# LAS POSITAS COLLEGE ACADEMIC SENATE
## REGULAR MEETING
Room 4129, Mertes Center for the Arts Building
April 24, 2013 – 2:30 p.m.

## APPROVED MINUTES

**PRESENT:** Elena Cole, Heike Gecox, Michelle Gonzales, Melissa Korber, Cindy Keune, Melissa Korber, Kevin Lopez (Student Rep), Ashley McHale, Barbara Morrissey, Steve Navarro, John Ruys, Sarah Thompson

**GUESTS:** Mona Abdoun, Jeremiah Bodnar, Debbie Fields, Scott Vigallon, and other members of the of the Campus Community

**GUEST PRESENTER:** Jeff Kingston, Vice Chancellor Educational Services, Planning and Facilities

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**1.0 GENERAL BUSINESS**

**1.1 Call to Order/Quorum:** 2:34 p.m.

**1.2 Approval of Agenda**
**MOTION** to **APPROVE** Agenda
**MSC**: S.Navarro / C.Keune /**APPROVED**

**MOTION** to **REORDER Agenda and move to Reports 4.14 (Guest Presenter), Discussion-New Business 6.3 (Newly Proposed Board Policies), then 6.2 (Facilities Master Plan)**
**MSC**: S.Navarro / A.McHale /**APPROVED**

**1.3 Approval of Minutes for March 13, 2013 – TABLED**

**1.4 Public Comments –** None

**2.0 ACTION ITEMS**

**2.1 The Senate approves $400 to send incoming Senate President to the ASCCC Leadership Institute**

**MOTION** to **APPPROVE**
**MS**: S.Navarro / J.Garoupa

In support of providing funding to send the incoming Academic Senate President to the ASCCC Leadership Institute Conference for training prior to taking office.
**DISCUSSION:** With approximately $1,600.00 currently in the Senate account, the recent approval of three student scholarships of $300.00 each, and the Staff Appreciation event around the corner, committing to an additional $400.00 at this time did not seem possible. Due to concerns and reservations regarding this amount, a recommendation to table this item until the next meeting was presented.

**MOTION** to **TABLE** Action Item 2.1
**MSC:** C.Kutil / M.Gonzales / **APPROVED**

## 3.0 CONSENT ITEMS

3.1 English Hiring: Maureen O'Herin, Michelle Gonzales, Toby Bielawski, Stuart McElderry, and Melissa Korber (alternate) will serve on the English Faculty Hiring Committee.

3.2 Theater Hiring: Cindy Rosefield, Janet Brehe-Johnson, Stuart McElderry, and Candace Klaschus will serve on the Theater Faculty Hiring Committee.

**MOTION** to **APPROVE** Consent Items 3.1 and 3.2
**MSC:** E. Cole / C.Kutil / **APPROVED**

## 4.0 REPORTS

**4.1 Curriculum Committee** – Jeremiah Bodnar reported that most of the repeatability will be going away in the Fall, and since it was found that IT would not be updating this information in Banner, the Scheduler and VP's office was able to place the repeatability restrictions in Banner ahead of registration, which begins today.

LPC instituted a process when it became known that equivalency lists related to the repeatability issue needed to be established. At the moment 80% of this process has been completed and inputted into the system. Students enrolling at LPC will face the new repeatability restrictions where they apply.

Family lists (within a discipline or related disciplines) are limited to four total enrollments even though there may be 10 levels or more. Banner does not have the capacity to build restrictions that Title 5 requires for families. Jeremiah sent out a request that included the Chancellor, IT, the President, and those he had contacted before asking for a strategy and is still waiting for an answer. Courses are not repeatable unless they fall into an extenuating circumstance, of which there are seven listed in Title 5.

**4.2 SLO Committee** – None
**4.3 BaSk Committee** – None

**4.4 DE Committee** – Scott Vigallon reported that a Board Policy for Distance Education covering quality, and student integrity does not exist. In conjunction with Chabot a policy was written to cover this accreditation requirement. The document has already been reviewed and approved by the FA. The DE committee has asked that any suggested changes from the LPC or Chabot Senates be sent back to the DE committee for final review to insure that feedback related to the documents is included before it is passes to the next step.

**4.5 Program Review Committee** – None

**4.6 CEMC/Senate Subcommittee** – Melissa Korber presented a draft of the CEMC Two-Year Strategic Enrollment Management Plan for 2014-2016. It was brought forth to familiarize the Senate with what was developed, and also question whether this document needed Senate approval.

In early March this document was developed and since it is in draft form, feedback is still being collected. This document lays out a process for strategic enrollment management and looks at college's different policies and considerations. Phase II of this document covers Topics of Working discussion that include: Discipline Plans for Completion and Course Sequencing; FTEF Thresholds for Discipline/Programs; Overview of Access; and Development of Growth Plans. Under Things to Consider: Alignment to the College Mission; Student Demand; High Productivity Courses; Completion of Transfer, TMC, CTE, Degree, Basic Skills; Student Educational Goals; Previous Historical Course Cuts; and Preservation of required low enrolled courses.

