6.4 Program & Curriculum Development Policy**

**Melissa Korber**

The District's Program & Curriculum Development Policy was sent to all the Senators because of a faculty member bringing it to the attention of Melissa. Melissa has reached out to those showing the concern, but has not had a response as to whether there should be some sort of action by the Senate. The new policy contains a committee that no longer exists, and in the future there may be discussion about revising the policy.

#### **6.5 District Strategic Plan & College Responses**

**Rajinder Samra**

Melissa Korber briefly explained that the group who came up with the Educational Master Plan also created the District Strategic Plan. Feedback was due back to the group who created the plan last week. Last year this document was discussed in the Senate, although no feedback was presented. The Goals listed in this plan sound nice although some of the language seems as if the district is proposing to develop relevant curriculum, which is not seen as a district function. The wording in the plan seems to be the problem and might have been attributed to the way the consultant worded the document. Melissa brought the concern about the language this to the attention of the Vice Chancellor who agreed that it could be changed, and also asked to see the feedback collected regarding the proposed changes.

The 5 Goals listed in the plan which are:

- A – Educational Excellence
- B – Curriculum Relevancy
- C – Community Collaboration
- D – Supportive Infrastructure
- E – Organizational Effectiveness

Chabot asked if LPC was interested in joining them and submitting a joint response. They provided a copy of what they had already written and discussion ensued. Chabot indicated support for Goals A, C, and E, and included why they did not recognize the strategic directions listed under Goals B and D.

Rajinder Samra opened the discussion by saying that the purpose of the District-wide Strategic Plan is to support the colleges in achieving their goals. He acknowledged the concerns that Chabot College's Academic Senate had as well as members of the Las Positas College community had about the plan. In addition, Rajinder discussed possible ways of addressing those concerns. For example, a short description of the Budget Allocation Model could help set the context for the District-wide Strategic Plan. The Budget Allocation Model prescribes how money flows from the district to the colleges. He went over the model in detail and showed the allocation percentages associated with each step. Furthermore, Rajinder discussed the role of the district-wide Planning and Budget Committee with regard to the Budget Allocation Model.

Individuals brought up concerns about how the District Office could really support the college's goals. Comments included that the District Office does not have enough staff (e.g., one educational administrator at the District) to really help both colleges. Some individuals questioned how one

educational administrator at the District Office could comprehensively support the educational goals outlined in the District-wide Strategic Plan for both colleges?

Goal A was seen as something that should be done at the colleges, so the question might be what can the District do to support the colleges? Trying to find common ground between both colleges will be a challenge since we do not mirror each other 100%. Goal A could be supported by the district through HR, by providing facilities, technology, and services and items that indicate support of the same type to both colleges. The plan needs to be more operational in order to show how the district is going to help the colleges. There is one direct relationship the district has to education, and that is through Contract Education.

Those present continued to randomly go through some of the strategies outlined under the various goals. The strategic plan appeared to be written in a global form rather than specific. The need for a District-wide and District plans also did not make sense. Some individuals commented that the way the plan is written, sounds as if the district would like to take over the roles of the colleges. It differed markedly from the 2008 plan. The 2008 District Strategic Plan was very descriptive outlining the role of each individual, costs (if related), who and what department(s) were responsible, etc., which is not the case with the current draft.

The Educational Master Plan and District-wide Strategic Plan will be presented to the Board for a first reading in October. A group will work together to draw up a resolution to include along with Chabot's prior to the October Board meeting.

**6.6 Senate Resolution Supporting SLO's, Curriculum Development,  
Student Success, and Support Program Funding**

**Melissa Korber**

The Senate has been considering drawing up a resolution in support of having someone write SLO's and curriculum at the local level. The resolution would support what the college believes should be happening at the district level, by showing what is actually performed at the college. Discussion will continue at a later meeting.

**7. GOOD OF THE ORDER**

**7.1 Announcements – None**

**8. ADJOURNMENT – 4:31 pm**

MOTION to adjourn meeting

MSC: M.Grooms / M.Marquis / APPROVED

**9. NEXT MEETING – September 23, 2015**