



# ACADEMIC SENATE MINUTES

October 25, 2023 | 2:30 – 4:30 pm | Room 21147 + zoom for visitors

## LPC Mission Statement

Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

## LPC Planning Priorities

❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.

❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

LPC Academic Senate Quorum: 8

### Non-Voting Members:

President: Ashley Young  
Student Government: Ervren Yuncuoglu and Delaney Roehrs  
Faculty Association: Heike Gecox  
Admin.: Rifka Several

### Voting Members:

#### President-Elect:

Vice President: Craig Kutil (Fall), Collin Thormoto (Spring)  
Secretary: Christina Lee  
Treasurer: Ashley McHale  
BSSL: Robin Roy, Daniel Cearley  
A & H: John Kelly, Catherine Suarez  
STEM: Jennifer Siders, David Montelongo  
PATH: Scott Miner  
Student Services: Christina Lee, Julie Nguyen  
Part Time Representatives: Jeff Judd, Valerie Connors

1. **Call to Order:** meeting called to order at 2:32 pm
2. **Confirmation of Senators attending by Zoom:** none
3. **Review and Approval of Agenda:** motion to approve: moved (Catherine S)/seconded (John K)/approved
4. **Review and Approval of Minutes (October 11, 2023):** motion to approve: moved (John K)/seconded (Catherine S)/approved with one abstention
5. **Public Comments (5 minutes):** *This time is reserved for members of the public to address the Academic Senate. Please limit comments to 3 minutes. In accordance with the Brown Act, the Academic Senate cannot act on these items. NONE*
6. **Action Items**
  - 6.1 Motion to rescind the “Voting on Faculty Committee Appointment” tiered chart passed by the Academic Senate on May 30, 2023  
Motion to rescind: tabled until later in the agenda:  
moved/seconded/approved  
Motion to rescind: moved (Scott M)/seconded (Daniel C)/discussion: what does this vote mean? That we remove the chart entirely. Or we could leave it as is and make edits based on the recommendations of the ad hoc committee. Robin: her division liked rescinding, and starting with a new model. Call the vote: 9 yes, 1 abstention
  - 6.1 Approval of New Certificate of competency: Communicating and Writing in English” (reviewed last meeting)  
Motion to approve: moved (Collin T)/seconded (Christina L)  
discussion: none/approved
7. **Consent Items:** motion to approve 7.1 and 7.2: moved (Collin T)/seconded (Jeff J)/approved
  - 7.1 October 16, 2023 Curriculum Changes (attachment on website)
  - 7.2 Grant Project Coordinator for Statewide Transfer Counselor Website Project hiring committee: Michael Schwarz

## **8. Reports**

7.1 LPC Student Government (Ervren Yuncuoglu and Delaney Roehrs): Delaney reported on today's Club Fair, back tomorrow from 11 – 2. Clubs, employers and food were offered. Next Wednesday is Day of the Dead, hosted by Puente. There will be food and activities, and a ceremony to remember those who have passed.

LPC SG will hold an election to fill the director of communications position.

7.2 CTE (Melissa Korber): they didn't have quorum (many people were at conferences), but discussed items for the next meeting. They reviewed Section 2, program review, about CTE programs from 2016 which includes old and inaccurate data. There are recommendations to update this section.

There is a membership change being considered to streamline the CTE committee, using recommendations from Dr. Foster.

They are reporting on the CTE curriculum and updating courses.

Vicki reported on CTE funding which is on track. There was one applicant for the Strong Workforce grant: the drone program. There were no objections so this will move for ratification at the next meeting.

There is a new outreach coordinator to start in December.

7.3 SLO Committee (John Rosen): they meet regularly and have added a student representative. Their input is valuable, as the outcomes are for students.

At the last meeting they started discussing the CurricuNet Meta SLO aspects. Curriculum will go online first. There will be training sessions. All forms for curriculum and SLO will be in one place.

They held a Flex Day workshop about getting the three-year plans submitted. Committee members will be reminding divisions about the deadlines.

7.4 Program Review Committee (Nadiyah Taylor): none; the deadline for submission is next week.

7.5 CEMC/DEMC (Ashley Young): CEMC requested 14 more FTEF for spring; DEMC gave 8. Since Chabot is paying for extra FTEF, we are adding 4 in the same manner. These will be for high-productivity courses.

7.6 Faculty Hiring Prioritization (Heike Gecox): see attachment on website: "Final Ranking 2023 Faculty Hiring Prioritization Ranking Table" They had 14 submissions, and the document shows the final ranking. Note that the Ethnic Studies is new, not a replacement. Dr. Foster thinks we can hire the first 3-4 position and he will follow the rankings submitted (depending on emergency replacements). Question about intervention specialists: they work with students on probation. Every semester there are 1500 students receiving these letters.

