

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:

Senate President: Melissa Korber

Senate VP: Tina Inzerilla, Ph.D.

Senate Secretary: Joel Gagnon

Senate Treasurer: Kimberly Tomlinson

Senate Admin Assist: Rifka Several

A&H: Cindy Rosefield, Catherine Suarez, Toby Bielawski

SLPC: Robin Roy, John Rosen

STEM: Ashley Young, Michael Peterson

BHAWK: Andrew Cumbo, Darcy Earnst

Student Services: Heike Gecox

Part-time Faculty: Vicki Pabley, Jeff Judd (Chelsea Kubischta, alternate)

Faculty Association: Heike Gecox

Student Government: Kirstie Burgess

1. GENERAL BUSINESS

Melissa Korber

1.1 Call to Order/Quorum: Meeting opened 4:32; quorum established

1.2 Approval of Agenda MOTION TO APPROVE: moved/seconded/approved at the end of the meeting.

1.3 Review and Approval of Minutes: November 28, 2018: MOTION TO APPROVE: moved/seconded/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.)

Open Educational Resources:

Lyndale Gardner: Presented results of a survey on OER (Open Educational Resources) submitted to all faculty at LPC. (See attachment.) The state is looking at this as well, and we will need to submit figures on the use of OER. Many instructors didn't know about OER or are uncomfortable using these resources. But they may already be using OER in their classrooms through YouTube or other online resources. There is agreement (shown on the survey) that the cost of textbook is too high, and this has a negative impact on students. Also that it is part of the instructor's purview to help minimize costs for students. They will do a FLEX day workshop on this to inform the LPC community. The student government has discussed this and feels positively about reducing textbook costs and access to materials. Some concern about the quality of OER, but that it is getting better.

Implementation of Proctorio at LPC:

Nathan Fish: Regarding Proctorio, he doesn't have data for a compelling argument but does know the student voices from the Student Senate. Students feel very concerned about Proctorio. It seems like an invasion of privacy, and breaking a barrier of trust between students and faculty. Eye movements and internet access are assessed. This might affect attendance in the classes using this.

Jake Massie: He has to take an online class, but wouldn't take it using Proctorio. It is an extreme and harsh measure.

Mariana Zuniga: When you are at home you have the biggest expectation of privacy. A third party shouldn't have so much control. When students have to take online classes they have no choice but to either sacrifice privacy or complete their education. She doesn't feel this is reflective of the values of LPC.

Kaylin Trinh: Also has to take online classes. She wasn't aware of the use of Proctorio. What if you roll your eyes around, would this be assumed to be cheating?

Sasha Kushkova: Agrees with everything said before. Taking tests is stressful already; knowing you are watched makes it even more so.

Garrett Culbertson: He was very concerned about Proctorio. It's invasive; it's on your computer and can manipulate other programs. This is a security issue; these videos are on their servers and security has often been breached with other programs. It would make him feel panicked taking tests because of the knowledge that he is being watched. A reason people do poorly on tests is stress; Proctorio makes it much more stressful.

Kirstie Burgess: I agree. It's an invasion of privacy. When people cheat, they are worried about their GPA which affects their progress and financial aid. This has to be dealt with in other ways.

Lylah Schmedel: A little background: Academic Senate has a stronger voice than students. Students were not asked their opinion before the action was taken (which goes into effect next semester).

Lylah - Speaking for Hariel Colcol: Students are concerned about Proctorio. He thinks we should address cheating, but does not support this remote system which records students and does not allow them to access other programs. This devalues online education. Taking online courses may be necessary for those who are caring for children or others. They may not have private quiet areas to take the courses. This may raise red flags in Proctorio. The equipment being used, including personal computers and webcams, is not available for all students (some of whom take classes on their mobile devices). These restrictions may prevent certain students from completion. But we do need to address cheating – teachers should not use Test Bank questions. We shouldn't focus just on grades, but on learning itself.

Release of Faculty cell numbers:

Catherine Suarez: A student got her cell phone number and started texting which makes her uncomfortable. There will be an investigation of this matter. Catherine feels invaded by this. We must insist on faculty privacy. Faculty are available by office phone and email.

Assigned time for AB705:

Ashley Young: Attended a conference on AB705. Other colleges are assigning time to faculty to write courses to address AB705. We need to design the courses and she wants to look into using the one-time funding for CH time for this work.

