



where class

AGENDA - February 23, 2012
2:30 p.m. - Room 2411A

- 1) Welcome/Call to Order
- 2) Introduction of New Attendees & New Staff
- 3) Approval of Today's Agenda / Review of Minutes (if available)
 - write up item
- 4) Treasury Report *check \$149 more*
 - a. Report of Fund Balance *\$5262.87 on SG agenda only not incl. Ind. grants yet*
- 5) Committee and Officers' Reports
 - a. Committee Reports (if any Verbal Reports) - Also see written reports
 - DBSG + Fisher chart - discussed pros + cons of if tax passed
 - b. President's Report
 - i. Need Scholarship Reviewers (Just a few hours of time) for:
 1. Our two \$500 Classified Senate Scholarships AND
 2. To represent Classified on the College Scholarships Committee
 3. Very Rewarding Work on Behalf of Students!!
- c. Sunshine Report *who hold 50? JT?*
 - ii. ... *od rept* *ctr* *PR* *PI* *Paichood* *good Rpt KW + Dagna - well prepared*
 - iii. 4CS Annual Meeting, Ventura, CA, June 14-16, 2012 *open to 1st prior. to gov. council*
- d. Fundraising Report
 - i. Silent Auction status? *2m. to all class*
- e. Activities Report/Planning
 - i. Flex Day - Planning - Need speakers / Ask for Volunteers
 - ii. March 29th same as Faculty Flex Day
 - iii. Theme voted on from last spring's survey: Morale/ Motivation during stressful and difficult times
 - iv. Two Tracks:
 - ✓ 1. Morale/Motivation - NEED SPEAKER RECOMMENDATIONS -

\$500 Ronald Kore Schol. gift (1-time)

JT CB Jared

JT SG Reslie

redistributing all area 2nd. hearing - poss. new trustee Dablow in future

Publ. Cr Remodie + more D.O. there (12-31-12) + lease ple. or sell bldg. S. Spauling cc Pres.

lease \$ → gen. fund
• sell \$ & gen fund

2. Mini-CERT (Safety) Training

6) Old Business

a. Olympics Report - attached

- became an orginal monster

NO volunteers unless its team Bldg
- took away from its' purpose
- last year's & still not spent!
- arguing w/ Refs
Divisive

7) New Business

i. Support for 4CS - do we want to send a token support amount? (\$50?)
Renee: no, bec. host Bd mtg in Sept

(Renee - suggest 2 of ea. on ea. of 3 years)

ii. Next Year's Governing Council - Recruit Now! (VP Communications)

iii Elect. Ck Needed - ck bylaws

8) Other/Good of the Order

a. J. Farber, re: Oil Extraction Tax for Education (attachment and website:

http://www.rescueeducationcalifornia.org/oil-extraction-tax#!_oil-extraction-tax/vstc8=endorse)

→ JT, Ha, CB, Jared, Renee, Jedd

9) Adjournment

The Classified Senate of Las Positas College is a participant in the College Governance System and welcomes all Classified Professionals, as well as all Campus & District colleagues, to meetings.

next year

2011-12 Senators and Officers to Serve You!			
Position	Name <i>confirmed</i>	Ext. #	Buildings
President	Todd Steffan	1571	→ rotate again? <input type="checkbox"/>
VP of Communications	Sharon Davidson	1001	
VP of Fundraising	Cindy Balero <i>like to recruit</i>	1548	
VP of Activities	Renee Pegues	1641	
Treasurer	Sharon Davidson ✓	1632	
Senator Group I	Cindy Ahre <input type="checkbox"/>	(email)	100, 100B, 300, 400, 600, 4000
Senator Group II	Frankie Alexander <input type="checkbox"/>	1690	800, 1700, 1800, 1900 (3000 here?)
Senator Group III	Julie Thornburg ✓	1421	700, 900, 1300, 1300A, 1300B
Senator Group IV	Jeff Sperry <input type="checkbox"/>	1655	2000, 2100, 2300, 2400, 2500

Sunshine Julie ✓

DSG. Cindy A - ask.

Recruited? Rita
& web Jared

2

Plng Cke - p
Day of - p
Dep. what
it is.

