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

❖ Implement the integration of all ACCJC standards throughout campus structure and processes.
❖ 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.
❖ Coordinate resources and provide professional development for effective online instruction and remote delivery of student support services and college processes to advance equitable student outcomes.

Academic Senate   Quorum: 11

Non-Voting Members:
President: Sarah Thompson
Past President: Melissa Korber
Student Government: Saba Salehifar, Frank Polanco
Admin.: Rifka Several
Voting Members:
Vice President: Craig Kutil
Secretary: Bill Komanetsky
Treasurer: Ashley Young
BSSL: Robin Roy, Tracey Coleman, Collin Thormoto
A & H: John Kelly, Catherine Suarez, Natalie Kellner, Catherine Eagan
STEM: Alain Olavarrieta, Carlos Moreno, Jeffrey Weichert, Segal Boaz
PATH: Sebastian Wong
Student Services: Christina Lee, Jill Oliveira
Faculty Association: Heike Gecox
Part Time Representatives: Jeff Judd, Erin DeBakcsy

ACADEMIC SENATE MINUTES

1.0   GENERAL BUSINESS (S. Thompson)

1.1   <u>Call to Order/Establish Quorum:</u> Called to order at 2:31 pm

1.2   <u>Approval of Agenda</u>: *Motion to approve the agenda: moved/seconded/approved*

1.3   <u>Approval of Minutes (October 14, 2020)</u>: *Motion to approve the minutes: moved/seconded/approved*

1.4   <u>Public Comments (5 minutes)</u> This time is reserved for members of the public to address the Academic Senate. Please limit comments to five minutes. In accordance with the Brown Act, the Academic Senate cannot at on these items. NONE

2.0   ACTION ITEMS (S. Thompson)

2.1   <u>Approval: Elementary Teacher Education AA.T Associate in Arts for Transfer Degree</u> (see attached Program Mapping and PSLOs): *Motion to approve the program: moved/seconded/discussion: Sarah shared the PSLOs and Program Map that were added to the original program proposal/approved*

2.2   <u>Adoption of "Program Mapper" at LPC</u> (from Guided Pathways onboarding goals) *Motion to approve: moved/seconded/approved*

2.3   <u>EMP – Values Statement (Rajinder Samra):</u> add "Committing to anti-racist policies and practices." *Motion to approve: moved/seconded/approved*

2.4   <u>Formulating a district-wide exploratory committee for the Audit option</u>: *Motion to approve the formulation of the district-wide Audit exploratory committee: moved/seconded/discussion: how will this be coordinated? It will go through the district ESS committee as a subcommittee. Will the Academic Senate have the final approval for the Audit option? Yes. This committee will provide the research for the Audit option/approved*

2.5   <u>Curriculum Revision of Course Outline Forms</u>: *Motion to approve the curriculum revision of course outline forms: moved/seconded/discussion: this was to incorporate an equity checklist in CurricuNet; Shawn Taylor has provided explanations for a "help" button/approved*

3.0   CONSENT ITEMS (S. Thompson) *Motion to approve 3.1 and 3.2 Consent Items: moved/seconded/approved*

3.1   <u>Curriculum Committee Approvals 10.5.20</u>

3.2   Curriculum Committee Approvals 10.19.20

4.0   REPORTS

4.1   Student Senate – (Saba Salehifar, Frank Polanco)

4.2   CTE - (Melissa Korber): Today Vicki Shipman, Dr. Foster and Kristina Whalen are attending a Strong Workforce meeting to discuss disbursal of regional funds. There are several new CTE programs under development (see attachment): various technologies, Actors Conservatory and automotive courses; to be presented to the Academic Senate with the new program proposal process. Actors Conservatory was approved last year; it may be being resubmitted as a CTE. Melissa will check on this.

4.3   Connect-Up - (Tracey Coleman): Some students have not received the emails yet; Kim is connecting students with coaches. Recommendation that coaches assist with the "Getting to Know You" forms. There is a Canvas page created; all coaches are on this platform. This will help with students not responding to emails. There is a Google spreadsheet to track student responses.

4.4   UndocuAlly Task Force - (Alain Olavarrieta): He will update at the next Academic Senate meeting.

4.5   SLO Committee – (Ann Hight): We have developed 3-year templates for SLO coordinators, and worked with them at Fall Flex Day. Courses need to be mapped. Ann has regular office hours for assistance.

4.6   Education Master Plan Updates – (Rajinder Samra): The task force is at the end of a long process, started over a year ago. The EMP task force sent out a survey last week; the deadline for response is tomorrow. The Master Plan will be presented at the next Academic Senate Meeting.

4.7   DE Committee – (Robert August) (full report attached)

1. On Oct. 17, Canvas introduced a new History icon in the global navigation menu. Clicking it will show the most recent pages viewed in Canvas up to the last three weeks. The math equation tool in the Rich Content Editor was also made more ADA-compliant.

