



# Academic Senate Committee Minutes

March 23, 2016 | 2:30 pm | 1687

## 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:

Candace Brown, Mark Grooms, Heike Gecox, Angela Toledo

### Guests:

Debbie Earney  
LaVaughn Hart  
Karin Spirn  
Scott Vigallon

## APPROVED Minutes

Presenter

### 1.0 GENERAL BUSINESS

Melissa Korber  
Items 1-4

#### 1.1 Call to Order/Quorum

Meeting called to order at 2:38 pm

#### 1.2 Review and Approval of Agenda

**MOTION** to Approve Agenda  
MSC: T.Inzerilla / T.Henson

**MOTION** to Reorder Agenda

Immediately after Public Comments begin with 4.8, 4.1, and 5.5 after 4.8

**VOTE:** APPROVED

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

**MOTION** to **APPROVE** Draft Minutes from February 10, 2016  
MSC: T.Henson / T.Inzerilla / 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.) – None

### 2.0 ACTION ITEMS

Melissa Korber

#### 2.1 Academic Freedom

The FA's attorney reviewed the content of the Academic Freedom statement and was satisfied with the language. Two suggestions were made that included: 1) eliminating "due process" because it seemed very limiting; and 2) adding a reference to the Academic Freedom Statement appendix from the Faculty Contract.

**MOTION** to **APPROVE** Academic Freedom Statement  
MS: T.Inzerilla / M.Marquis

**Discussion:** A previous suggestion of removing the word "freedom" from each bullet point and adding "freedom" after "promote" was not made as suggested earlier.

**MOTION to AMEND** the statement to say promote freedom, and the bullet points to inquire, teach, engage, and so on.

MSC: T.Henson / M.Marquis / APPROVED

## 2.2 Catalog – Philosophy and Core Competencies

Three samples of the GE statement were displayed: 1) the existing statement from the catalog; 2) a revised statement from a small task force; and 3) a revised statement incorporating feedback from the divisions included, which read as follows:

*“General education is a significant part of the program of studies in American colleges and universities. The term general education refers to a program of studies intended to broaden students’ minds and enrich their personal, social, and cultural understanding through exposure to a breadth of academic disciplines. Students develop skills and aptitudes that prepare them to contribute to and participate in society and democratic process.”*

