



ACADEMIC SENATE MINUTES

May 27, 2020 | 2:30 – 4:30 pm | via ZOOM – information at the end of agenda

LPC Mission Statement

Las Positas College provides 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 life-long 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.

Academic Senate Quorum: 9

Non-Voting Members:

President: Sarah Thompson
Past President: Melissa Korber
Parliamentarian: Craig Kutil
Student Government: Michelle Diaz-Nava
Admin. Assist.: Rifka Several

Voting Members:

Vice President: Elena Cole
Secretary: Bill Komanetsky
Treasurer: Ashley Young
SLPC: Robin Roy, John Rosen
A & H: Catherine Suarez, Natalie Keller, Katie Eagan
STEM: Darcy Ernst, Michael Peterson, Segal Boaz, Alain Olavarrieta
BHAWK: Marsha Vernoga
Counseling: Jill Oliveira
Part Time Representatives: Jeff Judd, Kate Bennett Faix

1.0 GENERAL BUSINESS (S. Thompson)

- 1.1 Call to order/establish quorum: Meeting called to order at 2:32 pm
- 1.2 Approval of agenda: 5.7 should read "repeatable courses" Motion to approve with this amendment: moved/seconded/approved
- 1.3 Approval of minutes – May 13, 2020: Motion to approve: 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 act on these items.* NONE

2.0 ACTION ITEMS (S. Thompson)

- 2.1 Updated "Division Summary Process for 2020-21" (attached): Motion to approve: moved/seconded/approved
- 2.2 Holding Academic Senate Elections in June: Motion to approve: moved/seconded: discussion: we will talk about process under Old Business/ approved.
- 2.3 LPC Budget Committee Establishment: Motion to approve the charge: moved/seconded: discussion: reporting would be made to College Council. Question about membership: The changes are adding the student rep from PBC and putting Sui and Alisha in the Classified-at- large spots (and removing them as separate members) making the total committee composition sixteen members/approved with changes.

3.0 CONSENT ITEMS (S. Thompson)

- 3.1 Curriculum Committee approvals June Board (attached) Motion to approve: moved/seconded/approved

4.0 REPORTS

- 4.1 SLO Committee – (Ann Hight, report sent by email) They submitted their charge with non-substantive changes; just cleaned up the language but did not change the charge.
- 4.2 Education Master Plan Updates – (Rajinder Samra) The Task Force will meet over the summer with the goal of having a working draft by Convocation in August. The survey sent out last Thursday will help inform the development of the plan (with 140 respondents so far). The survey covered the college's response to Covid-19 and how the master plan should address the new situation.
- 4.3 DE Committee – (Christina Lee, sent by email) 1. According to the CVC-OEI, despite the dire projections for the state budget, its funding is still intact, and Canvas remains fully funded.

2. The DE committee is working on a process to conduct course reviews for first-time DE instructors this fall. Because there will be so many, it had to amend its current process to make this one voluntary. Prior to the fall semester, as part of Scott's beginning-of-semester email to faculty, there will be an item that asks first-time DE faculty if they want their courses reviewed. There will be a link to a form in which faculty can voluntarily request that their courses be reviewed. The email will also contain the revised course review checklist.
3. TOAST (Teaching Online And Sharing Tips/Tales/Traumas) is a Teaching-Institute-inspired support and social forum for online teaching at LPC. The inaugural meeting will be May 28 from 4:30-6:00 via Zoom and Toby Bielawski has sent an email with Zoom details to all faculty. The meeting will be a debrief on the semester, and the group will brainstorm topics to focus on in the fall.
4. Due to the transition to most, if not all, classes going online because of the Coronavirus, Wanda Butterly will have an open Zoom meeting available for faculty to drop into to get their questions answered from June 8-30. Until June 30, the hours will be 8-11 am. If she goes back to part-time after that, the Zoom hours will be adjusted.
5. Christina Lee will work with Tim Druley on the proposed Student Support portal in Canvas. It will be modeled after Foothill's portal. The design should be flexible enough that Chabot can use the format as well. The URL for Foothill's portal is <https://foothillcollege.instructure.com/courses/12004>
6. Bobby August will be the next Co-Chair of the DE committee for 2020-21.
 - 4.4 Guided Pathways – (LaVaughn Hart) no report
 - 4.5 Faculty Hiring Prioritization – (Heike Gecox) The New Full-Time Faculty Position Request Form 2021-22 was submitted on time. They met on May 14th for an emergency replacement for Darcy Ernst's position, with this recommendation sent to Dr. Foster. They did not update their charge, the updates were about process. Retirement and resignation replacements will now be included in the rankings. If positions are categorically funded, this will be identified with source and duration.
 - 4.6 Student Senate – (Ariana Colmenares) no report; Rifka: very successful "drive through" free Market held on May 19th. Over 100 people attended, with 26 LPC volunteers working to get the bags ready and distributed according to CDC procedures.
 - 4.7 Accreditation Steering Committee – (Kristina Whalen) no report
 - 4.8 Technology Committee - (Kali Rippel) no report
 - 4.9 Treasurer - (Ashley Young) \$2910 is in our account; \$2000 will be distributed in scholarships. \$400 is expected to be directed to the Classified Professionals appreciation event.
 - 4.10 President- (Sarah Thompson) Two subcommittees (SLO and Program Review Committee) are modifying their charges for next AY. These need to be approved by the Senate before going to College Council. Program Review changes (Karin Spirn): separated mentoring and providing feedback, added campus communications for transparency and inclusiveness to their process. This will be on the next agenda for approval.