2. Canvas shells for Spring 2021 courses are scheduled to be created Nov. 3. Students will be added early January.

3. At the CanvasCon online conference Oct. 15, Canvas announced several improvements to its product, including an improved interface for Discussions, better web accessibility and improved analytics.

4. The FA, District ITS and the lead Canvas administrators at LPC and Chabot have been working on the implementation of Evaluation Kit to conduct online course evaluations within Canvas.

5. The Follett Discover Access link sought by bookstore manager Nolan Howe was placed in the course navigation menu of the new Student Support hub.

6. A group organized by the LPC President's office met Sept. 25 to review the district legal counsel's opinions on issues centering around the use of webcams and recordings, pictures of students, and using Proctorio. According to VP Whalen, guidelines will be created for LPC and shared.

7. TOAST (Teaching Online And Sharing Tips & Tales) will host its next session on Oct. 26 from 5-6:30 p.m. on Zoom. Contact Toby Bielawski for more information. TOAST is a Teaching-Institute-inspired support and social forum for online teaching at LPC.

4.8   Faculty Hiring Prioritization – (Heike Gecox) The committee met last month; nine positions were submitted to the committee. Five are replacement positions (in order): biology, DSPS counselor, Career Counselor, math and history. Four new positions were submitted (in order): biology, anatomy, English, chemistry, general counseling. These have been submitted to Dr. Foster.

4.9   Accreditation Steering Committee – (Kristina Whalen)

4.10   Technology Committee - (Meghan Swanson-Garoupa)

4.11   Treasurer - (Ashley Young): Ashley shared the Academic Senate Fundraiser spreadsheet: $194 has been raised so far. Please remind your divisions about this fundraiser that supports student scholarships and the Classified Professionals appreciation event, and send Ashley the number of full-time faculty in each division.

4.12   President- (Sarah Thompson)

The district committee on part-time faculty diversification met again. They are looking at data.

EBCan (flexible degree program with Cal State East Bay): has met; Amy Mattern is chairing the LPC subcommittee.

A Chancellor meeting with faculty leaders discussed a flexible calendar; the consensus is to do some exploration but this is a long-term issue.

CEMC set FTES targets for each discipline. These targets affect future revenue under the SCFF.

College Council: The reassigned time process created last year is on hold, and needs senior management discussion.

APs and BPs will be on the next Academic Senate agenda.

An enrollment process is skewing data: students who enroll and get the student email address but do not continue. There will be changes to the enrollment process to address this.

New CFO and Vice Chancellor/Business Jonah Nicholson was approved by the Board last week, and will be active in two weeks. We will invite him to an Academic Senate meeting.

District Planning and Budget Committee: they are comparing our budgets to other districts' budgets. When we compare salaries of administrators and faculty across the state, they are relatively the same. However, in comparing classified salaries there is a real difference due to cost of living adjustments. This can be presented to the legislature as a reason to include COLA in the SCFF.

There is an opportunity to participate in "Competency Based Education" and this will be on the next agenda with Theresa Fleisher Rowland to explain this topic.

Sarah ceded the rest of her report time to Bill Komanetsky.

District Technology Report (Bill Komanetsky):

1. Email Improvements

    ○   Targeted for the last week of October or first week of November

    ○   Problems with 2 of our 5 email servers have caused a delay

- Office 365 productivity apps will be rolled out at the same time. The second rollout will be the collaboration tools (ex: Office Teams)

2. On-line Faculty evaluation

   - Because of shelter at home, student evaluation forms cannot be collected

   - Canvas based solution is in the works

   - Many questions need to be answered. Supposedly these have been answered

   - Target date is 2020/10/20 (late?)

3. Netlabs

   - A web-browser tool allowing low income students to use different 'virtual computers' using just a web browser

   - The student does not need to buy anything – just get a login to Netlabs

   - LPC was getting this service for free, but we are now paying for it ($10,000 per year)

   - Who is using it?

      - CIS Window and Office students (especially Apple Mac students)

      - Low income students who cannot afford a computer (lower-cost tablets with a keyboard work)

      - CS Linux users

      - CNT Linux users

      - Computer lab users

4. Student Collaboration Tool: Question - how can people access this? Request student support through Bill Komanetsky. The lead student created this as an honors project.

   - CS students have setup a Computer Science Discord server so students can collaborate as they did on campus before the lock-down

   - Students administrating the service have written bots to assure plagiarism is not practiced and the service is safe. Students who are found plagiarizing are thrown off the service and LPC faculty notified

   - It allows students to gather socially and help each other with their work

   - The district, at this time, will not acquire or manage this service

5.0   OLD BUSINESS (S. Thompson)

5.1   AP/BP 4225: Course Repetition (Craig Kutil): The BP was already approved. Craig reviewed the AP modifications, which combined multiple APs on repetitions. This will be an action item for the next Academic Senate meeting.

