



### 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.

**Present:** Michael Ansell, Bobby August, Howard Blumenfeld, Segal Boaz, David Everett, Adeliza Flores, Gerry Gire, Richard Grow, Ruth Hanna, Eric Harpell, Teri Henson, Ann Hight, Ron Johansen, Craig Kutil, Andrew Lozano, Ruchira Majumdar, Ashley McHale, Jason Morris, Elizabeth Owens, Tom Orf, Michael Peterson, David Powers, Robin Rehagen, Bhairav Singh, Michal Shuldman, Mark Tarte, Ashley Young, and Barbara Zingg.

**Not Present:** Carolyn Baranouskas, and Greg Daubenmire

Nan Ho called the meeting to order at 2:32 p.m. and welcomed everyone.

**1. Approval of Minutes: September 21, 2016**

Motion: Approve the minutes from September 21, 2016.

MSC: Tom Orf/Craig Kutil

Approved: Unanimous with one abstention

**2. Student Services Liaison – Heike Gecox**

Heike updated everyone on the application period and mentioned if students have questions to send them to the Transfer Tuesday. The deadline is November 30, 2016. She mentioned that the counseling faculty will be making updates to the catalog with individual emphases on course areas that are missing. These changes will make the catalog by 2017. She shared the spring registration dates for priority registration. The Veterans registration will be on November 1, and continuing students will be November 14. Heike stated that 85,000 print schedules will go out by October 25.

**3. TOP Science Program – Opportunities for Students – Art Krakowsky, TOP Science, and Roya Hosseini, Livermore Unified School District**

Art mentioned that he is an engineer and runs the TOP Science program for K-8 students and they provide demonstrations and activities in the classroom. All the partners are retired scientists, engineers, and teachers. There are about 50 volunteers in program which started in 1993. He talked about the things that volunteers can do such as: help in classroom with hands-on experiments, Family Science nights, and act as judges at the Science Fair. They did not have enough volunteers last year to help with hands-on in the classroom. He mentions that the Family Science Night was very exciting because the students bring their parents and participate in hands on experiments. The Science Fair last year had over 700 projects that had to be judged and not enough judges. They are looking for students and faculty from all departments to help. If anyone is interested, please contact Art at [artkr@sbcglobal.net](mailto:artkr@sbcglobal.net).

**4. Discipline List – Craig Kutil, Curriculum Chair**

Craig talked about how we should be assigning courses in disciplines where faculty were hired to teach. We have our FSA tied to minimum qualifications. He reviewed the discipline list and talked about how it shows what courses should be in which discipline. He mentioned that the State could come in and take courses away from faculty who do not meet minimum qualifications. Most courses will be in a single discipline. If you have more than one discipline, you really want to have it listed as an "OR" especially if they are cross listed. He suggested not to use "AND". This will determine the type of degree that is required to meet minimum qualification. It has been assumed that the discipline is the same as the course descriptor and it is not. Craig will be sending out an excel sheet to all faculty with a link to the minimum qualifications book.

#### **5. Accreditation Update – Ann Hight, SLO Co-Chair**

Ann gave an update on where we are with the Accreditation report. We are working on it and will be submitted for the first line of reviews on November 4. She stated that there are 56% of courses currently assessed in the last 3-year cycle. She mentioned that part of the issue was because upgrading to eLumen took longer than expected and some people are still holding onto their data. She asked everyone to put their data into eLumen for fall 2016. There have been nine eLumen workshops so far and to help get our numbers up, there will be two more offered. Also, there are SLO tutorials available on the SLOs webpage. She reminded everyone that when creating new SLOs to include the statement of "Upon completion of (rubric and course number), the student should be able to...". Ann shared that all new SLOs for next semester need to be submitted by mid-November so the Committee has time to review them. Once there reviewed and approved, you can put on your syllabus and Madeline will put them on the course outlines. All new course proposal need to contain SLOs. She is still trying to collect evidence for the Accreditation report and reminded everyone to let her know if any of your programs applied for a grant and brought SLOs into it. She mentioned that she sent out a draft of the ISLO breakout sessions. If you have any feedback, send your comments to her or John. She talked about the mapping exercise in program review which needs to be finished by mapping course SLOs to programs in eLumen.

#### **6. Evaluations**

Nan thanked everyone who is involved in the tenured/untentured reviews. There are still some outstanding part-time faculty evaluations.

#### **7. Seniority List**

Nan mentioned that the part-time seniority list is posted for review in the Division office and asked everyone to contact their part-time faculty and ask them to review the list. One list is the seniority list and the other is the provisional list. They have a two-week window to comment on this, after which the list will become permanent for a year. We already found that some part-time faculty who started teaching in summer were left off the provisional list.

#### **8. Students missing classes for campus sponsored events**

Nan mentioned there have been some issues with students approaching faculty for some kind of accommodations for sponsored events. The question asked was how consistent everyone is about applying make-up work policies whether it is a student government trip, field trip for a class, or soccer tournament, what does everything think?