2-23-12

SIGN IN

Quorum: ~~3~~ ³ members
+ 5 Gov. Council

gov
council

mbRS

- 1 Sharon Gack
- 2 Julie Thornburg
- 3 Renee Regues
- 4 ~~A Allin~~ Heidi 1
- Jeff Sperry
- Jared Howard 2
- 5 Todd Steffan
- Leslie Gravino 3
- 6 Cindy Balero

—
—

2-23-12

D ck @ new

Monday

TO BOS.

✓ See Frank 1-4 PM mini cert.

JT will search for.

Adj LFT Staff

- mine resources

JT will call some ppl

✓ ck when to recruit elect etc.

10	
x 10	
	100
	200



□ send Instr. for Speedrel
co-workers
Human Bingo

Classified Professionals' Flex Day * Thursday, March 29, 2012

This day is structured so that you may attend all or some of the sessions. *Am etc*

Feel free to attend as your schedule permits. *ST + gared + HU*

	SESSION	WHO HELPS	ROOM
8:00 - 8:30 a.m.	Check In * Coffee * Light Snacks <i>h.ctr \$250⁰⁰ + enub brk</i> <i>ST + order</i>	(2) Check in Desk: <i>Todd</i> <i>J.T.</i> (1) Set up coffee/ Other food? <i>Renee</i>	4000 Lobby
8:30 - 9:30 a.m.	Speed Relating! Back by popular request <i>w/ Human Bingo + prizes</i>	2 or 3- people to run this? <i>Jeff</i> <i>Leslie Gr.</i>	Lobby
9:30 - 9:45	Break <i>set up!</i> <i>sg. Peck cards</i>	<i>DBingo - CB + Leslie will make up</i>	Lobby
9:45 - 11:30	Speakers Forum: Beyond "Doing More With Less"... How to Keep it Fresh ... Keep it Going ... & Keep Your Morale Flowing! ??Brent Jones, Former 49er & Time Super Bowl Winner	OR - new: GROUP DISCUSSION TODAY	B1, Box.
11:30 - 1:00	Lunch Provided by <i>choice of 3 or 4 items</i> Pre-ordered and pre-paid Offer to faculty also	Team: <i>snack shack</i> Renee, Cindy B. <i>a lobby & amphitheater</i> Before day-of-Money taker? <i>SID</i> <i>Renee takes</i>	Room? Same as faculty?
1:00 - 4:00	Mini-CERT Ever wondered what to do in case of a drastic emergency? Let Frank Ramos* show you how to keep out of trouble and possibly save a life * District Manager, Emergency Preparedness and Workplace Safety	Frank Ramos, Bill Eddy And # assistants <i>Genevieve</i> <i>Jane Dept</i> <i>name for Renee</i> <i>ST</i>	upstairs. 40 4
3:30 - 4:00	Debrief with Faculty and Administrators at Buffalo Wild Wings with a snack and beverage (optional).	□ map & addr.	

LPC OLYMPICS – WRAP UP MEETING

June, 2011/ S.Gach

Summary of:

Expenditures

Grant of \$1300
Donations \$2137
Total \$3437

Expended \$1652 for T-shirts, tickets & games

End Bal: \$1785

(Less Grant: -1300)

(OUR FUNDS RAISED \$485)

Suggestions for Next Time

- Need an Event Planner – 1 person who oversees all areas of team.
- Write out an Event timeline – Keep control of all pieces of the event
- If added plans are made, make sure we have a lead person for it, and really can do it.
- If people cannot do a task they accepted, please hand it back to the Events Planner to reassign.
- Have an experienced ‘meeting planner’ do all the room and equipment requests
- Have each person only do 1 role (Ref OR Planner OR Clean up, Etc.)
- Write out an Event Financial Plan (i.e., is the total effort worth the funds raised? Also, what are the intangible benefits gained?)
- Keep control of the printing locally for time concerns on delivery (use Ricoh, , and local screen printer, flyers, etc.)
- Referees meet with all Team Captains to explain the rules of every event
- Post events list with times at Check In Desk and on walls for people to consult.
- Remind each other during events: This is supposed to be for Fun, lower the level of ‘seriousness’ / competitiveness (to avoid anger)
- The Referee’s ruling is final (No harassing referees)
- Use microphone or megaphone more for instructions, safety issues, etc. Don’t hesitate to stop a game if safety issue, or more instructions needed, etc.
- Check where the electrical hookups are on the field for the announcers – make sure long enough power cords available