Sarah Thompson will inquire with Thomas Orf as to whether the document does need Senate approval or just feedback.

**4.7 Staff Development** – None

**4.8 Hiring Prioritization** – Melissa Korber reported that the committee met with the President to discuss a change to the prioritization. Five faculty members in the areas listed below will be hired instead of four, and hiring committees are currently being formed.

1. Biology (Anatomy)
2. Theater Arts
3. Math
4. English
5. Business

She added that the prioritization forms are being revised and feedback at this time would be greatly appreciated. Rajinder Samra is working on providing a link that will provide the data information required information on the form.

Barbara Morrissey will chair this committee next year.

**4.9 Faculty Association** – Debbie Fields reported that the FA and District met and reached a tentative agreement with regard to Academic Freedom and Free Speech. A lengthy discussion ensured while covering Federal and State rights, academic freedom rights, free speech rights, rights as a private citizen on campus, rights as an academic on campus, and so on and so forth. Charlotte Lofft will be composing a document that will include time, place and manner regarding Freedom of Speech on campus, and that designating specific free speech zones will be written out.

**4.10 Student Senate** – Kevin Lopez reported that Club Day was held on April 17th, and Student Senate Elections ran from April 17th through 18th.

**4.11 Treasurer** – Melissa Korber reported that a letter to the bank requesting updating the authorized signatures on the Senate's account has been drafted. Bob D'Elena will be removed and added will be Melissa Korber, and Carmen McCauley. The account currently holds approximately $1,600.00.

**4.12 President** – A settlement of $300,000 was recently reached between former Chancellor, Joel Kinnamon and the District.

**4.13 DBSG –** Sarah Thompson reported that the committee has not met in five weeks. The allocation model has been approved although there are no Administrative Procedures in place, and no word has been received as to the status. Discussions may be taking place at the President's or Chancellor's meetings, since open discussions have not taken place.

**4.14 Guest Presenter (Jeff Kingston, Vice Chancellor Educational Services, Planning and Facilities)** – Mr. Kingston was in attendance to explain the Administrative Procedures and Board Policies process, timeline, and the current status of this project. He went on to say that most of the Academic Board Policies were last reviewed in 1996, and with the changes in our laws the current policies do not conform to what should now be in place. The District is meeting with administrators, faculty and other members of the colleges to rewrite the policies and procedures. The revisions are in a specific format to clearly map all changes showing all those involved of what has been added or removed from these documents. The Academic Polices under the 10+1 are of mutual agreement and will need to be ratified by each college's senate before they can be adopted by the Board. At the first reading the board polices will be presented to the Board in draft form. At the second

reading the documents will be in final form and presented to the Board as being ready to be adopted. Mr. Kingston's role is to assist with the process, and that participation from all areas involved that will be affected by what is written has had the opportunity to review and make recommended revisions.

He continued with explaining what has been completed thus far, and explained that each document contained wording in black, which was the existing language, in red was what is legally required, and in green was the added language during the administrative review. His suggestion was that the senates select another color to distinguish their recommendations and/or additions.

The senate is being asked to review a total of approximately 60 policies and procedures of which 25 are 10+1. What has been completed thus far lessens the process for those groups having to still review these documents. The documents will be sent as a packet (policies and procedures), and the District has offered to provide a hard copy of them as well. The timeline can be set by the senate and the Administrative Procedures are informational only, whereas the Board Policies are the ones that will be presented for adoption by the Board. The senates' from both colleges must ratify the Administrative Procedures so that there is consistency across the District.

A flash drive with the policies and procedures categorized has been provided. The list has highlighted in yellow those policies associated with 10+1 and the need to be reviewed by the senate. Those others highlighted in blue are associated with accreditation, and in green a combination. The policies and procedures contained on the flash drive have referenced the laws and codes associated with each document, and are considered the most up-to-date; whereas the hard copes do not.

**4.15 Elections Subcommittee –** Justin Garoupa asked for nominations from the floor and with no new additions he reported the current nominees as: Thomas Orf for President; Elena Cole for Vice President, Cindy Keune (Spring) and John Ruys (Fall) for Secretary; Rajeev Chopra for Treasurer; and Mona Abdoun for Part-time Faculty Representative. Ballots are being put together and will be in faculty mailboxes soon.

It was brought up that although it is written that Senate terms are for a year this has not been held to. Faculty have been known to "split" terms within an academic year, and the suggestion to write this into the guidelines was made just to have something in writing that addresses this issue.

**4.16 Report from Plenary –** Sarah Thompson reported that information is beginning to filter down and covered some of the highlights from the Plenary.

