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/SAOs and integrate assessment of SLOs/SAOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

College Council

Members Present (non-voting):
Roanna Bennie, Interim President (Chair)
Members Present (voting):
David Johnson, Ph.D., Interim VP Academic Svcs
William Garcia, V.P., Student Services
Titian Lish, Resource Allocation
Kali Rippel, Technology
William Eddy, Facilities & Sustainability
Tom Orf, CEMC, LPC Faculty Association
Rajinder Samra, IPEC
John Ruys, Accreditation Steering
Tina Inzerilla, Academic Senate V.P. Melissa
Korber, Academic Senate President
Lylah Schmedel, LPCSG President
Hariel Colcol, LPCSG V.P.
Michael Sugi, LPC SEIU
Members Absent:
Diane Brady, V.P., Admin. Services
Cindy Robinson, Classified Senate President
Donna Reed, Classified Senate V.P.

Guests:
Tamica Ward
Paulette Lino

Meeting Minutes

1. **Call to Order**
Ms. Bennie called the meeting to order at 3:37 p.m., quorum was reached at 3:37 p.m.

2. **Review and Approval of Agenda/Minutes**
The minutes and agenda were approved (Ms.Korber/Ms.Inzerilla/Unanimous).

3. **Action Items**
Guided Pathways – Ms. Bennie indicated this item has been delayed. In the Spring there will be more movement on this as there will probably be changes in committees as they align with accreditation standards.

4. **Old Business**

- **ACCJC Accreditation Standards**
  o **Review College Council Form Responses:**
  Ms. Bennie explained she was to review the College Council previous response and make a list of things that can be identified that the college has done last spring and fall. Ms. Bennie will get started on the list so there is an example of how it to complete it and will present during next meeting.

5. **New Business**

- **Integration Planning/Budget and How to Review/Assess**
Ms. Bennie began the discussion explaining that there have been many recommendations brought forward and that this is the group that advises the President and includes all constituents. She reminded everyone that the College Council accepts the degree of integration that includes planning, budget and allocation. Ms. Bennie stated that currently the College Council does not assess its effectiveness in integration and requested Mr. Samra to explain what Institutional Planning and Effectiveness Committee does and how it relates to College Council's effectiveness.

Mr. Samra began by explaining that his department does this review every year. He presented the mapping exercise form that is used for evaluation. He looks at the goals on the Educational Master Plan (refer to Master Plan and Goals) and classifies them into four areas. These four areas serve as a guide when they look to complete each program summary. The members of IPEC will complete the program summary form and submit it to Mr. Samra to enter into one master document so it can be presented, reviewed, and discussed to evaluate their responses. If there are questions or discrepancies that are brought up, he will present problems to experts in their areas and get

recommendations. This is then used to inform College Council on recommendations. There is a Stakeholders Form that is completed when a stakeholder is approached with questions or for input (this stakeholder may/can also be the expert). Define the problem and give a solution to each area that is questionable. IPEC will also have presenters in their meetings to bring up areas of improvement that have been identified. This is how the College develops their planning priorities.

- **FHPC- Faculty Hiring Prioritization Committee**
  Ms. Bennie began by giving an overview of the Faculty Hiring Prioritization (FHPC). The College begins this process by selecting a very defined committee that has representation across campus. They complete extensive forms that identify the needs and compare full-time vs. part-time ratio, work load, replacement, or if new positions need to be created. The FHPC then rates these needs and submits their recommendations to the Academic Senate. The Academic Senate then delivers their recommendations to the President's Office for budget allocations and final decisions.

- **RAC - Resource Allocation Committee**
  RAC does the allocation for the instructional equipment and will prioritize the needs. They are currently working on a $718,000 list of equipment that is being sent forward. There were 42 requests (originally 44 but 2 requests were for non-equipment). There are some lottery funds for supplies, some funds from Measure A, and a small amount from CTE this year. Once the list if finalized, it is then disseminated and delivered to Ms. Bennie with a summary. Ms. Bennie indicated that some items may not be addressed but an assessment will be made to ensure we are moving forward with the actual needs of the college not just the needs of a department.

