



Academic Senate Minutes

February 27, 2018 | 2:30 pm | Rm 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:

Senate President: Melissa Korber

Senate VP: Tina Inzerilla, Ph.D.

Senate Secretary: Joel Gagnon

Senate Treasurer: Kimberly Tomlinson

Senate Admin Assist: Rifka Several

A&H: Cindy Rosefield, Catherine Suarez, Toby Bielawski

SLPC: Robin Roy, John Rosen

STEM: Ashley Young, Michael Peterson

BHAWK: Andrew Cumbo, Darcy Earnst

Student Services: Heike Gecox

Part-time Faculty: Vicki Pabley, Jeff Judd (Chelsea Kubischta, alternate)

Faculty Association: Heike Gecox

Student Government: Kirstie Burgess

1. GENERAL BUSINESS Melissa Korber

1.1 Call to Order/Quorum: meeting called to order 2:34 pm and quorum established.

1.2 Approval of Agenda: MOTION TO APPROVE: moved/seconded/approved at the end of the meeting.

1.3 Review and Approval of Minutes: February 13, 2019: MOTION TO APPROVE: moved/seconded/approved

1.5 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

2.1 Revised Bylaws: amended section to read:

ARTICLE IV, Section 5. Senate representation shall be determined by a ratio formula as decided by the Academic Senate at the beginning of each Academic Year. Currently the ratio formula shall be 10:1 using the number of full time employed faculty (including those on leaves and sabbaticals). The number of senators will be rounded to the nearest multiple of ten. The same ratio will be across over Divisions. All Divisions are entitled to no fewer than 2 representatives.

MOTION TO APPROVE THE BYLAWS AS AMENDED (see attachment):
moved/seconded/approved

2.2 Revised Constitution: amendments:

ARTICLE III – MEMBERSHIP Section 2: Membership and voting in the Senate.

a. The Executive Committee is comprised of President, Vice President, Secretary, and Treasurer and may include the Immediate Past President to serve as an honorary, non-voting member at the invitation of the current President.

Article IV – OFFICERS

Section 3: Procedures for Elections of Officers and Part-time Representatives

a.1. ADD The committee may include one part-time representative who is not running for office.

c.2 REMOVE If the office of President is then uncontested, they may be reelected for one additional year.

MOTION TO APPROVE WITH AMENDMENTS (see attachment):
moved/seconded/approved

Discussion about requesting the last hour of Town Meeting for the Academic Senate Executive Committee to be excused to meet.

3. CONSENT ITEMS: MOTION TO APPROVE: moved/seconded/approved

3.1 Vice Chancellor of Educational Support Services Academic Senate Appointment: Ashley Young

4. REPORTS

4.1 Distance Education – sent by Christina: The OEI MOU (agreement between the district and FA) is on the district website and Vicki is going to present this at the next Town Meeting.

4.2 Faculty Association – Heike Gecox: continuing with negotiations and making headway. Reassigned time is in the loop.

4.3 Guided Pathways: At the FLEX day you can learn how to develop your program pathway. One session will be on program mapping; some programs will participate and some will observe. Another session will review the data that has been produced on our students.

4.4 Open Educational Resources – Melissa notified the state about our representative, Lyndale Garner

4.5 Student Learning Outcomes – Angella VenJohn sent an email that assistance is available to write SLOs.

4.6 Student Success Committee – Nessa Julian: There is movement to combine basic success, equity and basic skills. Nessa reported they approved a new charge which will be presented at the next senate meeting: “Student Equity and Achievement” committee with a basic skills subcommittee. They will still report to Academic Senate and College Council.

4.7 Student Senate – Kirstie Burgess: March 13 will be the Market. Club Day is postponed due to rain; rescheduled for March 13. They are ready for elections, and have made flyers. They are developing a prayer space in a conference room in 1643. Question about online elections: they are through ClassWeb. Club advisors are being trained at FLEX day and there will be a repeat session on another day.

4.8 Treasurer – Discussion about the additional amount donated for the Philip Manwell scholarship. Decision to keep the agreed upon amount for the scholarship this year, and hold the donations until the next year.

4.9 President – Melissa Korber: Reported at the board meeting on the Senate presentation at the Town Meeting to Roanna Bennie, in her support. Most of the meeting was about building 1000 changes that need to be approved by the board. Melissa is on a task force with all the elected presidents of the senates to look at the board policy (district level) relating to shared governance. This will be distributed soon.

5. OLD BUSINESS

5.1 Updates on the use of the term “Instructors” (tabled from last meeting): Melissa’s update – she sent a memo to Wyman, who advised sending it to FA; FA had no objections. Melissa has notified the Chabot senate about this issue. Other discussion points: “Instructors” is in our contract. What about part-time? “Part time Professor?” What about the change-over period; would people understand that professor and instructor were the same at our institution? We are not suggesting changes to the contract; but it would be on job announcements.

Recommendation: bring a resolution forward that “Instructor” would be changed to “Professor.” Should this be a joint resolution with Chabot?

5.2 Guidelines for Excused Withdrawal:

Extenuating circumstance withdrawal: unsure about financial aid risks. What is the documentation; is it based on the instructor approval? It was presented as requiring the same documentation. The instructor would confirm that the student was passing the class up to the date of withdrawal. Admissions and Records approves the withdrawal, in consultation with the faculty member. The tuition will be refunded and it will not count as an “attempt.”

Excused withdrawal: There is documentation, but the student does not have to be passing the course at the time of withdrawal.

Question about how students would be informed about these options? It will be in the catalog; should also go into ClassWeb. This applies to instructors as well.

This will be on next meeting’s agenda for approval.

5.4 Auto Awarding Degrees: Students can opt out. There is no financial aid impact. The state calls it “auto” and Chabot calls it “proactive.” We need more information on this process to make a decision. Melissa will follow up. We want to also see the student language for “opting out.”

5.5 Adoption of ICS (Incident Command System) Structure/Definitions: TABLED for next meeting.

5.6 Future of College Leadership Response: Current Qualifications: (see attached resolution and the last search committee composition for Barry Russell). This committee was weighted with LPC representatives; it is critical that the search committee be chaired by LPC. Issue of PhD requirements has been raised to the district.

Resolution (presented by Ashley Young, Sebastian Wong, and Melissa Korber): This will be a discussion item next meeting. Email Ashley with any issues so these can be incorporated ahead of the meeting.

5.7 Reassigned Time for Academic Senate: Chabot is advocating for more reassigned time for officers. The research from other community colleges supports this. A draft letter from LPC Senate was read regarding the issue. Question about summer reassigned time; this is handled through stipends at other colleges. Discussion about reassigned time being “finite” and who needs it more? The contract will set this type of reassigned time and it will not be flexible. Discussion that the President needs more reassigned time; but not vice president or other officers.

Request that the president’s summer stipend, and administrative assistance support, be memorialized in the contract. We will work on another draft of the letter for next meeting.

5.8 New Equity Plan Template: TABLED for next meeting

5.9 Course Alleviation Proposal (Joel Gagnon) – Congratulations on Joel’s new baby girl! Proposal TABLED for next meeting.

6. NEW BUSINESS

6.1 AP 4020 Program and Curriculum Development – proposed revisions TABLED for next meeting.

6.2 BP 4100 Graduation Requirements for Degrees: TABLED for next meeting

7. GOOD OF THE ORDER: Announcements/Comments: NONE

8. ADJOURNMENT: MOTION TO ADJOURN: moved/seconded/approved

9. **NEXT MEETING – April 10, 2019**