She began by mentioning the presentation by the Accreditation and Assessment Subcommittee that dealt with integrated planning. A power point was previously sent for review by the Senate for presentation at this meeting. Three different models were shown, one from Foothill College, another from Sacramento City College, and a third from Monterey Peninsula Community College. Sarah mentioned that the key for the college getting reaffirmed is the planning component, and also integrating program review into the model.

Sarah went over the models from the three different colleges and went over the "flow" for each one. In all instances programs receiving funding were considered "cost centers", and responsible for drawing up program reviews. Their requests would be outlined and made based on what was written in their program reviews, and then assessed.

Sarah will share these models with the Planning Task Force at their next meeting to see if some of the feedback that has been received from the different constituents at LPC would fit into one of these models.

Mentioned was that the days of having the office of academic services responsible for completing the accreditation was becoming a thing of the past. The idea of this becoming an annual process among all college structures was suggested, and that new standards now require that a planning and integration component be included.

The following are some new Assembly and State bills being proposed or coming into effect. (Information taken from website)

<u>AB806 – Initially known as The 52% Bill</u>
This bill would define "salaries of classroom instructors," commencing with the 2014-15 fiscal year, to include the salaries of counselors; instructional aide salaries, as defined; and the health and welfare benefits paid to specified personnel. The bill would also authorize the board of governors, commencing with the 2014-15 fiscal year, to establish a committee to review the auditing procedures in order to ensure compliance with the requirement that 50% of each district's current expense of education be paid for the salaries of classroom instructors.

<u>AB 955 – Community Colleges: Intersession Extension Programs</u>
Proposes a two tiered funding for summer and fall allowing Community Colleges to offer extension programs for credit, during summer and winter intersession, if the college has been at enrollment capacity for the preceding two years. Under AB 955, colleges could only offer courses leading to a certificate, degree, or transfer with fees based upon the district's approved nonresident fee level.

As amended, the bill would require that 1/3rd of the revenues collected for the extension programs are used to provide financial assistance in order to help provide access to extension courses for BOG fee waiver students.

SB 520 – Student Instruction: California Online Student Access Platform
This bill would require each higher education system office, jointly with each of their academic senates, to solicit, develop, and promote appropriate partnerships between online course providers and faculty members of the three systems to develop and employ high-quality online options for strategically selected lower division courses offered by private online providers under the Intersegmental General Education Transfer Curriculum.

SB 440 – Public Postsecondary Education: Student Transfer Achievement Reform Act
This bill would require that Community Colleges, before the commencement of 2014-15 academic years, create a degree for transfer in every major offered by that college that has an approved transfer model curriculum. As amended, the bill would require that Community Colleges, before the commencement of the 2016-17 academic year, create an associate degree for transfer in areas of emphasis for disciplines including:

Applied sciences
Formal sciences
Humanities
Natural sciences
Social sciences

This bill would also require the California Community Colleges and the California State University to develop a student communication and marketing strategy in order to increase the visibility of the associate degree for transfer pathway.

AB 1306 – Public Postsecondary Education: New University of California
This bill would establish the New University of California as a 4th segment of public postsecondary education in this state. Under AB 1306, the New University of California would provide no instruction, but issue college credit and baccalaureate and associate degrees to any person capable of passing examinations.

**MOTION** made to discuss OLD BUSINESS 5.2 before 5.1
**MSC**: A.McHale / J. Garoupa / **APPROVED**

## 5.0 DISCUSSION OLD BUSINESS

**5.1 Reviewing Our Committee Structure (Tasks and Processes of IPAC) –**
The Planning Task Force received a great deal of feedback from the divisions,

and will be looking at the primary concerns were noted by each division. The task force was approved for one year, and the College Council will be looking into extending the work of this committee. Once all of the feedback has been reviewed the College Council will be provided with a better idea of what still needs to be done.

Due to a five week month, the task force has scheduled an extra meeting. This will give the committee more discussion time for prioritizing, and feedback is to continue going to Rajinder Samra.

**5.2 Staff Appreciation** – Michelle Gonzales reported that the cost for this event would be approximately $1,000.00. Donations are anticipated from the President's Office, Administrators, the Senate, and full and part faculty. Entertainment will be provided by Janet Brehe-Johnson and the Roc Hawks, Sherman Lindsey will DJ and provide music between sets, security is providing services at no cost, food will be catered by Elite, and remaining expenses include purchasing beverages, cost for life guard, table cloths, "goodie" bags, etc.

## 6.0 DISCUSSION –NEW BUSINESS

**6.1 College Goals and Priorities 2013-14**
**MOTION** to **TABLE**
**MSC:** A.McHale / C.Kutil /**APPROVED**

**6.2 Facilities Master Plan –** Justin Garoupa wanted to address the Facilities Master Plan was sent out in draft form a year ago. At the discipline level some items were identified, which raised questions and concerns, and he was interested in knowing how, why and where is the college suppose to engage with revising, and offering suggestions to the master plan group.

