



# Academic Senate Committee Minutes

May 23, 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

**Senate Secretary:**

**Senate Treasurer:** Kimberly Tomlinson

### **Senators:**

Ashley Young

Angella VenJohn

John Rosen

Vicki Pabley

Andrew Cumbo

Katie Eagan

### Others Present:

Heike Gecox

Michelle Gonzales

Ashley McHale

John Ruys

Craig Kutil

Nessa Julian

William Garcia

## DRAFT Minutes

### Presenter

### 1.0 GENERAL BUSINESS

Melissa Korber – Items: 1-3

**1.1 Call to Order/Quorum established:** 2:55 pm.

**1.2 Approval of Agenda** – moved, seconded and approved at the end of the meeting.

**1.3 Review and Approval of Minutes** – May 9, 2018

Moved/seconded/ Discussion: under 4.10; Andy Cumbo brought up the issue diversity in district hiring committees. Approved, with this change.

**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:

**2.1 Vice Chancellor of Business Services Letter (Melissa Korber):**

The new draft presented; followed by discussion. MOTION TO APPROVE: moved/seconded/approved. Melissa will take this letter to the June Board meeting and have it read into the minutes.

**2.2 LPC Academic Senate Resolution for Budget Accountability (Melissa Korber):** MOTION TO APPROVE: moved/seconded/approved.

This also will be taken to the June board meeting to be read into the minutes.

**3.0 CONSENT ITEMS – MOTION TO APPROVE:** Moved/seconded/approved

**3.1 Ratification of English Instructional Assistant Hiring Committee: Michael Sato**

**3.2 Curriculum Approvals – 5/7/18**

**3.3 Curriculum Changes Approved Spring 2018 for Fall 2018, Spring 2019 and Fall 2019**

### 4.0 REPORTS:

**4.1 CEMC (LaVaughn Hart):** We are going to achieve our target of 7215 FTES; up a fraction of a percent for the year. Looking at summer, we were up in our enrollments until this week because we registered early; now we are down, but hopefully it will be a robust summer. For Fall we are still up 1.68% from the same period last year. Next year our target is high. At special budget meetings last week, the District wants to reduce target enrollments as the new formula gives less funding. She requests that we contact our representatives. LaVaughn will send out more information to the faculty.

As currently proposed, the district will lose over 9 million dollars (LPC loses 3 million). The COLA increase is just for one year (covering cost of living). The district is looking only at the budget, and not working to increase services to students. The state chancellor supports these budget effects.

**4.2 District Integrated Planning and Budget (LaVaughn Hart):** none

**4.3 CTE Liaison (Scott Miner):** none

**4.4 Curriculum Committee (Craig Kutil):** none

**4.5 Accreditation Steering Committee (Tina Inzerilla):** They are working on midterm report next Fall.

**4.6 Faculty Hiring Prioritization Committee (Heike Gecox):** The new form went out; request if you didn't receive it.

**4.7 Faculty Association (Debbie Fields) Heike Gecox:** Regarding OEI proposals: these were delayed until next year as there are points that need negotiation.

**4.8 Student Learning Outcomes (Ann Hight):** none

**4.9 Student Success Committee (Nessa Julian):** none

**4.10 Student Senate (Garrett Culbertson) (Nessa):** Garrett has been elected student trustee and will be sworn in. The student senate held their elections, with 900 participants. They sponsored a successful food pantry launch, which will continue the 3<sup>rd</sup> Tuesday of each month. The board voted on their name change: Las Positas Student Government. There will be an impact on many documents with this change.

**4.11 Treasurer (Kimberly Tomlinson):** none

**4.12 President (Melissa Korber):**

Board meeting report: the Chancellor's contract was renewed for 1 year. For June, vice chancellor of Business Services will be the acting chancellor. Then the new Vice Chancellor of Business Services will step in. Trustee Ed Medouli has recommended hiring someone familiar with the District. Melissa volunteered to participate in a hiring committee; this committee is on hold currently.

## 5.0 OLD BUSINESS – DISCUSSION

**5.1 Guided Pathways (Tina Inzerilla/Angella VenJohn):** There will be a retreat August 8 (Wednesday).

**5.2 2017-18 Academic Senate Executive Board Elections Task Force (Ashley Young/John Rosen):** Election report: Jeff Judd will be part-time faculty representative; the alternate will be Chelsea Kubschiska. They will be notified.

**5.3 Internal Controls and Budget Deficit (Melissa Korber):** Should we make a statement to the Chancellor/vice Chancellor? Discussion: send a letter of support to Wyman and continue with the budget issue letters and meetings to achieve our specific goals.

**5.4 Test Banks Task Force/Academic Integrity: Proposed Academic Integrity Recommendations (Katie Eagan/William Garcia)** William thanks those who worked throughout the Spring semester to understand and contribute to this issue.

Adoption of an Honor Pledge: a draft was submitted, based on Board Policy and administrative procedure.

William shared a sample honor pledge (from Allan Hancock College).

Draft for consideration by staff and faculty:

- Standardized and uniform statement for integrity in all course syllabi
- "Teachable moments" and restorative justice approach: have a stepped approach to address student infractions
- Proactive steps by faculty: periodic changes to homework, papers, projects, tests, etc.
- Keep this issue as "active" in various meetings
- Request the district provide technology to address this, including limiting access (blocking) to sources for academic dishonesty
- FLEX day workshops for faculty/staff
- Smart Shop workshops for students

- This will be part of new student orientation

Discussion:

Add this to the new hiring workshop for incoming faculty

Add this to library orientation

Melissa: there are aspects of this draft report to put on our agendas for next year:

- Adoption of an honor pledge: as it's based on existing policy and procedure, we could endorse it. We should work together with student government.
- Course syllabi statement: the senate can make this a suggestion for everyone to adopt the statement that is approved in the catalog.
- Restorative justice/teachable moments: we could make a resolution on this.
- Proactive steps by faculty: we could make a resolution on this (discuss in September division meetings).

Katie shared the English department email regarding academic integrity. Can the division deans send out a sample statement (mid-summer)? Katie and William will send this modified sample to the deans (asking Sarah and Tom to add a paragraph on Test Banks). Add that we recommend adding this statement to your syllabi.

Melissa can include this in new faculty orientation

**5.5 College Council Charge and Structure (Melissa Korber):** Change in reporting structure is due to difficulty in getting a quorum, and some of the reporting paths weren't working. Facilities issue: executive committee can make decisions without our facilities committee – this will be put on the agenda for next year. There is a new vice chancellor of facilities who may have a different way of organizing this structure.

## 6.0 NEW BUSINESS

**6.1 Basic Skills and Student Equity Committee Structure:** Is there a Fall proposal for reorganizing Student Success?

This could be brought to Academic Senate in August. This can also be part of College Day. The committee could have a joint committee meeting during the summer before this was finalized.

Can non-voting members serve in a different capacity as voting members (where they have multiple roles)?

**6.2 May budget revisions:** Reviewed.

## 7.0 GOOD OF THE ORDER:

**7.1 Consent item regarding catalog wording for AD-T 2018-19 (Joel Gagnon):** It is a changed policy so subject to catalog rights. Anyone operating with earlier catalogs (prior to Fall 2018) should be able to graduate without the changes regarding additional speech requirements. The change will not be done retroactively to hurt students who have planned their path. The Academic Senate did previously approve the new AD-T wording. The Academic Senate has given consent to this item.

**8.0 ADJOURNMENT:** MOTION: moved/seconded/approved and the meeting adjourned at 4:43 pm.

**9.0 NEXT MEETING – August, 2018**