7.7 Accreditation Steering Committee (): None

7.8 District Technology Committee (Jeff Judd): no report

7.9 Guided Pathways (Kristy Woods): they attended a California Institute, combined with administrators and classified. The topic was nationalizing Guided Pathways, with everyone involved with student pathways. Caring Campus has been shown to drastically reduced equity gaps. The IEPI grant will establish student success teams with mentors from across the state. They will do their third visit in November. Robust supporting will be phased in at the Fall.

They presented Flex Day sessions on the different pathways, looking at demographic data, and how this helps in creating interventions. They need more time to discuss together. One pathway may recommend a pathway name change.

The Canvas shell rollout will start in the Spring. IT will input all students in one shell. Different resources can be assigned to students. They are discussing what will be sent out on a weekly basis – student events, for example. Student ambassadors will be part of this discussion so there aren't too many communications. This will show up on the student dashboard "homepage." Question about having to click to see, should there be prompts? Question about global announcements at the top of the screen? Will this be part of the rollout? This is being worked on with IT. If faculty have access to these posts they can easily share announcements to their classes. Canvas was identified by students as the most-used source. It will provide all campus resources in one place. Dr. Foster hired a designer to facilitate this. Our marketing director is also involved in best practices for conveying information.

Scott Vigallon provided the core shell technology solution which is allowing all students to be inputted, to be updated every semester.

There will be a demo on the next meeting agenda.

7.10 Alternative Academic Calendar Committee (Scott Miner): There was a Flex Day presentation and he received feedback, both positive and negative. The forums will start with the November Town Hall meeting.

Question about student reaction at the LPC SG presentation: there were mixed reactions. There were concerns about higher unit courses, how much longer would they be. Also, the needs of students for child care and work. There could be a pathway for a shorter way through the courses. Question about support services during breaks. Note that intersession is not part of the current discussion.

The committee tried to demonstrate a change from one calendar to another by creating a generic schedule for several courses of study starting at noon as a baseline: for 2-unit, 3 unit, etc., classes for both calendars. Student services has brought up block scheduling. Also, should LPC have a college hour like Chabot has. See announcements for upcoming forums.

7.11 Treasurer (Ashley McHale): an email requesting donations was sent to all faculty. One question that came up was: is there a suggested donation amount? It has been \$20 or \$25 for FT faculty. There will be a wine opportunity drawing to also raise funds.

We're working on moving the general fund from BOM to UNCLE Credit Union. That will happen within a month if everything goes well.

7.12 President (Ashley Young)

Chabot had a Native American presentation at the last board meeting with 20 students.

Federal Correctional Institution: Dean McElderry and Dr. Foster have committed to finishing this cohort, adjusting the courses to increase student success.

## 9. Old Business

9.1 Faculty Committee Appointments: report from ad hoc committee (Dan Cearley): Christina, Scott, Ashley Y, Catherine and Ashley Mc created a google doc utilizing the division documents that were submitted. How might the guidelines look? Three emerged:

Division guidelines: driven by values – reasonable diverse representation, timely rotation, involving junior faculty, etc.

Committee guidelines: driven by each committee, including discussing term limits; what is appropriate? Also representation - is everyone currently on the committee needed?

Regarding the yearly charge form, are there amendments to CAH, confirmation of the chair term limits, and should the committee select and vote on the chair position every year? Is the process clear on how and when the chair is selected? For CAH, it needs to be done at the end of the previous year. They want to lay out a set of questions for each committee.

Academic Senate guidelines: when we vote on division appointments, we should have time to review these and see if there are questions to ask divisions on their nominees.

We need to create a way to look at membership over time (division level, for three years) to address possible stagnation.

All the above are *guidelines*, not “rules” that will be adjusted according to each committee. Many committees require a learning curve, especially to be the president.

Hiring committees were discussed: some are time intensive and should be considered in committee appointments, along with student clubs.

Trying to create clear guidelines for all divisions and committees is difficult. There are many variations.

This will be presented at the next meeting.

## 9.2 Academic Senate subcommittee updates:

- Credit by Examination: they met today, and there is a plan for guidelines for approaching this with exams based on best practices. This will be presented in December. They are updating their forms on the website to involve faculty involvement and approval.
- AI and Student Plagiarism: Catherine discussed this with Scott Vigallon. There are many angles of looking at AI and how professors want to use, or not use it. Scott has found TurnItIn.com is not reliable. This committee needs to be a campus-wide ad hoc committee with students and instructors involved. Scott will put this on the next Distance Ed meeting agenda.
- Common Syllabus (Robin and John): they are working on a survey to see how students are using the syllabus; perhaps the new Canvas shell can be used when it is deployed. Note that Guided Pathways has provided resources that should be included in syllabi.
- Part time Faculty Equity: in research mode
- Increasing Faculty Diversity: Collin met with HR and they are overhauling items for faculty diversity due to the state chancellor's recommendations. This will be available in April. One concern is overweighting of preferred qualifications. All scorecards are submitted to HR. Changing the language away from the advertisement is discouraged. But there are not policies in place.