5.0 Special Presentation – Budget Reductions (Sarah Thompson) (PPT presentation attached) This was given by Doug Roberts (vice chancellor, Student Services). The State’s projected deficit is \$54.3 billion. The governor is suggesting a variety of income sources and budget reductions. For CCCs, the proposals are both cuts and deferred payments, and the SCFF “hold harmless” is extended through 2023-24. We will experience cuts in Strong Workforce, Student Equity & Achievement, and adjunct faculty compensation. 90.5% of the district budget is for salaries, wages and benefits: layoffs of part-time faculty will occur, as well as reductions in supplies and funding for events. The district has announced a hiring “pause” (freeze) for several years, including not filling open positions. Discussion about balancing the budget with underestimating part time faculty costs.

6.0 OLD BUSINESS (S. Thompson)

- 6.1 Decision on Classified Professional Appreciation Event (Ashley Young): Not all classified will be on campus during summer; there is not a final plan in place. Idea: faculty “adopt” a person and make a care package; or wait until after Fall. It is not likely that we will be able to do an event in 2020. Defer more discussion until July. Katie volunteered to assist.
- 6.2 Planning for Fall – Transition Plan: All courses will be online with few exceptions: lab sections, some testing, and hard to convert courses.
- 6.3 Planning for Fall – Professional Development: The decision is to occur today. There will only be a few days to coordinate the efforts, although Sarah brought this up in March when it was evident the campuses would be closing. Almost 90% of instructors on both campuses have had no DE training. This transition requires appropriate training for educational success for both instructors and students. Rifka will send out an announcement regarding this decision when it arrives.
- 6.4 Academic Senate Elections: Elena and Michael are coordinating these elections. Ashley will forward the email that goes out to all LPC faculty, including part time.

Motion to reorder the agenda: moved/seconded/approved.

Craig chaired the meeting in reviewing the APs and BPs; **those in red will be reviewed next meeting.**

6.5 AP 4225 Office Revisions

6.6 BP 4225 Office Revisions

6.7 AP 4227 Repeatable Courses

6.8 AP 4228 Course Repetition – Significant Lapse of Time

6.9 AP 4229 Course Repetition – Variable Units

6.10 BP 4040 Library and Learning Support Services

6.11 BP 4030 Academic Freedom

6.12 BP 40427 Travel Study Programs

6.13 BP 3050 Institutional Code of Ethics

6.14 AP 3050 Institutional Code of Ethics

6.15 BP 3100 Organizational Structure

6.16 BP 4010 Academic Calendar

6.17 AP 4010 Academic Calendar

6.18 BP 4020 Program Curriculum and Course Development

6.19 AP 4020 Program and Curriculum Development

- 6.20 [AP 4022 Course Approval](#)
- 6.21 [BP 4024 Program Revitalization/Discontinuance](#)
- 6.22 [AP 4024 Program Revitalization/Discontinuance](#)
- 6.23 [BP 4025 Philosophy and Criteria for Associate Degree and General Education](#)
- 6.24 [AP 4025 Philosophy and Criteria for Associate Degree and General Education](#)
- 6.25 [BP 4100 Graduation Requirements for Degrees and Certificates](#)
- 6.26 [AP 4100 Graduation Requirements for Degrees and Certificates](#)
- 6.27 [BP 4070 Auditing and Auditing Fees](#)
- 6.28 [BP 4060 Delineation of Functions Agreements: Noncredit Education](#)
- 6.29 [BP 4050 Articulation](#)
- 6.30 [AP 4050 Articulation](#)

7.0 NEW BUSINESS

- 7.1 [2020 Academic Senate Awards](#) – Sarah Thompson: The 10 + 1, Distinguished Teaching and Outstanding Service awards will be made at Convocation. Rifka will send Sarah the nominations form.
- 7.2 [District Email Strategy](#) – Bill Komanetsky: There were two options: Outlook and Microsoft. Bill recommended a solution with the least impact on faculty and staff: Microsoft Exchange Cloud. The changeover will be made by IT, but you will have to make changes in home computers and phones. Bill will make a video on how to do this. This change will not incur additional expenses. Students will continue to use Zone mail. The chancellor has approved this change. The Senates do not have to vote on this, but do have a responsibility to assist in informing their constituents.
- 7.3 [Transition Data](#) – Rajinder Samra: He reviewed Spring 2020 data on withdrawals (not final for a few weeks due to EW- Covid 19), and compared with Spring 2015 through today's date. There are some disciplines with 15%+ withdrawals, and overall the withdrawals are double from previous years.

8.0 GOOD OF THE ORDER

- 8.1 [Announcements](#): Craig worked with the new DE chair in the development of forms that will be easier to use, and in fillable PDFs.
- 8.2 [Meetings](#): next meeting June 10 via Zoom.
- 8.3 [Adjournment](#): Motion to adjourn: moved/seconded/approved

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