



# ACADEMIC SENATE MINUTES

February 24, 2021 | 2:30 – 4:30 pm | via Zoom

## 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: Collin Thormoto  
Treasurer: Ashley Young  
BSSL: Robin Roy, Tracey Coleman  
A & H: John Kelly, Catherine Suarez,  
Natalie Kellner, Catherine Eagan  
STEM: Alain Olavarrieta, Carlos Moreno,  
Jeffrey Weichert, Segal Boaz  
PATH: Sebastian Wong, Scott Miner  
Student Services: Christina Lee, Jill  
Oliveira  
Faculty Association: Heike Gecox  
Part Time Representatives: Jeff Judd, Erin  
DeBakcsy

## 1.0 GENERAL BUSINESS (S. Thompson)

1.1 Call to Order/Establish Quorum: Meeting started at 2:32 pm.

1.2 Approval of Agenda: Motion to approve agenda: moved/seconded: request to move 4.10 before Action Items: motion to reorder the agenda as requested: moved/seconded/approved

1.3 Approval of Minutes: February 10, 2021: Motion to approve minutes: moved/seconded/approved

1.4 Public Comments (5 minutes) 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 District-Wide Educational Master Plan (updated copy distributed):

The issues from last meeting – the relationship between college and district planning and budget committees – has been modified (see page 46). Motion to approve: moved/seconded/discussion:

Rajinder Samra: The EMP Task Force met regarding this issue and there were key concerns regarding these roles and the implementation. Key language was changed: “annual monitoring” was felt to be too frequent at a district level. This has been changed to “periodic monitoring.” This is more aligned to what is in the EMP, spaced out approximately every two years.

Other changes were regarding where the review occurs in the district; the former draft said it was in Planning and Budget Committee OR an “assigned” group, which is not sustainable. The change was to place the review for Planning and Budget Committee.

No other changes have been made for a first reading.

Call the question: approved.

2.2 Academic Senate Constitutional Change, President-elect Position (Collin Thormoto): Motion to approve to send the constitutional changes to faculty for a vote: moved/seconded: discussion: none/approved. Collin was thanked for his work on this issue. He is tasked to create the ballot for Rifka to send out to the faculty for a vote.

2.3 Academic Senate Motion of Support for “Caring Campus” Classified Professional Initiative (David Rodriguez’ presentation at the last

meeting): Motion to approve: moved/seconded: discussion: question about the program cost - \$35,000 for a one-time cost for LPC; there are 144 classified professionals who would receive this professional development/call the question: approved.

**3.0 CONSENT ITEMS (S. Thompson)** Motion to approve 3.1 through 3.3: moved/seconded/approved

3.1 Milanese Family Gift Fund Review Committee: Jim Ott and Kimberley Tomlinson

3.2 Curriculum Specialist Hiring Committee – Ann Hight

3.3 Program Manager Tri Valley Career Center Hiring Committee – Scott Miner

**4.0 REPORTS**

4.1 CTE - (Melissa Korber): Sneak Preview of LPC's Career Coach; Vicki will be working with Tim Druley to create a landing page. She will also be working with EMSI to organize our programs under our Academic and Career Pathways versus by Division. Going live as soon as both of these tasks are accomplished. We have upcoming Career Coach training for the counselors.

Work-Based Learning Flex Day activity has been submitted and approved. The goal is to enhance and expand Work-Based Learning activities at LPC.

Program Mapper: The Program Mapper publisher, Cocentric Sky, is very close to finalizing our imported information into LPC's Program Mapper portal. As soon as the publisher has finished, Vicki will be meeting with each CTE coordinator to validate their information (certificates, degrees, maps). The Guided Pathways leads met with Vicki this month. Their new go-live date is May 1st, which will be perfect for fall registration.

CTE Professional Development: Remind everyone that we have CTE Professional Development funds. All faculty may access these CTE Professional Development funds as long as the conference is about CTE. CTE professional development funds are available for CTE-related sessions/conferences.

4.2 UndocuAlly (Alain Olavarrieta): Next meeting he will have updates and make a report.

4.3 SLO Committee – (Ann Hight): The committee is focused on implementing the new SLO accreditation standards and processes, which are approved by each campus. Ours are inquiry-based. We are writing the process while submitting the accreditation. See attachment of the flow chart for the 3-year planning cycle (Fall 2020 – Spring 2023). Ann is training coordinators how to use eLumen. Data is used to report an analysis of student learning in the yearly Program Review.