- Someone should be appointed as a Security person / Authority
- Anyone doing anything dangerous is to leave the building (We had one ‘incident’ of defying a Ref and doing something dangerous. The Ref will speak w/ the appropriate parties)
- Appoint a Clean Up Team
- How long should a future Olympics last? (2 hours / 3 hours; ours was 4 hours in 2011.
- If we do this again, speak with the past planning group for skill sets needed as Event Planner

Comments heard by planners/refs/captains: [Addressed by Suggestions above]

- “I wasn’t prepared for how competitive others were.” [Addressed by Suggestions above]
- Most comments were that it was fun and they want to do it again.
- “A few individuals were over competitive” [Addressed by Suggestions above]
- “Need to know the rules.” [Addressed by Suggestions above]

Possible Survey Language if thinking of doing Olympics in another year:

1. Did you enjoy the Olympics?
2. Would you want to participate again?
3. How long should a future Olympics last? (2 hours / 3 hours / 4 hours)
4. Would you take on a specific ‘job’ if Olympics held again?
 - a. If yes, what job?
5. Do you have suggestions for other activities for a future Olympics?
6. Other comments (please phrase as positive suggestions):

Please take time to personally thank your Team Captains, Planning Team, Referees, and Clean Up/Set Up Crews! Everyone did a fantastic job!

5

Report for
CLPCCD Board of Trustees
Retreat
February 7, 2012 at 1 pm

Announcements

- D. Rodriguez was approved as the new Vice-president of Student Services at LPC.
- The Board will announce at the February 22nd meeting the new President for Chabot.

Public Comment

- There were a few speakers regarding the selection of the new Chabot President.
- Information was provided regarding proposition 1522 – 15% tax on oil extraction to support California schools. Signatures to place this initiative on the ballot are currently being taken.

3.0 Personnel

- Trustee benefits discussion to be moved to a future agenda.

4.0 Educational Services

- The Education Master Plan update began work about a year ago. It was decided to use the work that was done by the campus, via Program Review, as the primary information with feedback from meetings with constituency groups. A revised draft was presented 2 weeks ago. Current environmental statistics are still being gathered. Dr. Walters expressed concern regarding the environmental projections being inadequate due to current economic situation.

- Summer schedule - Any changes will still need to be discussed with SEIU.

- Vice-chancellor Kingston provided the Board with comparison data for Summer 2010 and Summer 2011 (June, July and August) months:

- There was a significant reduction in electrical consumption between the two summer periods, 25% for LPC and 15% for Chabot.
- Since CLPCCD are considered commuter schools, 70% of the carbon footprint is due to transportation. One day off the road is a reduction of 20%.

- This upcoming summer there are still a number of Measure B projects on going, especially at LPC, that can disrupt students and staff. Delaying work (due to avoiding these disruptions) can cost a minimum of \$3,000 a day. Not having people on campus one day a week helps to avoid these delay costs.

- Other pros of having a 4-day work week were: Facilities maintenance and employee morale. Some concerns expressed were pedagogy and student's ability to learn and retain in a compressed schedule.

- The overall feedback from the Board was in favor of a summer 4-day work week considering budget and Measure B concerns. However, the Board is interested in seeing data from the students and staff as to how they feel about it.

5.0 Business Services

- An audit that was conducted estimated that CLPCCD over claimed Full Time Equivalent Students (FTES) by about 855. Academic Services and District Information Technology Services reviewed all the student data and determined that the actual number was closer to 134 FTES that were over counted district wide. Since the District is well above cap, this will not impact our allocation from the state. The State Chancellor's Office has published a new chart for calculating contact hours, which has been loaded into Banner, and causes manual overrides to no longer be necessary. This situation has been corrected and should not happen again.