Justin mentioned that English has had a facilities issue, as most other areas have, and this has been brought up at the facilities meeting, at the executive retreat, at the Senate, and at open forums. Basic skills currently serve a large number of the student population in a building that is targeted for being destroyed without a alternative location. He drafted a memo that was sent to Bob Kratochvil, Dr. Janice Noble, Dr. Kevin Walthers, and included others asking for revisions to the Facilities Master Plan. A suggestion from Mr. Kratochvil for repurposing other buildings sounded hopeful, and even though not all programs are addressed in the plan, there are others that will be displaced by the facilities changes on campus. The question of how the planning actually is done remains, as feedback has been gathered and forwarded with indication that the concerns have been heard.

Jeff Kingston, who was present at this meeting and oversees facilities, responded by saying that this one document is shared by both colleges and

each year the District engages with the facilities committee to review the priorities. The initial step for funding a program/project is to have it initially placed in the five year plan. If a program is not making it to the top or even listed, lobbying to the Board will not make it rise to the top, it's the facilities committee on campus that should be contacted. The five year plan is a rolling plan that is updated annually with each project ranked and scored before sending it to the State. If there is funding at the State level a program with a large capacity load (such as the Basic Skills program) it could make a difference. The purpose for the annual updates is because the document being used was completed in 2004 and is revisited to include current priorities. The timeline of a project is a minimum of five years and up, which is based on where it is ranked or whether there is funding.

Living documents that can be changed (which this is considered) begin at the college level since that is where projects move forward to the State level. At that level there is competition with 72 other college districts vying for State funding. The same projects do not stay in the queue until they are approved, but instead are resubmitted along with new projects each year.

Justin was not aware that an annual review took place or that suggested changes began at the college level. A facilities committee member described not being sure of what the plan was or the process. It was noted that the information of how to go about working with the facilities committee is not clearly communicated or where this information is available. If the facilities plan is suppose to be the guiding document for the District it was not clear that there also needed to be the local advocacy.

Sarah explained that there might have been some confusion with the District-wide Facilities Master Plan having members of the campus community participate in the draft process. Those individuals who outlined needs in their disciplines might have been lead to believe that this was a guideline. A member of the facilities committee was not aware that there was a plan so it is obvious that the committee is not following the plan. There was some misunderstanding that participating in the process last year was actually going to have an outcome of the different disciplines being represented. Justin acknowledged that the English discipline was not represented in the plan, and was not certain if it applied to other who participated.

It was suggested advocating for projects and substantiating the need for them is now instead of later due to inflation. The conclusion page of the document lays out the priorities and should be the guiding line for the disciplines as to what the colleges' list as priorities.

**6.3 Newly Proposed Board Policies** – Sarah Thompsons voiced her concern over the number of budget policies received that needed to be reviewed and the process to be taken. The zip files were sent to all senators and the reality is

that not everyone is able to go over each one. A suggestion to divide the polices into groups and have individuals with more expertise in a particular area review them seemed logical. With the semester ending soon this was one way to handle this huge project.

Mr. Kingston mentioned that the Chancellor was aware that this project was not able to be completed by the end of the semester, and that the idea was not to "push" the policies and procedures through. The drafts provided have built the framework and include the laws associated with each policy, the new and old language, as well as a complete list of notes. A facilitator might be helpful, and even though there is lots to read – in the end those involved will be familiar with and understand the policies and procedures quite well.

At the next senate meeting the list of board policies and administrative procedures will be reviewed, ranked and the top five will be identified to begin the process.

## 7.0 GOOD OF THE ORDER

**7.1 Announcements** – None

**7.2 2013 Meetings:** 2nd and 4th Wednesday – Next Meeting: May 8, 2013

**7.3 Adjournment:** 4:33 p.m.
**MOTION** to **ADJOURN**
**MSC:** C.Kutil / M.Gonzales / **APPROVED**

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## ACADEMIC/FACULTY SENATE ROSTER

| EXECUTIVE OFICERS | | ACADEMIC/FACULTY SENATE ROSTER | |
|---|---|---|---|
| Senate President: | Sarah Thompson | ALSS: | Michelle Gonzales |
| Senate Vice President: | Elena Cole | STEMPS: | Cindy Keune, Craig Kutil, Ashley McHale, Eric Harpell |
| Senate Secretary: | Justin Garoupa | | |
| Senate Treasurer: | Melissa Korber | BSBA: | John Ruys, Steve Navarro |
| Senate Admin Assist: | Carmen McCauley | Counseling: | Heike Gecox |
| | | ASLPC Rep: | Kevin Lopez |

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