Two Flex Day workshops are being offered on SLO assessments used for research.

4.4 Education Master Plan Updates – (Rajinder Samra): All Senates and the College Council have approved. It is in the design process and will go before the Board for their first meeting next month.

4.5 DE Committee – (Robert August)

The committee voted to approve the revisions to the LPC Regular Effective Contact Guidelines. They will be sent to the Academic Senate with the acknowledgement that they will need to be updated again in the future.

The committee discussed ideas on how to make merged courses more FERPA- compliant.

Scott and his counterpart at Chabot will make a presentation to the DEMC about State Authorization. The main issue is what are the colleges and/or district going to do about students who are located outside of California who enroll in our online courses. There are different laws in each state that govern how their residents are educated online. Some states would make us pay thousands of dollars to educate their students, while other states do not charge anything.

Four hundred forty-four students completed the annual DE Student Satisfaction Survey in Fall 2020, and overall, the results were not as positive as in previous years. This can probably be explained by the fact that nearly all instructors taught online, and nearly all students learned online due to the pandemic.

Not all instructors had been trained to teach online, and not all felt comfortable teaching online. Not all students are comfortable online, and many only enrolled in these classes because there were no on- campus alternatives. Survey results are posted on the Survey Results page of the Online Learning web site.

The committee discussed the DE Goals and Objectives for Spring 2021.

An instructor was not too happy with the new Live Chat for faculty when the Canvas support person could not help with his complicated issue. He said it would have been easier and more efficient to explain the issue over the phone, but phone support ended December 31. He inquired about renewing the phone support for students and faculty. The committee felt this was a good idea.

The annual CCC Online Teaching Conference, which takes place from June 21-23, 2021, is open for early-bird registration through April 14. Cost is \$150. The conference will be online with the possibility of a hybrid option, if possible.

The governor's 2021-22 budget proposal contains the following:

\$38 million for Expand the Delivery of Courses through Technology program (\$3 million to Rising Scholars, \$15 million to Zero Textbook Cost, and \$20 million to CVC)

Institutional Effectiveness – Faculty Professional Development. \$20 million one- time Prop 98 General Fund for culturally competent professional development for faculty, including for leveraging 21-century technology to improve learning outcomes.

Integrated Technology – Online Education and Supports Block Grant: \$10.6 million to support the continuity of education and quality distance learning across the CCC system, including (but not limited to) access to online tutoring, online counseling, and other online student support services.

A state chancellor's office rep said that districts would be required to maintain a number of online courses in 2021-22 that is 10% higher than the number offered in 2018-19. Additional details will likely be provided in trailer bills.

The ConferZoom upgrade, which both DE committees at Chabot and LPC recommended take place between the fall and spring semesters, will not happen. There is a queue statewide, and ITS does not have sufficient time nor work force to make this happen. There are outreach, training, support and technical issues to work out before an upgrade can take place. For example, according to CTO Bruce Griffin, attendance reporting supposedly would be lost, and old recordings would have new URLs. One notable aspect: when an upgrade occurs, every employee in the district will be affected - not just faculty teaching courses. Who will administer the program, troubleshoot every technical issue, and support everyone? This is a huge undertaking. The

district Technology Coordinating Committee will discuss a possible upgrade further at its February meeting. That committee only makes recommendations to the chancellor, who would make the final decision.

According to CTO Bruce Griffin, a district-wide web accessibility policy will be discussed during the chancellor's board policy review cycle. Bruce is looking to attach the policy (which would be numbered BP/AP 3725) to Board Policy 5140 on DSPS. The review should happen sometime in the spring.

The Web Accessibility Course in Canvas was updated over the break. The update aligns it to instructions and information given on accessibility in the OCDP. All faculty are automatically enrolled in the Web Accessibility Course.

A new “self-service” support page was implemented within the Help menu in the Canvas global navigation menu. On the page, in addition to 24x7 live chat for students and faculty, there is 24x7 email support and tutorial pages. The self-service page will be powered by LPC's Knowledge Base that gives students and faculty answers to popular college-specific questions.

The VPs of Academic Services at both colleges have agreed with their respective DE committees' recommendations to have Banner send one year's worth of data into Canvas each day, along with the current semester. Prior semesters will be deactivated. Data from those prior semesters will remain in their courses.