- With the dissolution of Redevelopment Agencies this property tax monies will be returned to the cities. Oversight boards will need to be formed to administer (fight) for the distribution of this money. There were 4 Redevelopment Agencies in the CLPCC district that we will need to lobby for a portion of those funds.
- The Chabot bookstore contract was distributed to the Board for review and questions. The proceeds from the sale of existing inventory will go into the general fund.
- Chabot is looking at how to structure the new Chabot Foundation.
- The state is projecting a \$9.2 billion structural deficit for 2012-13. 4.2 in cuts and 5 billion in new tax revenue is being proposed. With this in mind, CLPCCD is estimating a deficit of \$4.1 million for next year and \$8.1 if the tax initiative fails.
- For the current year the state has received \$1.5 million less in tuition than expected.
- The 2011 – 12 adoption budget borrowed \$2.5 million from the RUMBLE fund in order to balance. The District still needs to pay this back and balance at the end of the year.
- There was discussion regarding the possibility of a parcel tax initiative to help protect CLPCCD from devastating cuts.

6.0 Facilities Planning and Development

- The Multi Disciplinary Building/ Physical Education lawsuit has been settled for \$3,383,000. The cost is being shared by the architect and contractor. This was a five year process and the District spent \$900 thousand in legal expenses (which is considered within reason for projects of this size). The architect and contractor spent almost triple that in legal costs.
- An architectural drawing was displayed for the Board depicting floor space allocation for the third floor of the Dublin site, should the decision be made to move the District Offices there. The first floor will still house Contract Ed and other retail, the second floor would be additional office space rental. The final decision has not yet been made on whether to sell or lease the Franklin, Pleasanton site.
- Steinberg Architects were selected by both Chabot and LPC to work on the Facilities Master Plan for each site. They have met with various college groups in developing these plans and hope to present the plans at the end of March.
- Assembly Bill 331 is being discussed by the legislature and would authorize a bond to fund projects that are currently on the state facilities list.
- A second construction bond for CLPCCD is being strongly considered for future ballot initiative. This would mostly be to renovate and repair existing facilities and provide for instructional and technology equipment. The intent is not for new construction.

Adjourn at 3:55pm all remaining agenda items will be rescheduled.

h.u.

District Budget Study, February 2012

- The Governor's January Budget Proposal for fiscal year 2012-13 acknowledges a \$9.2 billion structural deficit. This deficit is to be covered by \$4.2 billion in cuts and \$5 billion in new revenue (taxes). No COLA or growth monies are included; Includes pension reforms; No new tuition increases (it wasn't clear but I believe that the increase that was approved earlier in the year will go into effect at \$46 a unit.)

- There are currently 4 tax initiatives that are being proposed:

--- Governor's tax plan

--- Millionaire's tax

--- Munger Tax

--- Oil extraction Tax

There was discussion about doing some marketing to improve our image in hopes of encouraging people to approve the tax increase. Many of the committee members felt that any marketing should be done as a coordinated effort at the state community college level.

- For 2011-12 the enrollment fees have fallen short of the projection by \$1.5 million. This is believed to be due to fewer students at the higher tuition and increased Board of Governor's waivers.

- There was an update on the progress of the response for Accreditation District/ College Recommendation 2. The recommendation was to evaluate the budget process for fiscal year 2010-11.

--- At the time the recommendation was received the budget process 10-11 was already underway.

--- There currently is no method in place for evaluating the process.

--- DEMC (District Enrollment Management) determines the target FTEF and FTES for the district and colleges, which predicts the faculty instructional \$\$\$s. Has this been a fair, equitable, and clear process?????????

--- Last year a new process for allocating funds (determining necessary expenses) to the 4000/ 5000/ 6000 accounts was developed. What would an evaluative process for this look like?????????

--- Then there is the discretionary (that isn't really discretionary) such as benefits and salaries for classified, administration and non-instructional faculty.

- At the Dublin site, the 1st and 2nd floors have been mostly rented giving CLPCCD a revenue stream of \$500,000 a year. The 3rd floor is vacant with the intent of moving the District Office there within the next year. The 3rd floor has 22,000 sq ft (a little less than Franklin site) but is more open and better configured.

- Currently, sale of the Franklin site is not the best financial decision. It is estimated the site could lease for about \$250,000. The building was financed in 2002 and could not be refinanced for 10 years. Re-financing the building would be a savings to Measure B funds and not help the General Fund.

- Funds CLPCCD received from blighted redeveloped property was about \$35,000 last year. With the elimination of the Redevelopment Agencies CLPCCD does not expect a significant change in funds.