Department diversity – Equal Opportunity Plan needs are considered. Extending the search is done by HR.

Hiring administrators screen for minimum qualifications only; a committee reviews possible equivalencies.

LPC reaches out to HR all the time about hiring, and HR feels that policies are important.

Adjunct faculty – HR is not involved, it is done by program coordinators. Are there ways we can help adjuncts feel more comfortable and connected here?

Suggestion about a short PowerPoint for identifying bias.

Discussion about the extra work affinity groups require, though these do help with retention.

Question about affinity groups qualifying for CAH? Or making this as part of professional responsibility? Can funding for affinity groups be part of Professional Development, like the Teaching Institute?

- Faculty Professional Development to Increase Student Retention and Completion (Ashley Mc) the subcommittee on retention met; we reviewed the syllabus content on the Guided Pathways website and discussed questions for a survey to students to find out how they use

the syllabus. The next step is to determine how to deploy the survey. Additional thought/possible future task on retention is: how do we support students who withdraw from a class? SCFF funds helped the math department support students dropping math classes a few years ago; is there a way to restart and broaden that work to all classes?

## **10. New Business**

10.1 New program: Piano Technology (Daniel Marschak): (see supporting documents on website) This new program has been under discussion for years – piano technicians go beyond tuning and the skills involve a lot of technology. This is a 17 unit certificate of completion for a career-centered program.

This is a growing field for employment, and there are gaps especially in the bay area. Demand has increased during Covid and beyond. This course does not exist in the western United States and no other community colleges in the USA offer this course.

See the LMI, however, the data presented shows a lower employment potential that it is actually. The new outreach person will collect better data. A survey was done on the need.

They received a CTE Perkins Grant for the pilot program. The first cohort is 16 students through community education at \$500 per student.

FTEF: this is one additional class, offered each semester (piano technology 1, 2 and 3). If none is available, a GE can be cut. The new CalGETC program model is one art course instead of two, so this should be achievable.

Start date is Fall 2024. PSLOS were presented. There is a certification provided after the exam by Piano Technician Guild.

Core Classes were presented including Marketing, Business and Music Business as they will need to market themselves.

Question about class numbers, the 100s are non-degree applicable. These are specialized courses, not for transfers. They should be two digits; Dan will check with Erick Bell on this.

Question about space and equipment: it is scheduled on Friday so students can work on practice room pianos. Two practice pianos were moved in by the instructor.

An instructional equipment request has been written for tools. Each student would have a kit for these courses.

This will be on the next agenda as a consent item.

10.2 Review of LPC catalog “Academic Standards” (see attachment on website): are any changes needed? Revised statement incorporating suggestions:

Las Positas College Catalog 2022-2023  
General Information ACADEMIC REGULATIONS  
Academic Standards

It is the policy of the Las Positas College Academic Senate that all academic courses be taught at a post-secondary level, particularly courses for which Las Positas College has articulation agreements with four-year institutions. When a course is articulated, it assures that students completing the course have attained certain levels of academic skill and knowledge comparable with the equivalent course at a four-year institution.

It is understood that students enter Las Positas College with varying levels of scholarship and achievement. **Because of this, we provide resources (tutoring, support courses, office hours/student hours, etc.) to help students** master their college coursework. It is the student's responsibility to take appropriate action to ensure their success; **faculty are expected to maintain course content at the college-level.** Course content and objectives are reflected in the course outline on file with the Office of Academic Services, 1600, and are based on the academic foundation students are expected to have upon entering the course.

### 10.3 First Reading: APs and BPs: (see attachments on website)

- AP3725 Information and Communication Technology Accessibility and Acceptable Use: *clarifying equivalent, not same*
- AP4010 Academic Calendar revised 9.15.23: *to include Juneteenth in the academic calendar*
- BP3550 Drug Free Environment and Drug Prevention Program: *district to provide campus health centers opioid overdose medication*
- BP3810 Gifts: *board members should not take a gift in exchange for any actions*
- BP6910 Housing: *the chancellor will have responsibility in regard to student housing*

### 11. Announcements/Information Items

**12. Adjourn:** motion to adjourn: moved/seconded/approved. Meeting adjourned at 4:29 pm

**13. Next Meeting: November 8, 2023**