2. ACTION ITEMS: MOTION TO APPROVE: moved/seconded/approved.

2.1 Distance Education Committee –changes to Charge and Membership:

a. DE Committee Charge: To explore and recommend policies, procedures, and tools to enhance student learning and services in the delivery of distance education offered through Las Positas College. To review distance education courses and provide feedback to instructors on how to align their courses to quality course design standards, in addition to legal and accreditation requirements.

Previous version of the 2nd statement:

To review distance education courses and provide instructor feedback to match the academic rigor and excellence in face-to-face courses.

b. Membership: DE Committee membership to be increased to two faculty representatives per division.

3. CONSENT ITEMS: MOTION TO APPROVE: moved/seconded/approved

3.1 Curriculum Approvals Dec. 3, 2018 (attachment)

3.2 Curriculum Board Report (attachment) – Madeline Wiest

4. REPORTS

4.1 CEMC: our spring enrollment numbers are down a little bit at present.

4.2 CTE: Vicki is going to come back on a monthly basis to report. She is working on getting reassigned time for the representatives.

4.3 Faculty Hiring Prioritization Committee – Heike Gecox: They met regarding the emergency replacement for Stuart McElderry. This might affect the prioritization ranking.

4.7 Faculty Association – Heike Gecox: Negotiations have started and will continue through Spring.

4.8 Distance Education – Scott Vigallon: At the last DE meeting they discussed the student issues regarding Proctorio, and are sympathetic with their concerns. The roll out probably could have gone better. They have communicated with faculty to prepare students for Proctorio including adding this information to their syllabus. Faculty can create guidelines, including alternate exams. Proctorio will be only used for the exam time. Faculty can set the parameters for security for the exams, and each instructor makes the decision on its use. They may choose not to use it. We are an OEI consortium member and the consortium purchased Proctorio for all members. DE has posted a student webpage with information.

Will there be more information for Spring classes? The catalog can say “this course might use Proctorio” and it is up to the instructor to define its use in their course. DE is creating a welcome letter and providing information to instructors.

Melissa said she would like a demonstration of Proctorio, in conjunction with a presentation from the task force on student cheating. It would be good to agenda an overview meeting on this subject, inviting students to participate.

Another privacy issue: Merging online classes. This is a FERPA issue which will be discussed at the district meeting as it involves both colleges.

4.9 Student Senate – Kirstie Burgess: The Student Senate has discussed Proctorio. Their senate hasn’t made a formal resolution as yet. Getting the student voice out is important. The course catalog was discussed; why is “staff” listed instead of the teacher’s name. The teachers name should appear.

4.10 Treasurer – Kimberly Tomlinson: She is receiving a steady stream of funds for the Academic Senate scholarships. \$1193 collected so far. STEM participation is 70%; Student Services next, then A&H; contributions will be accepted through Friday. LPC Foundation is donating \$400. Next meeting we will discuss how many scholarships to offer.

4.11 President – Melissa Korber

4.11.1 Funding Formula: Tina attended the funding formula committee. They talked about the philosophy statement. Next meeting is in February with a presentation on AB540 (DACA and Dreamer students, establishing residency). Banner 9 has been delayed until February because of ClassWeb customization. Subcommittees and workgroups will be formed to look at the items which come up in the Committee. Discussion on the legality of awarding degrees when the student loses financial aid. With limited funds, college funds such as WorkForce, SSSP, Basic Skills, and Equity will be combined.

4.11.2 Clarification on number of faculty members from Academic Senate on the hiring committee for VP Academic Services: Melissa did research on the policy; the FA person is being appointed. This needs to be addressed. Craig Kutil, Rajeev Chopra and LaVaughn Hart are nominated from Academic Senate. The entire administrator hiring committee policy needs review.

4.11.3 The Reassigned Time Task Force will be put together in the Spring. Funding might well be available for reassigned time to address the upcoming changes. Talk to your deans about reassigned time.

4.11.4 Extension to submitting Chancellor Candidate input forms: Melissa will request an extension to submitting the chancellor form as the videos of the interviews has not yet been posted.