- CLPCCD budget status:

- - - In order to have a balanced budget and meet all the state requirements, CLPCCD had to borrow about 2.5 million from the RUMBLE (retirees uninsured medical benefits liability) account for 2011-12.

- - - Based on current projections CLPCCD will over spend revenue by more than \$4.5 million for 2011-12.

- Preliminary projections for next year show a structural deficit of \$4.1 million in expenditures over revenue. If the tax initiatives fail the deficit is estimated at \$8.1 million (that's approximately the salaries and benefits of 100 people (I'm just reporting what was said.)) These figures do include the administrative and faculty negotiated concessions. Classified have not yet settled so assumptions are status quo.

- A budget development worksheet for 2012-12 was handed out. The committee agreed to:

- - - Have DEMC determine FTES and FTEF targets at their next meeting keeping in mind the 50% law and faculty obligation.

- - - This year CLPCCD is compliant with our Faculty Obligation Number: 277.52 full-time FTEF (full time equivalent faculty), 203.58 part-time FTEF = 481.1 (57.68%). Under Option A the District is short and would need 286 full-time FTEF. However under Option B we exceed the 57% of 2010 and thus are in compliance. Not being in compliance would cost the District \$68,602 per FTEF.

- - - Have a tentative budget by June Board Meeting.

- - - Address the potential 8.1 million deficit (should the initiatives fail) by June Board Meeting.

- - - Maintain a 5% general reserve (mandate).

- - - Delay payback to RUMBLE.

- - - Any new monies should go to cover the general reserve and then payback RUMBLE.

- DBSG agreed to meet every two weeks for the months of March, April and May to address these outstanding concerns.

Heidi Ulrech
Telecommunications Coordinator
Las Positas College
Office of Technology

TAX INITIATIVES TO FUND COMMUNITY COLLEGES COMPARISONS (Note: Not on ballot yet. All need sufficient valid signatures gathered to place them on the ballot in November's Election)

Annual revenues generated for each CA Community College District by three current tax initiatives based on FTES (Full Time Equivalent Students)

The funds generated from Prop 1522 cannot be transferred to the State General Fund and can only be used for education. In addition, this money will supplement, not replace, State General Fund education money.

For more information on Prop 1522, Tax Oil to Fund Education Initiative, visit: www.rescueeducationcalifornia.org, or call: (562) 234-3319 (415) 863-2847 (408) 892-9802

Muzer

Districts	Total FTES	Prop 1522 Oil Extraction Tax Revenue	Millionaire Tax Revenue	Governor Brown's Tax Revenue (Expires 2016)
Allan Hancock	10,005	\$10,812,718	\$3,901,359	\$1,772,310
Antelope Valley	11,414	\$12,334,972	\$4,450,606	\$2,021,822
Barstow	3,291	\$3,556,655	\$1,283,284	\$582,970
Butte	12,170	\$13,152,350	\$4,745,526	\$2,155,799
Cabrillo	11,915	\$12,876,732	\$4,646,080	\$2,110,622
Cerritos	17,307	\$18,704,468	\$6,748,797	\$3,065,845
Chabot-Las Positas	18,467	\$19,958,041	\$7,201,101	\$3,271,318
Chaffey	14,528	\$15,700,975	\$5,665,101	\$2,573,543
Citrus	11,668	\$12,610,493	\$4,550,018	\$2,066,983
Coast	35,186	\$38,026,887	\$13,720,558	\$6,232,978
Compton	7,021	\$7,587,859	\$2,737,791	\$1,243,724
Contra Costa	30,545	\$33,011,126	\$11,910,811	\$5,410,846