**MOTION** made To **APPROVE** the Division Revised Statement.

MSC: T.Inzerilla / M.Schwarz / APPROVED

## 3.0 CONSENT ITEMS

Melissa Korber  
Items 1-4

### 3.1 Faculty Hiring Committees – Changes

#### Political Science

~~Stuart McElderry~~

Jonathan Brickman

### 3.2 Academic Senate Nominating Committee

Jill Carbone, Julie McGurk, Marilyn Marquis |

### 3.3 Curriculum Approval

#### Proposals:

ECD 87 - Quality Environments for Infants/Toddlers

ECD XXXX - Early Childhood Math and Science

KIN DRJ1 - Danzan Ryu Jujitsu 1

KIN DRJ2 - Danzan Ryu Jujitsu 2

KIN DRJ3 - Danzan Ryu Jujitsu 3

KIN DRJ4 - Danzan Ryu Jujitsu 4

MUS XZ - Intro to Music Technology

#### Transfer Pathways

ECD 87 – CSU Transfer

ECD XXXX – CSU Transfer

KIN DRJ4 – CSU GE and Transfer, LPC GE AA/AS, UC Transfer

MUS XZ – CSU Transfer, UC Transfer

**Prerequisites**

ECD 87 – Strongly Recommended: ECD 67

ECD XXXX – Prerequisite: ECD 63

KIN DRJ2 – Strongly Recommended: KIN DRJ

KIN DRJ3 – Strongly Recommended: KIN DRJ1, KIN DRJ2

KIN DRJ4 – Strongly Recommended: KIN DRJ1, KIN DRJ2, KIN DRJ3

**3.4 Second-level Tenure Review Fall 2015**

Melissa Korber, Thomas Orf, Rajeev Chopra, Jason Craighead, and Teri Henson

**MOTION** made to **APPROVE** Consent Items 3.1, 3.2, 3.3, and 3.4

MSC: T.Henson / M.Marquis / APPROVED

**4.0 REPORTS****4.1 CEMC****LaVaughn Hart**

- Current FTES is 3128 which is up 163 from this same time last year, LPC at about 4% up over last year and Chabot about 2%-3%.
- Last Fall during a PBC meeting, the Chancellor set a number for budget development during 2016-2017 of about 16867. This year that number is 17229.75 FTES, which is an increase of about 363 FTES and about \$1.8M will be going through the allocation model.
- Last year the district received a large base allocation from the State, which the Chancellor held back \$2.84M. This amount will also be going through the allocation model and result in about \$900K coming to LPC's budget. An academy will also be closing two weeks into June and with most of the instruction having taken place in Spring the approximate 90 FTES should also be counted, and place us over our target of 761 to 790.
- Research continues on examining what the college will be going through during stability, and how much will roll back from Summer to help set the 2-year target to 2016-17 and 2017-18.
- District reserves have increased unrestricted funds to 86%. The reason for this increase was said to be due to unexpected expenses in STERS, PERS, and salary increases. A ceiling of how much to limit the amount in reserves has not yet been set.

**MOTION** to REORDER Agenda – Item 4.4 after 5.5

MSC: T.Henson / T.Inzerilla / APPROVED

**4.2 CTE Liaison** – No report

**Mark Grooms**

**4.3 Curriculum Committee** – No report

**Craig Kutil**

**4.4 Distance Education Committee**

**Scott Vigallon**

Scott Vigallon presented the following report:

- **OEI Task Force:** The task force has met three times during March, the first meeting included the OEI Statewide Program Director, Steve Klein. There have also been two separate demonstrations between the Blackboard system administrators and Canvas to see how Canvas works on the administrative end. Below are some notes from the meetings that have taken place thus far:

1) The task force was told that no decision has been made by the Chancellor on whether or not to join the OEI, and that the original timeline of making a recommendation to the Chancellor by the end of Spring will be followed;

2) Canvas has an 800 number for faculty and student support on nights and weekends;

3) Colleges joining the OEI determine the timeline for implementation. When tech implementation begins, colleges have nine months to bring students online. Once students come online, the OEI agreements stipulates that our Blackboard system become inactive within 18 months;

4) There is no archiving of course; they will remain on Canvas indefinitely;

5) The OEI has three tools in planning: an accessibility testing tool (UDOIT), an early alert tool (Starfish), and a plagiarism tool to be decided upon;

6) A Canvas sandbox (test server) has been set up for members of the task force. Faculty can test courses, and administrators can test the administration features. A deadline of April 15<sup>th</sup> was established for feedback;

7) CLPCCD's Blackboard sales representative sent an unsolicited email to the task force indicating that our license fees would be cut in half if we remained with Blackboard.

- **Distance Education Committee:** The DE Committee has not been made aware of the college's plans to address the accreditation recommendation that LPC improve its online student services. The OEI provides some vital services of which some are free.

The DE Committee will discuss what to do about web accessibility for students with disabilities in Blackboard courses. There are updated techniques to help ensure accessibility, which the OEI is stressing. The person responsible for supporting accessibility is no longer at LPC, and many instructors are not implementing what they have been trained on.