5. OLD BUSINESS – DISCUSSION

5.1 Academic Senate Letter of Support for R. Bennie (Tina Inzerilla and Ashley Young): They shared a copy of the letter, and are compiling the comments said at the Trustee meeting in support of her along with photos. When should we give it to her? Town meeting in February. We will review it in the January senate meeting.

5.2 SLPC Statement regarding District Integrated Planning and Budget (Robin Roy):

STATEMENT OF CONCERN: The LPC Academic senate submits this statement of concern about the three-year rollback. The concern is about the usage of the rolled back funds. The LPC academic senate recommends that all of the funds from the rollback be set aside to be used to cover the shortfall expected post-rollback and to plan for the future. The LPC Academic Senate trusts that the vice chancellor of business services will be fiscally prudent with the windfall for both colleges.

Melissa could read this at the January 15 board meeting. Should we submit the letter to Ron Gerhard first and allow him to respond to it? But aren't other people involved: the DEMC, FFC and District Integrated Planning Committee. We can invite Ron to the next Senate meeting to outline his projections about the shortfall and the assignment of the rollback funds. ***Decision made to invite Ron, and perhaps Wyman. Then report back to divisions what they state.***

6. NEW BUSINESS

6.1 Faculty Hiring: Continuing the discussion from last meeting, should the Faculty Hiring Prioritization Committee consider retirement/resignations alongside "emergency" replacements? The Committee is a recommending body to the President, who has the final say, which affects the approved rankings. Another position has come open, replacing Craig Kutil's position. The committee will make a recommendation. The Academic Senate may not need to approve the emergency replacement. They have discussed in the past what constitutes an "emergency;" they have to take the effect on the entire college in these replacements.

The committee can discuss rewriting their charge to include the emergency replacements implemented by the President. This addresses when the emergency replacement does not take into account the good of the whole campus. The FON is projected at 122-123. There will be 4 hires, and maybe some emergency ones.

6.2 Campus Closure Policies: Continuing the discussion from last meeting, should each campus be considered separately for emergency closures? Additionally, how can we assure shared governance involving Student government in these considerations? Melissa shared what was published in the Express student newspaper. (There are both news stories and an opinion piece.) Melissa asked for the policy on campus closures, but has not received it yet.

6.3 Hiring Committee Policy, LPC President: We need to have initial input into qualifications. The chancellor appoints the chair, and the committee votes on minimum qualifications prior to the posting of the position. Melissa will ask Wyman to come to a meeting to clarify this.

Links to all hiring procedures:

- [Administrative/Management Hiring Procedures](#)
- [Classified Hiring Procedures](#)
- [Faculty Hiring Procedures](#)
- [Supervisory/Confidential Hiring Procedures](#)

6.4 Distance Education items (Christina Lee):

1. [Proposed Course Design Review for Online/DE Hybrid Courses for 1st time DE instructors at LPC](#) [Pending FA approval]. Require first time DE instructors at LPC to complete DE training and first time DE instructors at LPC must go through a course review process (similar to what Chabot already has in place). Need a DE sub-committee (comprised of faculty members) to review courses. The proposed course review checklist is similar to Chabot's course review process they have in place for 1st time DE instructors and this is not as detailed as the OEI course design rubric standards.
2. [Proposed Course Review checklist](#): As part of the OEI consortium, we need to develop LPC's own POCR review process. DE sub-committee faculty members may also serve as part of the local peer online review (POCR) to review any potential LPC courses that DE faculty may want to offer in the OEI exchange (must meet OEI course design rubric standards).

These are proposed items for *first time* DE instructors. This will be on the agenda for review next meeting. The documents will be distributed for division meetings. Question on what happens when instructors are brought on at the last minute to teach the course? This would be based on the dean's approval. They can add language that outlines this scenario, that it would be delayed up to one semester in this case.

6.7 Use of the term "instructors" instead of "Assistant or Associate Professors" (Darcy Ernst): To be continued next meeting, but this might require research as to how this designation occurred.

7. GOOD OF THE ORDER

7.1 Announcements/Comments:

Cindy Rosefield: We still have not received our instructional items, which have already been applied for. Vendors have already raised prices.

8. ADJOURNMENT: MOTION TO ADJOURN: moved/seconded/approved. Meeting adjourned at 4:37 pm.

9. NEXT MEETING – JANUARY 23, 2019