



Academic Senate Committee Minutes

February 14, 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

Voting Members Present:

Senate President: Melissa Korber (n/v)

Senate VP: Tina Inzerilla, Ph.D.

Senate Secretary:

Senate Treasurer: Kimberly Tomlinson

Ashley Young

Joel Gagnon

Angella VenJohn

John Rosen

Meghan Swanson

Cindy B. Rosefield

Vicki Pabley

Andrew Cumbo

Others Present:

Heike Gecox

Rajeev Chopra

Marina Lira

Garrett Culbertson

Presenter

1.0 GENERAL BUSINESS

Melissa Korber – Items: 1-3

1.1 Call to Order/Quorum established

1.2 Approval of Agenda – moved, seconded and approved before the adjournment.

1.3 Review and Approval of Minutes – January 24, 2018:

MOTION TO APPROVE: moved/seconded/approved

1.4 Public Comments (*This time is reserved for members of the public to address the Academic Senate. In accordance with the Brown Act, the Academic Senate cannot act on these items.*) NONE

2.0 ACTION ITEMS

3.0 CONSENT ITEMS – MOTION TO APPROVE: M/S/A

3.1 Spring Faculty Hiring Committees (approve list with changes)

3.2 Spring administrator Hiring Committees

4.0 REPORTS

4.1 Basic Skills: Michelle Gonzales/Ashley McHale

4.2 Program Review: Karin Spirn

The committee is creating a new template, reviewing the survey, and implementing a new policy where in 2 out of 3 years you can report no significant changes to your program and not fill out the form. SLO reporting is annual. Are the data packets useful? Committee members will attend division meetings to get feedback.

4.3 Institutional Planning and Effectiveness: Karin Spirn

4.4 Distance Education: Christina Lee (separate presentation)

4.5 Faculty Association: Heike Gecox

You will receive ballots next week; please vote.

4.6 Student Success: Nessa Julian (absent)

4.7 CTE Liaison: Scott Miner

4.8 Student Senate: Garrett Culbertson

Elections last week in April. Currently in the process of revising the Constitution.

4.9 Treasurer: Kimberly Tomlinson (no report)

4.10 President: Melissa Korber

Melissa attended the Chancellor's Council:

There was a report on the IEPI plan which mostly about technology: integrating through a "dashboard." The item on institutional research was questioned, it sets up a research office at the district office in the future.

A comment was made on LPC speaking up more and keeping the "institutional memory" accurate, especially with the number of administrators LPC has had.

Policy on Election of Student Members (district-wide student trustees): there should be representation from both colleges. This will go to the board for approval.

A working group for 55/30 (student rights and grievances) is being set up by the district, though this already exists at LPC and we should be involved. Melissa will notify the district and Roanna supports this.

5.0 OLD BUSINESS – DISCUSSION

5.1 Guided Pathways: Tina Inzerilla/Angella VenJohn

A work plan is developed to submit to the state, including a self –assessment and focus plan for Spring 18 – Summer 19. The plan focused on 6 of the 7 elements with a low score on the December self-assessment and included a budget. The district was presented the LPC and Chabot plans last week for feedback. They will bring the plan to their next meeting. It was an exciting process which was very collaborative and focused on LPCs strengths.

5.2 Las Positas College Response to Chabot Resolution: Melissa Korber

What needs to be brought forward?

Regarding our own interim president: an offer has been submitted for a full-time vice president (which was advocated by the Senate).

Non-credit faculty compensation: Heike will follow up on this.

5.3 Classified Professionals Appreciation Event Task Force: Melissa Korber

The Senate hosts this event for classified employees; is help needed from the divisions? Melissa will ask for more members.

The date occurs as a Senate meeting; the 2nd or 4th Wednesdays in April or May. The President's office has provided funding (\$1000); the Senate provides desserts. 100 attended last year. The music department and Talk Hawks provide entertainment. Small gifts are given out (plants last year); divisions donate items for the raffle.

The task force will report back next meeting.

5.4 2017-18 Academic Senate Executive Board Elections Task Force: Melissa Korber

The task force needs to recruit candidates: president (2-year term), vice president, secretary and treasurer, who have 1-year terms. The elections are in April. Melissa is willing to stand for president; next year she will reach her term limit. Clarification on duties: the secretary reviews resolutions and handles communications. Ashley and John volunteered for this task force.