5.2   President Elect Position: Collin Thormoto has done research on this position at different community colleges. See example from Santa Ana College Academic Senate
Bylaws: https://sac.edu/President/AcademicSenate/Documents/Constitution%20and%20By-Laws/By%20Laws%20Approved%202014-15.pdf

The relevant section is Terms of Office, Section A:

"President: Elections for the office of President will be held every other year. In year one, the person so elected shall serve as the President-Elect. In years two and three, said person shall serve as the President of the Senate. In year four, said person shall serve as Past-President."

Carlos Moreno: Craig Kutil presented on this concept to STEM division. Vote was unanimous in favor for this position. Questions remain about the reassigned time. The next step is creating a subcommittee to map out how the position would be developed. Collin will chair the subcommittee; Craig will join.

5.3   Academic Senate Secretary replacement (Spring semester): By the next meeting we hope to have an appointee.

5.4   CSU GE-Breadth AREA F: Ethnic Studies (Craig Kutil): The CSU Chancellor's office responded that they needed to follow legislation. Craig has asked the five courses to be updated to fit core competencies. We will need a specific prefix for Ethnic Studies, with courses cross-listed and the prefix can be used for future courses created for Ethnic Studies. The timeline is development by Fall 2022.

5.5   Credit for Prior Learning AP: Last Friday was the first district-wide meeting on this, which was well attended by LPC representatives. Chabot is not interested in credit for prior learning. The Administrative Policy will be developed using a tool kit from Palomar College. Almost all these credits are in CTE areas.

6.0   NEW BUSINESS (S. Thompson)

6.1   FW Grading Option: This option refers to a grade notation for students who failed a course by abandoning the course (they did not formally withdraw). We have never applied this option, though it is in board policy and are in our grading options. They do show up in transcripts with the explanation, and is calculated as an "F" but indicates the reason for the "F". Do we want to encourage their use to provide information on these withdrawals? Alternatively, eliminate them. John Kelly spoke in favor of it, especially in these pandemic times, as a useful difference. Should it be an internal process? Instructor withdrawal would provide the data. Rajinder will be asked if this is useful data to track. The internal option will be an action item for the next meeting.

6.2   New program: Red Hat Administration Certificate of Achievement (Bill Komanetsky): This is a program for a Linux program that is widely used. Students would be provided Red Hat certification from this program. Question about the order of courses? Bill will reorder according to semesters.

For both programs, Bill will provide the program mapping and the PSLOs. With these, the two programs will be Action Items for the next meeting. Rifka is putting the new program requirements on the academic Senate website.

6.3   New program: Management Information Systems Certificate of Achievement (Bill Komanetsky): This is a program to prepare for a more business-focused certificate for program management, using existing courses.

Motion to reorder the agenda to move to 6.9 ahead: moved/seconded/approved

6.4   Issues with Biology Labs – Fees, Technology, etc. TABLED

6.5   Supporting Student Effort to Fundraise for Migrant Labor TABLED

6.6   Remote Learning Fires TABLED

6.7   AB 705 Support TABLED

6.8   Enrollments: Recruitment and Retention TABLED

6.9   Canvas processes (Scott Vigallon): Scott gets multiple requests regarding the use of Canvas so he is developing procedures and guidelines for approval (see attachment). Language has been developed and will be brought to the Academic Senate on the following Canvas processes for feedback. Bruce Griffin should review and approve these first as they will be considered district policy. Sarah will bring this to the Chancellors Council as a first step:

a. Develop procedures/guidelines that govern placing users who are not students enrolled in the class or instructors officially assigned to teach the class into Canvas courses.

 b. Develop recommendations or procedures for student access to courses once a term ends.

 c. Develop a process for deciding what to do with content in a Canvas course belonging to an instructor who no longer is teaching that course.

This will be put on the next meeting agenda. Scott was thanked for his work on these issues.

6.10   Campus guidance to instructors for withdrawals TABLED

6.11   Faculty/Discipline Web Pages TABLED

6.12   Math Department Request for On Campus Exams: Dr. Foster has said we will renew a version of Proctorio if the state does not renew in the Spring. LPC is experimenting with opening up the tutorial spaces. Sarah put this forward as a model for on-campus examinations in the Spring; is there interest in this? For the math students, a large room would be needed for safe spacing; Ashley McHale has mapped the protocols.

7.0   GOOD OF THE ORDER

7.1   Announcements

7.2   Meetings: 2nd and 4th Wednesdays, 2:30 – 4:30 pm, via Zoom. Next meeting Wednesday, November 11, 2020.

7.3   Adjournment: if you have items for the next Academic Senate, please stay after the meeting. *Motion to adjourn: moved/seconded/approved*. Meeting adjourned at 4:49 pm.

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