

## 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 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:

Marilyn Marquis, Rafael Valle

### Guests:

Scott Miner, LaVaughn Hart,  
Olga Salgado (ASLPC)

## APPROVED Minutes

## Presenter

### 1. GENERAL BUSINESS

**Melissa Korber**  
**Items 1-4**

#### 1.1 Call to Order/Quorum

Meeting called to order at 2:34 pm

#### 1.2 Review and Approval of Agenda

**MOTION** to Approve Agenda

MSC: M.Grooms / T.Inzerilla

**MOTION** to Reorder Agenda

Move 6.4 after 3.0

**VOTE:** APPROVED

#### 1.3 Review of Minutes from February 10, 2016

**TABLED**

#### 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.) – None

### 2. ACTION ITEMS - None

**Melissa Korber**

### 3. CONSENT ITEMS

**Melissa Korber**

#### 3.1 Counselor Hiring Committee Addition – Joel Gagnon

#### 3.2 Curriculum Specialist Hiring Committee Addition – Jim Ott

#### 3.3 Equivalency Committee – Heike Gecox

#### 3.4 Curriculum Approval – None

**MOTION** to Approve Consent Items 3.1, 3.2, and 3.3

MSC: T.Inzerilla / R.Grooms / APPROVED

### 4. REPORTS

#### 4.1 Basic Skills Committee

**Michelle Gonzales/Ashley McHale**

A written report was submitted by the Basic Skills Committee:

- The Committee is creating basic skills materials for the Math, English, and ESL programs.

- The Committee also partnered with ASLPC, the Library, and English department to put on two workshops for students. Last week Justin Garoupa presented a workshop on grammar that was well attended. A workshop on MLA and APA is scheduled for tomorrow from 5-6 p.m. in the Library. Some instructors will be giving extra credit to students who attend, and future workshops on similar topics will be scheduled.
- VP Roanna Bennie, Don Miller, Julia McGurk, Katie Eagan, Michelle Gonzales, Jeannie Graham, and Kristie Woods will be working on a grant proposal. The State Chancellor's Office is awarding up to \$1.5M to colleges who create or adopt best practices for moving students through basic skills, and first level transfer courses at a faster pace. A few suggested best practices include adopting MMAP, co-requisite courses, and just in time remediation. Some members of the task force have already attended preparatory workshops designed to assist with writing the grant.

#### 4.2 CTE Liaison – No report

**Mark Grooms**

#### 4.3 Integrated Planning Committee – No report

**Mike Sato**

#### 4.4 Staff Development – No report

**Greg Daubenmire**

#### 4.5 Faculty Association

**Heike Gecox**

- Faculty Association officer elections are currently underway, and ballots have been placed in campus mailboxes. Please contact Heike Gecox if you do not receive a ballot.
- In regards to Canvas, the FA negotiation team has met with the District negotiation team to begin discussing the impact and effects of any changes in the course management system. In the meeting it was specifically stated that the District has not made any decision regarding Canvas, no contract has been signed. The District is awaiting the analysis and the recommendation of the OEI Task Force who will send their analysis and recommendation to the District IT committee, which will discuss and make a recommendation to the Chancellor.

#### 4.6 Student Senate

**Angela Toledo**

- Student elections are coming up in April, and the period for submitting nomination forms has been extended to allow more students the opportunity to submit their application.
- Ten students and one advisor will be headed to Washington DC to attend the ASACC (American Student Association of Community Colleges) Conference from March 11th-14th.
- A General Assembly of the Student Senates of Community Colleges is scheduled to be held in Ontario, CA. Resolutions will be presented and voted on during this assembly.

#### 4.7 Treasurer

**Mark Grooms**

The Senate fund balance remains at \$2,203.54.

#### 4.8 President

**Melissa Korber**

- Four faculty are needed to serve on an Academic Fairness Task Force. Heike Gecox, Rajeev Chopra, and Mark Grooms have already indicated interest. Please contact Melissa if you are interested.

- There is an office space issue. Sixteen faculty will be added this next year, as well as refreshing the inside of building 2100. There is a process in place for office space distribution that has been carefully reviewed. The hallway access in building 2100 will be improved to ADA standards, part-time faculty having offices will be displaced, and faculty using other faculty offices for storage will lose that storage space. For any other concerns faculty should contact their deans to discuss a solution.
- At the Chancellors Council an update regarding the \$950M Bond was shared. Those interested in participating in the bond efforts should contact Melissa.
- The course management system was on the Chancellor's agenda. There were two related issues: 1) should Canvas be adopted, and 2) should we participate in the OEI.
- The Administrator Evaluations will be discussed at the next Chancellor's meeting
- A task force will be formed that will look further into the Curriculum and Program Introduction policies, and also the hiring procedures since upon review it was found that they are not consistent at either colleges.