Humanities instructor Kimberly Tomlinson has agreed to continue being the faculty coach in the OCDP for the spring semester. Kimberly played that role during the fall.

The Model Course Template has been placed into Canvas Commons for any instructor to use. To access it, faculty just need to follow the steps detailed at Model Course Template Instructions on the Online Learning web site.

The district's license to use Hypothesis has been extended through spring 2022.

4.6 Faculty Hiring Prioritization – (Heike Gecox): no report

4.7 Student Senate – (Saba Salehifar, Frank Polanco): no report

4.8 Accreditation Steering Committee – (Kristina Whalen): The accreditation process is moving along, with additional training provided by our new ACCJC liaison. There is direction on evidence (recent and relevant), decision-making rubric inclusion, and page limits.

District coordination meetings are held so personnel for district standards will coordinate with each college.

4.9 Technology Committee - (Meghan Swanson-Garoupa): no report

4.10 District Technology Committee – (Bill Komanetsky):

Passwords are being moved into the Cloud (so we only need one password).

Email improvements are 50% completed, and reliability has been increased due to removal of legacy servers.

Adobe Sign will start to be used for secure and legal signatures on Adobe products; question as to if this will be available for work at home. This will not be required of students.

Our student and retention tool will be incrementally distributed.

DegreeWorks is upgraded, with no negative staff impact.

ConferZoom updates are being made in Canvas – the impact is on videos, where the URLs will change. Personal zoom meetings will be rebranded “LPC meeting rooms.” Scott Vigallon: the upgrade is being requested but not required. The Technology Committee will be discussing this. It is a big undertaking.

4.11 Treasurer - (Ashley Young): We have \$822 in the checking account; all funds were transferred in from PayPal. All the money for scholarships is with our Foundation account now. Financial Aid posts the Academic Senate scholarships.

Classified Appreciation Event: Ashley will work on the video presentation, and involve more faculty in providing messages. The event date is April 28.

4.12 President- (Sarah Thompson):

The policy for EW is being reviewed as last spring’s allowances are being looked at. Moving forward it will be student-initiated only.

Sarah is on the Board of Governors of FACC, an advocacy organization. At their annual conference this March, the “Faculty Member of the Year Award” will be given to Vicki Austin. This recognizes her contributions to our community. Sarah will be sending an announcement for conference registration. Sarah and Ron Gerhart will be presenting at this conference.

## 5.0 OLD BUSINESS (S. Thompson)

5.1 Return to Campus Plan (tabled from last meeting): We are looking at various factors. ***At the next division meetings, please get a sense of how faculty envision the movement back to on-campus classes, identifying faculty concerns.***

Questions about fall semester:

### AIR QUALITY

- Will there be air purifiers in our offices?

### PROTECTION

- Will there be half capacity in the classrooms? This will be determined by county guidelines.
- Will our offices have Plexiglas screens?
- Will students be required to be vaccinated?
- Seek Scan temperature readers at entrances?
- How will office hours and in office tutoring be handled?

### CLEANING

- Will the classroom be sanitized before the next class enters?
- Whiteboard towels?

### FACULTY “VILLAGE”

- Provide outdoor tables
- Provide outdoor charging ability

In Theater, students are coming back for recordings. They are timed in batches, distanced, and organized as to entrance and exit flow. This has improved morale of faculty and students.

Are there any negotiations with the unions regarding reopening? Any requirements for vaccinations? FA will be discussing these issues.

The Chancellor provided approval for faculty to use the campus zip code in signing up for Covid vaccines in Alameda County.

Kristina: there has been previous deep thought into safe learning spaces, as the first plan was to return last fall. Protocols are in place for traffic flow, student check in, space arrangements. See the Atlantic magazine article “Hygiene Theater” regarding surface cleaning:

<https://www.theatlantic.com/ideas/archive/2020/07/scourge-hygiene-theater/614599/>

Motion to amend agenda: Items 5.4, 6.1, 6.3, 6.2, 5.6 to be addressed now: Moved/seconded/approved

Motion to table 5.2, 5.3, 5.5, 5.6: Moved/seconded/approved

5.2 Faculty/Discipline Web Pages (tabled from last meeting):

5.3 Enrollments and Work Load Reductions (tabled from last meeting)

5.4 DE Revision of LPC Regular Effective Contact guidelines (Scott Vigallon and Bobby August): They are waiting for feedback; the DE Committee has already approved. This will be included in the accreditation evidence. The state and ACCJC are still updating their guidelines, so there will be future updates to consider. To review FERPA guidelines (federal and ACCJC), see this link:

[http://www.laspositascollege.edu/onlinelearning/faculty/canvas/merging.php#ferpa\\_tasks](http://www.laspositascollege.edu/onlinelearning/faculty/canvas/merging.php#ferpa_tasks)

This will be an action item at the next meeting.