- Concern about students missing every Friday. Not sure how to handle student missing five to six times a semester.
- How to handle missing exams for athletic events.
- Exams can be made up at time agreed upon.
- Teri – has a student that had missed twice now because of club meetings. Student worried about being kicked out of club if he doesn't attend meetings. This is a club that supports academic classes. She would like to see some policy around the expectation of faculty. The requirement on students to participate in other activities during scheduled class time are putting burdens on faculty. There needs to be some reasonable limitations on this.

- Robin – Had student, in a water sport, looked at the entire schedule the first week of class and mentioned he couldn't meet for many of the Labs.
- Heike – Mentioned that athletes get priority registration and can schedule around their games.
- Eric – this is an important part of campus life for students to experience and to participate in extracurricular activities. To help them succeed, there are two things going on here: (1) what can they do to minimize the extra trouble to expect faculty to accommodate them and (2) how to help them succeed. The answer to both is that the student should be required to meet with their faculty member and go over the schedule and review the things they will miss. Maybe formalize this process with the coaches.
- David – Reiterate the fact athletic students have preferential registration and know their set schedule. In lieu of making up work, they could arrange to do it earlier.
- Michal – What about the student that are just told they made the state final which was not scheduled and now must miss lab? They can't make up a lab. How many labs can you miss and still say they took the class?
- Bhairav – If it is out of the students' control, he would be more inclined to give the student a pass. If it is a regular thing and they know they had an exam, then too bad. They knew the class days when registering.
- Ruth – Has a student in the service and wanted her to let him do a self-pace online lab. He really needs to drop the class. She knows that there is this big push to put everything online for student but she does not know how to get there.
- Segal – One issue she has this semester with a student, on a sports team, is he didn't know he was schedule to play, got a call the night before, and had to miss class. This has happened a couple of times now. If she is teaching another lab, will give them an option to makeup but the lab usually has passed.
- Howard – In his flex day event, the Athletic department participated and discussed this very issue. While they do not have a solution, they will hold small group conversations directed around this. Stay tuned for that.
- Ashley- One thing that would be very helpful would be for the sponsoring group to let us what students are going. This would prevent students running up the day of and informing us they are going to miss class.
- Ann – She has a lot of student athletes and thinks part of what could be done is coach-dependent. Some coaches that have been here a long really understand the process and they counsel their students to talk with her the first day, show their contract and then she goes through the schedule. New coaches come on and it takes them a while to get up and running. Maybe we can ask the coaches to have that first day training and talk with their athletes.
- Terri – Her policy is the same as when someone misses class. She makes is very clear that they are responsible for learning the material and it needs to be articulated that this class is on the student.
- David – He thinks that they are looking to hire an athletic counselor specialized to work with the athletes. This would certainly help with the overlap and guidance.
- Ron – As we add more sports, it will only get worse.

## 9. Offsite classes 2017/2108

Nan mentioned that we are going to start scheduling for fall 2017 and summer possibly as early as next month. We had five or six classes offered at the District office this semester and offered classes at five high schools. We will no longer offer classes at the District office. We may have some portables and other community sites to hold classes to relieve some of the pressure with the day classes. She asked that at faculty's next department meeting to think about classes that would be great to add into your day schedule (those that are most impacted). If you want to offer a class at a high school, this is the time to start thinking about that.

## **10. Building 2100 Refresh**

Nan mentioned that a lot of furniture is being ordered, and blinds are on the way. The restroom that was going to be converted to a non-unisex restroom will not happen because of a new state law. This means that all the other non-unisex restrooms will be converted over.

## **11. Measure A - Facilities Prioritization – Michael Peterson**

Michael discussed how Measure A has passed and talked about at Town/flex meetings. Basically they want to get all this to the Board by March. They want a first round of recommendations for projects. We have two months to get feedback. He reminded us about things in the master plans and the final goals of the Master plan. He referenced the first page of campus map and mentioned that building 100 is in the works. Mike Ansell talked at last meeting and shared the first ideas put forth to repave building 100. The original Facilities Master Plan is to build a new building to house all the CTE programs. He asked for feedback from everyone.

Mark Tarte stated that this will create a stand-alone and out of site out of mind feeling. He said that when you talk about Public Safety stuff with Auto and Welding there is no like education there. Mark mentioned that this is illogical. He said that both Auto and Welding need their own building as well as Public Safety.

David Everett asked if there will be office area for the CTE Dean. He mentioned that this will make it feel like a separate college up there all on its own.

Terri Hansen – We will need shuttle service.

Mike Ansell stated that there is not enough room for all of these programs up there. It does not have to be one building in this area. He asked what do we want to do?

Ron Johansen – It was originally designed to be a Public Safety sector and now has evolved into the CTE building. Each of these programs have unique demands and services and this area is not large enough. Could we have multiple buildings in one site?

David Everett – Each of these programs need their own structure.

Nan Ho – Mentioned that it could be just one complex of many buildings.

Michael stated that it reads in the Master Plan that this is to be conceptual. The final design is going to be ongoing.

Mark Tarte – Regardless of the plan to be ongoing, he has a real issue about putting all these programs at a distance from the rest of the college.