**MOTION** to ADD New Item under Business: 6.1: Library Resources During Summer  
MSC: T.Inzerilla / J.Chopra / APPROVED

**4.5 District Integrated Planning & Budget Committee** – No report

**4.6 Faculty Hiring Prioritization Committee** – No report

**Rajeev Chopra**

**Nan Ho**

**4.7 Faculty Association**

**Heike Gecox**

FA Election Outcome:	President	-	Charlotte Lofft
	Vice President	-	LaVaughn hart
	Membership Chair	-	Heike Gecox
	PT Faculty Rep	-	Victoria Austin
	Rep-At-Large	-	Thomas Orf

**4.8 Program Review**

**Karin Spirn**

- The committee is currently working on next year’s template, with one more update expected since the PPU is not considered a full program review.
- The April 13<sup>th</sup> meeting will be canceled in order to attend the Staff Appreciation event.
- There have been ideas mentioned of how to make program reviews more meaningful, and one in particular was to set aside time for discipline members to meet with their dean. The program review committee is looking at incorporating and formalizing this into the program review process, and the deans were receptive of this idea. The disciplines felt that the deans’ input would be helpful with the construction as well as the implantation of their plans.
- The committee will be discussing centralizing the planning process so that program reviews can be used more effectively. An example of non-centralized planning is the library where there is FTEF for the summer, but not enough resources to support those plans. The program review committee will be discussing centralized planning and if there might be interest from the Senate, the Senate could move forward with drawing up a resolution.

**4.9 Staff Development – No report**

**Greg Daubenmire**

**4.10 Student Learning Outcomes – No report**

**John Ruys**

**4.11 Student Senate – No report**

**Angela Toledo**

**4.12 Treasurer – No report**

**Mark Grooms**

**4.13 President**

**Melissa Korber**

- Melissa will be unable to attend the Senate Area B meeting and is asking for anyone who is interested to let her know. It will be held on Friday, April 1<sup>st</sup> in Marin County. Resolutions will be reviewed that relate to the Senate’s Plenary Session scheduled in April.
- The Plenary Session is scheduled for April 21<sup>nd</sup> – 23<sup>rd</sup> and is being held in Sacramento.

**5.0 OLD BUSINESS – DISCUSSION**

**5.1 District-wide Strategic Plan**

**Melissa Korber**

Krista Johns has been hired as the new Vice Chancellor, and has not yet had a chance to review the document. With someone now in place it is hoped that movement on correcting the content in the strategic plan will soon move forward.

**5.2 District Policies AP/BP 4020 (Curriculum & Program Introduction)****Melissa Korber**

Craig Kutil is doing more research and additional information will be shared at a later meeting.

**5.3 Middle College****Melissa Korber**

VP Roanna Bennie is aware that the Senate would like a member of the Middle College program to present additional information at a future Senate meeting. Some things have come up that have delayed the invitation for a representative to attend one of our meetings.

**5.4 Funding for door Locks****Rajeev Chopra**

There has not been a report from the consultant, and Rajeev will contact the consultant if one is not received after Spring Break.

**5.5 Extenuating Circumstances****Debbie Earney**

Debbie Earney was invited to speak on Extenuating Circumstances and explain when and what forms to use in particular cases.

The Extenuating Circumstances form is located on the A&R website and is accessible to students. This form is generally used for a variety of reasons. It can be anything that is beyond the student's control such as acute medical issues, personal or family problems, employment related, accident, or anything else the student deems is extenuating circumstance, and submits with supporting documentation. The form and documentation is then reviewed by the Dean of Enrollment Services. If the application is class related the instructor is contacted if further information or clarification is required. Depending on how involved the situation is the student is notified within a 3-week period or sooner.

The other extenuating request is in the form of a card that students submit to request a withdrawal from class after the 12<sup>th</sup> week of instruction. This request is permitted only if the extenuating circumstance is beyond the student's control and prohibits continued attendance in the class. Reasons include acute medical problem, acute personal or family problem, employment related problem, or other reason not listed. This request requires the date the circumstance began, a signature from the instructor, verification that the student was maintaining a grade of "D" or better or a "P" in a PASS/NO PASS course, and supporting documentation. The request is reviewed and if granted, the transcript will reflect an "EW" indicating Extenuating Withdrawal.

The presentation was followed by a brief Q&A session.