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Copper Mt.	1,702	\$1,839,459	\$663,699	\$301,505
Desert	8,854	\$9,569,304	\$3,452,720	\$1,568,502
El Camino	19,400	\$20,966,190	\$7,564,854	\$3,436,564
Feather River	1,663	\$1,797,354	\$648,507	\$294,604
Foothill-DeAnza	30,466	\$32,925,132	\$11,879,784	\$5,396,751
Gavilan	5,935	\$6,414,001	\$2,314,249	\$1,051,317
Glendale	16,014	\$17,307,082	\$6,244,603	\$2,836,800
Grossmont-Cuyamaca	19,610	\$21,192,830	\$7,646,628	\$3,473,712
Hartnell	6,493	\$7,016,908	\$2,531,785	\$1,150,140
Imperial	7,256	\$7,841,820	\$2,829,423	\$1,285,351
Kern	20,742	\$22,416,716	\$8,088,221	\$3,674,319
Lake Tahoe	1,890	\$2,043,047	\$737,156	\$334,875
Lassen	1,807	\$1,953,076	\$704,693	\$320,128
Long Beach	20,918	\$22,606,243	\$8,156,605	\$3,705,384
Los Angeles	109,069	\$117,873,942	\$42,530,336	\$19,320,691
Los Rios	56,733	\$61,312,694	\$22,122,358	\$10,049,750
Marin	5,244	\$5,667,810	\$2,045,014	\$929,009
Mendocino-Lake	3,114	\$3,365,733	\$1,214,397	\$551,676
Merced	10,646	\$11,505,100	\$4,151,178	\$1,885,798
Mira Costa	10,914	\$11,795,233	\$4,255,862	\$1,933,354

Monterey Peninsula	7,732	\$8,355,891	\$3,014,906	\$1,369,612
Mt San Antonio	31,048	\$33,554,485	\$12,106,862	\$5,499,908
Mt San Jacinto	11,543	\$12,474,807	\$4,501,061	\$2,044,743
Napa Valley	5,935	\$6,413,925	\$2,314,221	\$1,051,305
North Orange County	37,444	\$40,466,552	\$14,600,819	\$6,632,863
Palo Verde	1,802	\$1,947,424	\$702,654	\$319,202
Palomar	20,369	\$22,013,451	\$7,942,718	\$3,608,220
Pasadena Area	23,075	\$24,938,289	\$8,998,035	\$4,087,629
Peralta	19,926	\$21,534,817	\$7,770,021	\$3,529,767
Rancho Santiago	30,479	\$32,939,322	\$11,884,904	\$5,399,077
Redwoods	5,154	\$5,569,885	\$2,009,681	\$912,959
Rio Hondo	13,537	\$14,629,462	\$5,278,486	\$2,397,912
Riverside	29,201	\$31,557,964	\$11,386,493	\$5,172,659
San Bernardino	15,283	\$16,517,046	\$5,959,549	\$2,707,305
San Diego	44,119	\$47,680,629	\$17,203,744	\$7,815,321
San Francisco	37,405	\$40,425,214	\$14,585,903	\$6,626,088
San Joaquin Delta	16,441	\$17,768,241	\$6,410,995	\$2,912,388
San Jose-Evergreen	15,562	\$16,817,911	\$6,068,104	\$2,756,620
San Luis Obispo	9,400	\$10,159,092	\$3,665,523	\$1,665,174
San Mateo	1,727	\$23,480,642	\$8,472,098	\$3,848,707

Santa Barbara	15,882	\$17,164,026	\$6,192,987	\$2,813,352
Santa Clarita	15,329	\$16,566,305	\$5,977,322	\$2,715,379
Santa Monica	22,619	\$24,445,194	\$8,820,120	\$4,006,806
Sequoias	10,481	\$11,327,643	\$4,087,150	\$1,856,711
Shasta-Tehama-Trinity	7,734	\$8,358,593	\$3,015,881	\$1,370,055
Sierra	15,560	\$16,816,646	\$6,067,648	\$2,756,413
Siskiyou	2,592	\$2,801,591	\$1,010,848	\$459,208
Solano	9,408	\$10,167,878	\$3,668,693	\$1,666,615
Sonoma	21,095	\$22,797,652	\$8,225,667	\$3,736,758
South Orange	28,127	\$30,397,863	\$10,967,915	\$4,982,507
Southwestern	16,065	\$17,362,156	\$6,264,475	\$2,845,827
State Center	29,132	\$31,484,020	\$11,359,813	\$5,160,539
Ventura	27,726	\$29,963,831	\$10,811,311	\$4,911,365
Victor Valley	10,021	\$10,830,291	\$3,907,699	\$1,775,191
West Hills	5,457	\$5,897,606	\$2,127,927	\$966,675
West Kern	2,530	\$2,734,197	\$986,531	\$448,162
West Valley-Mission	17,556	\$18,972,954	\$6,845,670	\$3,109,853
Yosemite	17,429	\$18,836,479	\$6,796,428	\$3,087,483
Yuba	8,386	\$9,063,349	\$3,270,165	\$1,485,571
State Totals	1,222,298	\$1,320,976,271	\$479,880,000	\$218,000,000