6.0 NEW BUSINESS

6.1 Internal Controls and Budget Deficit: Rajeev Chopra (see attachment)

Rajeev (Planning and Budget Committee) is doing budget follow-up from the Special Meeting with the Chancellor. He presented background that approximately \$2.5 million overage occurred at Chabot College. PBC should have a review of the budget; the Chancellor told them to ask for this review. He is asking the Academic Senate to request this review to see where the system broke down, and how to move forward. Not focused on personnel, but rather on processes.

- a) Establish facts
- b) Examine internal control and reporting processes
- c) Where are the weaknesses; what happens when they fail (discovery)
- d) Are the controls adequate? Are there recommendations for improvement?
- e) Reporting financial results: more reports, less time for issues to arise. These are public records.
- f) Define where the reporting should happen
- g) What is the repayment plan; should there be a line item in the Chabot budget?

The Senate is being asked to forward these items to the Chancellor and the Board. This is not the charge of PBC. There is concern that the repayment will not be addressed. The recommendation is to separate out the repayment from the “best practices” items. Repayment will be a resolution; best practices will be a recommendation – these will be on the next Senate meeting agenda. Melissa will preview these issues at next week’s district meeting.

6.2 Test Banks: Tom Orf & Sarah

Sarah and Tom have uncovered a large national online cheating operation, which is happening at LPC as well. Students can purchase a materials (\$30-\$50) which provide online test answers and assignments for different disciplines. Sarah contacted the Test Bank publisher and their legal department responded that “we needed to upgrade.” For her classes, she is now rephrasing every Test Bank question (comparing students who took Test Bank tests and the rephrased tests). Tom discussed this with William Garcia, who said to publicize this issue to faculty and students and that he would include policies in the next catalog and have it covered in the student code of conduct. VeriCite checks for plagiarizing in papers, not for tests.

Talking points for next meeting: The Academic Senate should interface with Student Services to develop best practices. How can online classes be protected?

The Student Grievance committee will follow up with William on addressing this in the student code of conduct. Sarah and Tom will do a FLEX day presentation.

6.3 Resolution: Recommendation to Join the Online Education Initiative Consortium: Chris Lee and Scott Vigallon (attached)

The draft resolution was distributed for joining the 24-college cohort. (49 colleges have also sent in letters of interest.) The 2018 cohort focuses on student equity, culturally responsive teaching, and local peer-review. The OEI provides LPC students access to “hard to get” classes for graduation/transfer. The courses articulate between colleges, including application, registration and financial aid. Faculty can access OEI’s design academy, ADA accessibility tools and professional development. Cohort member colleges do not have to pay for support tools, get help in marketing and possibly benefit from increased student success.

The application timeline is March 1 application, sign agreement June 30, start participation in Fall 2018 with first courses Fall 2019. Faculty has a “teaching college” which offers the course (FTE) and a “home college” which awards the degree/certificate.

Question about overlap with the online college being proposed in the new state budget proposed by the Governor: That proposal grants certificates, not degrees.

The course design rubric prevents classes from being non-rigorous. OEI students are required to take a minimum of classes at their home college. The point was made that OE classes are a real benefit to students requiring accessibility.

How are these courses proctored? There is a webcam on the students which can view their ID and other ways to track what the student is accessing.

Next steps: Senate votes on the resolution at the next meeting. Senators can take the PowerPoint and draft resolution to their division meetings prior to this.

6.4 Academic Senate Appointments to Hiring Committees: Melissa Korber

Melissa approached members and the Senate approved district hiring committee members. There is a long-standing procedure that if you are leaving a position, you do not serve on the hiring committee; but some retiring faculty do serve. What is the correct procedure? After discussion, the decision was to keep it as an “informal policy” not to serve, unless there are mitigating issues.

6.5 Location of Academic Senate Meeting: Melissa Korber

Do we prefer 1726? No, stay in 1687.

7.0 GOOD OF THE ORDER

7.1 Announcements/Comments: The Anthology is now accepting academic papers, nominated by a professor, by March 1st.

8.0 ADJOURNMENT: 4:40 pm

9.0 NEXT MEETING –Wednesday, March 14, 2018 at 2:30 p.m.