5.5 Which BPs/APs to evaluate: tabled

5.6 LGBTQ+ resolution: tabled

**6.0 NEW BUSINESS (S. Thompson)**

6.1 Approval of VESL Program Curriculum Development (Julia McGurk): See attachment. This is a new program proposal for vocational ESL. It meets certificate standards, and is a noncredit, short-term program for limited English speaking students seeking immediate employment. The program has a partner – Whole Foods Market, Dublin, and others committed to participation. Resources include SCFF funds, CTE funds, and utilizing outreach already in place. The population for this program is underserved in the Valley, especially our immigrant population.

Question about assessment specialist? A certain level of English is needed.

This is an exciting new program, and will continue through the approval process and be on the Academic Senate agenda as an action item at the next meeting.

6.2 Presentation and recommendations for Credit for Prior Learning (Craig Kutil): This is being discussed at ESS. Please see attachment, which covers:

- MILITARY JST
- CREDIT BY EXAM – there will be a fee for this
- CREDIT BY PORTFOLIO
- CREDIT BY INDUSTRY RECOGNIZED TRAINING

**RECOMMENDATIONS:**

- 1) Approved courses and methods, required materials, and criteria are posted on a website
- 2) Curriculum Committee CPL course proposal process added to CNET
- 3) For ACE transcripts, approved courses entered in Banner and DegreeWorks
- 4) Use a single form for Credit-by-Exam and Credit-by-Portfolio requests
- 5) Credit for industry recognized training and ACE transcripts added to (incoming) transcript evaluation process
- 6) Use P/NP for grading outside of credit-by-exam
- 7) Copy of exam and rubric housed in Division office
- 8) Credit by portfolio criteria could include:
  - a) Narrate the same techniques as class - theories, experiences, learning exercises
  - b) Can include certifications/licenses/credentials not industry recognized
  - c) Verified via signature, recommendation letter, etc.
  - d) Continuing education
  - i) Course outline, learning objectives, etc.
  - e) Promotions: describe/demonstrate additional responsibilities, experiences, and learnings
- 9) CPL coordinator position or taken over by CTE Committee

**CONCERNS:**

- 1) Examination/portfolio grading/evaluation can be extremely time consuming and lot of work – additional compensation needed (FA is planning to negotiate)
- 2) Financial aid implications/limitations
- 3) Certifications must come from recognized accrediting organization – who determines this?
- 4) Was the certification exam offered in a proctored testing environment?
- 5) Appeals process for any student?
- 6) Noncredit transcript evaluation before transcripts go to the evaluator – probably a counselor
- 7) A&R has to coordinate with Chabot about transcript requirements/changes

This will be on the Academic Senate March 24 meeting.

**6.3 Feedback and Approval for the Topics of the Quality Focus Essay in the Institutional Self-Evaluation Report (Kristina Whalen and Jin Tsubota): See the informational link: [tinyurl.com/qfelpc](http://tinyurl.com/qfelpc)**

This is mapped to current planning and Educational Master Plan priorities:

- Institutionalize tutoring and funding, with a scalable high quality model

- Guided Pathways initiative for cohort-based model for student success
- Professional development and equity: a longer-term project addressing racism, funding the Black Resource Center, Professional Development Center, other ideas?

This will be an action item at the next meeting.

## **7.0 GOOD OF THE ORDER**

7.1 Announcements: The Academic Honesty subcommittee is presenting a Spring Flex Day session

7.2 Meetings: 2nd and 4th Wednesdays, 2:30 – 4:30 pm, via zoom; next meeting MARCH 10, 2021

7.3 Adjournment: Motion to adjourn: Moved/seconded/approved. Meeting adjourned at 4:37 pm.

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