**MOTION** to REORDER Agenda and follow with Item 4.4.

MSC: T.Henson / T.Inzerilla / APPROVED

**5.6 Staff Appreciation****Julia McGurk**

The invitation has been sent, and the caterer has been contacted. Spring Fever is the theme and everyone is invited to attend.

**5.7 Online Education Initiatives****Melissa Korber**

There are two parts to this initiative: 1) Canvas, and 2) The general idea of whether to be involved in this initiative. There seems to be more opposition about the OEI from Chabot as it was referenced in

the form of a resolution they asked the LPC Senate to join in support of. There was a suggestion to have someone come and speak on the OEI, then it was agreed to wait until the OEI Task Force came up with their recommendation. The district is also willing to send someone to speak to the Senate about this subject at any time. If the task force recommends to move forward, a representative will be invited to speak at a Senate meeting, and a full discussion will take place in the Senate. Reports from the OEI meetings will be sent to the Senators.

#### **5.8 Student Learning Outcomes – Accreditation Recommendations – No report**

**Melissa Korber**

#### **5.9 Problems with Process**

**Marilyn Marquis**

Marilyn began by mentioning changing processes mid-stream and used the Instructional Equipment Requests as an example. In the past, requests were submitted each semester. This year RAC was informed that there would be no allocations for the Spring Semester, and the deans would be given an allotment of funds to distribute as they saw fit. Innovation Funds that usually flow through Staff Development were also given to the deans. There have also been issues with the hiring process that were discussed at an earlier Senate meeting with a HR representative present. Giving the deans the authority to make decisions that was thought to be part of a shared governance process shows no transparency. Also, the voting process of the task force for the 4<sup>th</sup> division was not transparent. Voting was by secret ballot and everyone was required to cast a vote.

Lately, it seems that now there are processes that have been assumed are in place, which have not been followed. Some processes have been without any transparency, and after-the-fact when it is too late to do anything. Transparency now becomes an issue, and giving the deans the authority to make decisions that was thought to be part of a shared governance process.

A brief discussion ensued about various other processes at the college before moving on to the next agenda item.

#### **5.10 Equal Employment Opportunity Task Force**

**Melissa Korber**

The Senators had no feedback from their divisions regarding the Equal Employment Opportunity document.

#### **5.11 Career Technical Education Report – Report in late April.**

**Vicki Shipman**

#### **5.12 Open Education Resources**

**Melissa Korber**

At the prior Senate meeting the ASLPC had spoken at length about the OER and had drawn a resolution (which was not available at the last meeting) asking the Academic Senate to join in support of. That resolution was shared with at this meeting. Some research has been conducted since then and a question of the accessibility of OER resources was presented. Also, the resources were found to be outdated in some cases. In Math, what is available is all linked to CI-D's which does not include basic skills. There are resources for a Statistics class, but the quality is not up to the standards instructors here would use. At the moment, the Senate is not willing to move forward with joining the ASLPC with their resolution until the quality of the resources available improves.

**5.13 Election Task Force****Marilyn Marquis**

The Senate will hold a brief meeting beginning at 1:45 p.m. on April 13<sup>th</sup> to approve the election ballots.

**6. NEW BUSINESS – DISCUSSION****6.1 Library Resources in Summer****Tina Inzerilla**

Establishing the number of hours the Library should operate during the summer was discussed at the last meeting. The divisions were polled and one mentioned using data to monitor the number of students who actually used the Library and when. Another division mentioned using the number of hours the Library operates, and calculating the number of courses offered to see if the ratio matches. One division came up with the Library operating 12 hours a day, and another one with having them operate 9 hours or more each day.

Tina will work with the suggestions and report her findings in April.

**7. GOOD OF THE ORDER****7.1 Announcements/Comments****8. ADJOURNMENT – 4:32 p.m.****MOTION** to Adjourn

MSC: T.Henson / M.Marquis / APPROVED

**9. NEXT MEETING – April 13, 2016**