Robin – Can expand the facilities and we need more parking. So, we either move all the buildings closer together and rebuild the parking. In order to make it feel all inclusive, need to rearrange the middle section where the track. Possible move the fields to the outside.

Mike Ansell – Parking structures are very costly and around \$10,000 per spot. He shared an idea of replacing building 1800 with a parking lot.

Mark Tarte – He mentioned that the cost is so high due to the earthquake standards.

Ron Johansen – Do we need to be concerned that this foot print is too large for this campus and are we going to need look at additional land to meet the needs of the future? We are trying to squeeze too much into little space. It's not solving are problems or meeting our needs for the future.

Keith Level – Talked about an email he received from Diane Brady to address the use of Murray Ranch for an area for Astronomy.

Ron Johansen – Are we destined to be the sister or a stand-alone college?

Michael – The next item is to take down the oldest buildings on campus (2100 & 2200) and build a new building surrounding the Library that would contain faculty offices and Isle C Math and various types of tutorial/learning areas. The faculty offices from building 2100 will be displaced in the parking lot area for years. He asked for feedback.

Ashley – She loved the idea of integrating all the Student Learning services. Both her and Michelle came up with the ASK Center (Academic Support and Knowledge Center). This is something that is desperately needed whether it be on top or around the library. It has to be integrated. Our students are getting lost having to bounce around looking for these areas on campus.

Nan Ho – One thing that came up is that M & O and District want us to avoid the how and talk about the what. What are your needs?

Michael displayed the questions to consider for your programs.

We want to make the most out of this \$950M and focus on the most expensive projects first.

Ron Johansen – Talked about how it impacts the infrastructure with sidewalks, lawns and roads.

Michael talked about some buildings not in the Master Plan. Building 600 and 800 will be taken down with new buildings in their place. These new buildings will have classrooms, faculty offices, Computer Information Systems. Building 300 will possibly be contented to building 100. The second floor would house Campus Security, the copy center, more classrooms and faculty offices. Other big changes to be made regarding traffic flow and walkways around campus. There is a possibility for more parking.

He mentioned that Dr. Russell will have a survey coming out soon.

Nan Ho shared the time line and December 31, the President will need to have out to District.

Send feedback to both Michael and Nan.

## **12. Instructional Equipment Request**

Nan mentioned that we received request on the following:

- **BIO - Female muscle model**
- **BIO - Nine Canon WUXGA projectors**
- **BIO - Student libraries for microscope tissue slides & replacements**
- **CHEM - Radiation monitors**
- **CHEM - lead lumina hollow cathode lamp**
- **ENGR - Tektronics oscilloscopes and Laser Cutter**
- **FST - PPE equipment replacement**
- **MATH - Tables with dividers and chairs for testing room**
- **PHYS/ASTR - Laser ray box and Lenses, power supply, axis mirror, sensors, pyranometer, etc.**
- **VWT - Hannah instruments bluetooth/wireless Ph meters**
- **VWT - Grape elevator with vibrating sorting table**
- **VWT - Miscellaneous Tools**

Gerry stated that each area should include their purchase requisitions or it will slow down their order. She mentioned that if it is important to get the equipment recommended in your IER then specify to include the words "Do Not Substitute Without Approval" on the bottom of the purchase requisition.

### **13. Committee Reports**

Nan asked Tom if he had something he wanted to add to the committee reports.

Tom talks about an issue that was talked about at the last Board meeting. DMC is talking about the possibility of cutting classes next fall and raising productivity because they are concerned about funds. The District is holding a large amount of funds. DMC is meeting on Friday to discuss this further.

### **14. Good of the Order**

Nan gave kudos to our two Public Safety people for their amazing campus safety fair.

### **15. Reminders**

- **Canvas Course Conversion/Course Development Application Posted on HR Website**  
<http://www.clpccd.org/HR/HRGovForms.php>  
<http://www.clpccd.org/HR/documents/CanvasApplication101116-FILLABLE.pdf>
- **OSHA Hazardous Chemical Communication training due on Monday October 31**

### **16. Announcements**

- **CARE Fund Special Projects Grant Program – Applications due to Dean by Thursday, November 10.**  
[http://care-news.org/grant\\_flyer.pdf](http://care-news.org/grant_flyer.pdf)
- **Las Positas College Science Research Poster Exhibit, Livermore Library, On exhibit through October 31.**  
**Author Reception – Sunday, October 23 from 1:00 – 3:00p**
- **Milanese Grant Awardees**
- **7<sup>th</sup> Annual LLNL/LPC Science and Engineering Seminar Series**
  - **Thursday, November 3, 2016 – Forensic Science in Crisis: How Proteins Can Help -Brad Hart, PhD and Deon Anex, PhD**
  - **Tuesday, March 7, 2017 – Building Biologically Inspired Nano-Bots Matthew Coleman, PhD and Amy Rasley, PhD**
  - **Monday, April 10, 2017 – Additive Manufacturing, Eric Duoss, PhD**

Meeting was adjourned at 3:55 p.m.

Minutes submitted by Linda Cross

**Next Division Meeting: November 16, 2016, 2:30 – 4:30 p.m., room 1871**