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Classified Senate Committee Report

Name

Committee

Date

Agenda items:

- I. Call to order
- II. Approval of minutes from Dec. 2 meeting
- III. New DE accreditation guide evidence
 - a. Brainstorming
- IV. Updates
 - a. Mobile Learning page
 - b. Bb upgrade in June
 - c. Bb Security: Use of Javascript, Session timeout
 - d. Academic Honesty statement and DE
 - e. Online Materials Fees Advisory Committee
 - f. CTE project

Discussion Items:

- Online Evaluation Procedures: Issues have arisen recently about two aspects of the negotiated evaluation process: 1. How much time evaluators should have while inside of a course, and 2. How much of the course they should have access to. After discussing the issue, the committee decided that evaluators should have access for no more than 24 hours, and while they are in a course, they should have access to 1 week's worth of work or 1 module. This is an attempt to simulate the face-to-face evaluations as much as possible. The committee tasked Scott to determine if giving an evaluator guest or observer access in Blackboard would work with this model.

Key action items:

Ongoing business:

- Online Materials Fees Advisory Committee: Scott participated in a Dec. 15 meeting facilitated by the state chancellor's office. Proposed Board of Governors guidelines were discussed and debated. Nothing was decided at that meeting, and the guidelines will be discussed by several statewide committees, including the Educational Technology Advisory Committee. In order to make LPC students aware of the possibility of fees prior to registering for a DE course, the following sentence was inserted into each course information page on the Online Learning web site last month: "There might be an instructional materials fee associated with this course." The next step will be to link that sentence to a page that explains the issue further and to also link this new page to the Math department page on course fees.
- Online tutoring: An article titled LPC Delivers Tutoring at a Distance was included in the December 2011 issue of Las Positas Connection, a newsletter that coincides with the LPC Board Report each month. A Foundation Grant application to fund Math online tutoring for Fall 2012 was approved Dec. 12. It is for \$595. Spring Writing hours will be 4-6 p.m. Mondays and Wednesdays, and Math hours will be 2-4 p.m. Tuesdays and Thursdays. Student Richard Wieger will again provide Writing tutoring, and student Erica Schoefer will again provide Math tutoring. Online tutoring begins Jan. 30.
- Last day of attendance for DE classes: The committee continued discussing the possibility of adding language to the DE drop policy in response to the Feds changing the way colleges are supposed to report the last day of attendance (LDA) for students in online courses for auditing purposes. The old method was determining the last time a student accessed the course, while the new method is the last time the student participated in the class. The committee looked at adding to the p

Notes:

- Blackboard upgrade in June: Following the successful upgrade Jan. 9-10 to 9.1 Service Pack 5, the system will be upgraded 9.1 Service Pack 7 prior to the Summer session. There are a few new features and enhancements in that version, namely interactive rubrics, auto-submission of timed assessments, and additional assignment activities in Needs Grading.
- Mobile Learning page: Scott showed web pages he created on mobile learning initiatives at LPC. There is one page each for Bb Mobile Learn, BookMyne, EBSCOhost Mobile, and CaféScribe. <http://www.laspositascollege.edu/onlinelearning/mobile.php>
- Bb security – use of Javascript, Session timeout: After consultation with Chabot and Bb, we have disabled the ability to input javascript into the visual text box editor in Bb. Unintentionally posting bad code can compromise the security of the system. The javascript instructor at Chabot who teaches javascript agreed that he could just use the workarounds, such as posting code in a zip file. Chabot has agreed to keep the session timeout at 3 hours; therefore, it will remain so.
- Academic Honesty statement and DE: The statement that we agreed to at our last meeting was sent to Senate President Sarah Thompson on Dec. 2. No word back yet. With Sarah gone this semester, Scott will send it to Melissa Korber and Tina Inzerilla.