#### **4.9 District Integrated Planning & Budget Committee**

**Rajeev Chopra**

- Funding for 2016-2017 will be for 16862 FTES although our target has been set at 17191 FTES and the college will be on stability.
- The discussion of what would be considered a reasonable amount of money that should be placed in reserve continues. Rajeev Chopra and Barbara Yesnosky will working on projecting anticipated costs over a 5-year period.

### **5. OLD BUSINESS – DISCUSSION**

#### **5.1 District-wide Strategic Plan**

**Melissa Korber**

This is still at the District level and there is no new information from the task force.

#### **5.2 Academic Freedom**

**Melissa Korber**

It was explained that the reason behind drawing up a statement came about because the accrediting body made mention of the lack of an Academic Freedom Statement in the college catalog. Melissa Korber read a statement written by Marilyn Marquis. Melissa was contacted by the FA because of the fact that a statement already exists in the Faculty Handbooks, and another in the Faculty Contract. The FA has asked that their attorney review the statement which will most likely come back with a suggestion to make reference to the statement in the faculty contract.

The draft statement from Marilyn mentions "freedom to" or "freedom from" after each bullet point which makes it sound redundant. It was suggested removing those words from the eight points and mentioning it only once in the first sentence, and referencing the freedom statement found in the faculty contract and the Board Policy. The Senators will present the statement at their division meeting and bring back feedback to the next Senate meeting.

**5.3 Catalog – Philosophy and Core Competencies****Melissa Korber**

The Philosophy and Core Competencies listed in the college catalog was identified as another area for possible revision. Initially, a great deal of time was devoted to drawing up the original verbiage for this section that it did not seem fair to remove most of what had been written by individuals who had dedicated a large portion of their time. With a deadline from the catalog committee drawing near, it also did not leave much time to rewrite this section so it was decided to leave the majority of what was written as is, and to concentrate on the paragraph describing General Education. Three drafts were read with the third one being favored by the group.

The Senators will share this information with their division and bring back any feedback.

**5.4 Funding for Door Locks****Rajeev Chopra**

No new information.

**5.5 Extenuating Circumstances****Melissa Korber**

Debbie Earney from Admissions and Records will present and explain extenuating circumstances at an upcoming Senate meeting.

**5.6 Staff Appreciation****Rajeev Chopra**

The members of the planning committee for the Staff Appreciation Event are Mark Grooms, Marilyn Marquis, Julia McGurk, and Rajeev Chopra. The committee is considering two dates – April 13 or May 11, of which a decision will need to be made soon. The Rock Hawks will be performing, and a Spring Celebration is the theme. The menu has been set and a donation from the President is anticipated.

**5.7 Administrator Evaluation****Melissa Korber**

Reported under Agenda Item 4.8.

**5.8 Student Learning Outcomes – Accreditation Recommendation****Melissa Korber**

The accrediting body recommended that SLOs now to be included on courses outlines on records and course syllabi. There was a discussion about what faculty must do, and how to convey this information in a manner that does not cause resistance but cooperation, since adding this information is not an option. More information will be shared at the next Senate meeting.

**5.9 Problems with Process****Melissa Korber**

No new information.

**5.10 Teaching and Service Awards****Melissa Korber**

Information and nomination form for the Distinguished Teaching and the Outstanding Service awards will soon go out.

**6. NEW BUSINESS – DISCUSSION****6.1 Online Education Initiative – Chabot Resolution****Melissa Korber**

An OEI Task Force was formed to look further into Canvas. The Chabot Academic Senate wrote a resolution and asked Melissa to present to the LPC Senate the document and to consider joining in

support of not adopting Canvas as the online learning platform. The resolution read as if the decision to adopt Canvas had already been made.

A brief discussion ensued. It is known that 50-60 colleges have already adopted Canvas and having more information about this platform would be helpful. The decision to switch to Canvas will be made in early April.

## **6.2 Equal Employment Opportunity – Task Force**

**LaVaughn Hart**

LaVaughn Hart was presenting for Nadiyah Taylor the Equal Employment Opportunity draft document. The District's Plan is being rewritten and a task force has been formed. This plan is a requirement and the purpose is to create a written document in which the District's workforce is analyzed and specific plans and procedures are set forth ensuring equal employment opportunities.

The draft was made available and feedback can be submitted to LaVaughn or Nadiyah. The task force's goal is to have this document ready to present to the Board at the May meeting in order to meet the State's deadline date of June 2016.

## **6.3 CTE Report**

**Vicki Shipman**

Presentation postponed until April meeting.

## **6.4 Open Educational Resources**

**Olga Salgado/Angela Toledo/Scott Miner**

The Student Senate distributed a survey asking students what they would like the Senate to focus on and the result was reducing textbook costs. One way the student government has been helping is with their Textbook Loner Program. Since only a limited number of books for a limited number of courses can be purchased the student government was asking for support from the Academic Senate regarding the Online Educational Resource (OER). The student government felt that the money saved by participating in the OER could then be used to assist faculty with their program needs.

Personal testimony was heard from a student who also shared experiences of other students trying to find ways to afford purchasing required text books for classes. Alternatives some students have had to take were delaying taking a class or not taking it at all. The student senate presented information and was asking for the Academic Senate's support for AB 798 a College Textbook Affordability Act, which opens online educational resources to students.

The proposal is quite detailed and a number of steps are required in order to be able to submit an application that can qualify colleges for up to \$50,000. The student government has already written a resolution and are now asking for support from the Academic Senate. The deadline for submitting a proposal is June 30, 2016.

This idea was put forth by the legislature which has put money behind this act. What is being offered is \$50,000 for a program that would be geared towards saving students money. The threshold would be a minimum of 30% savings for each course or section proposed. It is tiered funding where the college would have to show 10 course sections being reduced by 30% savings to receive \$10,000, 30% for 20 courses for \$20,000, and so on up to limit of \$50,000, and would require faculty adopting some of the resources OER has to offer. The Senate is considered a representative and the voice of all faculty and

the faculty would have to be onboard to make his happen. One of the requirements is that the Senate also submit a resolution in support of, or a letter from the College President indicating that the campus is interested in participating. Conditions are that this program reside in the public domain, have no intellectual attachments, and free of cost to all students. Online information is available to assist the Academic Senates with completing the proposal, and resources the OER offers are available online for review. The detailed chronicle maps the progress stages of this program beginning in 2016 all the way through 2020. The four major sections of this proposal are to contain an academic senate resolution, a narrative of how the funding would be handled, a commitment for a campus coordinator where up to 30% of the funding received could be used to support this position, and a list of courses and predicted savings per course. If the Academic Senate is not interested than there is no reason to move forward with a proposal.

Melissa Korber mentioned during the discussion that she was aware of AB 798 and had conversations with Tina Inzerilla and Scott Miner. Her biggest concern was finding someone who would be willing to take responsibility. The concept and motivation was clear to one senator, although the mechanism and how the program works was not. The same books and manuals instructors' research for their classes will not necessarily be available through the OER. Faculty can decide whether or not they want to use textbooks through the OER, although a certain percentage of faculty will have to participate. E-books was mentioned as another way students could save money instead of purchasing books, but the number of students who use e-books was not known. Instructors research materials to provide students with the best learning materials, although publishers have a great deal to do with driving the costs of textbooks up, which eventually fall on the students.

The concept was thought to be good and interest was expressed. Finding a faculty member who was interested in taking the lead, doing the required research in order to gather the requirements together, write the proposal and plan, while trying to meet the short deadline seemed very challenging. A plan to form a task force to work on AB 798 was mentioned that would be made up of members of the Academic Senate, the ASLPC, and other entities on campus.

Senators are to take this information back to their division and also be placed in the Talking Points from the Senate.

## **6.5 2015-2016 Academic Senate Executive Board Elections**

**Melissa Korber**

Elections for Executive Board members are coming up. Marilyn Marquis and Jill Carbone are on the election task force and a third person is being sought. Nominations will be presented for approval by the Senate at one of the April meetings.

## **7. GOOD OF THE ORDER**

### **7.1 Announcements/Comments**

- Tina Inzerilla – Library Summer Hours. Previously, the amount funded to support the library staff working three hours a day during the Summer has not been sufficient, and this Summer two additional weeks have been added. Tina stated that before she begins trying to find extra money, she asked what number of hours that would be considered reasonable for the library to be open during the Summer. The answer was 9 hours each day since some classes are scheduled to run after

9:30 pm, and the ASLPC, Basic Skills, CTE, and surplus in other budget accounts were mentioned as a means for funding.

- Mike Schwarz – Faculty are still needed to serve on the Scholarship Committee. Anyone interested should contact Andi Schreiber in the Financial Aid Office.
- Fourteen applications were received from students interested in presenting their business ideas at the Shark Tank Competition to be held in March 22<sup>nd</sup> from 6-8 p.m. in the Mertes Center.
- Heike Gecox – Majors Fare April 27, 2016 from 10 a.m. to 2 p.m.

**8. ADJOURNMENT** – 4:21 p.m.

**MOTION** to Adjourn

MSC: M.Grooms / R.Chopra / APPROVED

**9. NEXT MEETING** – March 23, 2016