  Ms. Bennie moved on to talk about Classified and Administrative positions and explained they will go through a similar process that is done with the faculty. This process also concludes in the President's Office.

  Ms. Bennie asked the committee, "How do we assess our degree of integration? How do we get from planning to budget to allocation? How do we perform a checks and balance?" She explained that there needs to be a process to measure these items.

  Ms. Korber suggested program reviews to assess where the shortcomings are coming from. Maybe ask why? Very often people that are surveyed understand. Possibly a survey of the faculty. Mr. Samra suggested a checkoff list that had been used a couple years ago as a best practice tool. He explained it as a review and checkoff list. Ms. Bennie request that he bring the list back. Ms. Bennie added that maybe it will need to be added within a section of the Shared Governance Handbook with an explanation. There was a discussion about planning priorities that includes program review, IPEC, and how much money is spent on the priorities.

  Ms. Lish commented that we don't have to justify the percentage and suggests we use the total funded and reconcile from the end to the beginning. Go backwards from the system to help us develop a process. Maybe the review is not so clear cut to link because the program review two months ago may not have been captured the same way. A suggestion was made that maybe we need to list the priority and for each priority it might be something different (form, surveys etc.). Tutorial may be easier to quantify because we can provide a number that shows people. The group brainstormed ideas of how we can develop a program review process. Possibly

going online and looking at assessment tools that are electronic. Ms. Bennie mentioned CurricUNET. This program has complete program review modules, but once we have this data, what do we do with it? Either we have met the goal and are successful, or it allows us to access the current process and see what is not working. Mr. Garcia suggested the possibility to incorporate software. Recommend as College Council to track and assess and compare pros and cons, and determine if there is current software in place. Ms. Korber mentioned that we will no longer use CurricUNET but rather CourseLink as it is more powerful and more popular.

This software implementation can potentially have an impact at the District level. College Council can express their opinion to the District and can possibly be institutionally influential. Ms. Inzerilla indicated Chabot and Las Positas have two different SLO programs so conformity is not necessarily needed. Ms. Bennie indicated in closing the loop for this project, we can make recommendations to main committees from College Council related to planning priorities, goals, and the educational master plan. Mr. Garcia added that anything that comes up at College Council and is being discussed should be an opportunity to create collective bonding to provide some feedback or recommendation to the different entities. There were concerns about making it a requirement vs. making a recommendation. Sometimes if it is required, you may have some push back, and so instead, these would be labeled recommendations. Ms. Bennie thanked the group for such a great discussion regarding self-assessment. She wants to continue to have these discussions. Although no decisions were made in the meeting, she indicated it was a good start to what needs to be done.

- **SEA program**

Mr. Garcia indicated that Student Equity and Achievement (SEA) program is a consolidation of Basic Skills, Student Equity, and Student Success. This update was provided to us by the Director of Student Equity and Success. This is a new program that combines all of the previous three programs into one. The main takeaway is the intended system goal of eliminating the achievement gap as defined by student equity plan. It is still required that we submit an equity plan to the Chancellors Office and provide matriculation services. Program allocations for FY19 are $2,263,997.87 just for LPC. Funding is not based on previous allocation. They are changing the formula of how these allocations are being determined. There is no guarantee of 90% or 95% at this time.

Student equity plan will be coming up in about 6 months. It is due every three years and this plan is due June 30, 2019. This will cover 2019-2022. Ashley McHale will work with Ms. Julian as a co-partner. We have two new student groups that have been added to student equity -- LGBTQ and homeless. In the past, Student Equity funds came directly to the College. All three combined allocations from the past will go to the District, and the District will distribute to each College. This will now change the dynamic of how many funds the College will be getting. The new Funding Formula will determine that. Ms. Korber mentioned that the Senate may be a good advocate for this. Mr. Garcia continued with explaining that we currently don't know if MIS system collection will still be required. This may create a conflict when we merge basic skill and student equity and achievement because there are conflicting rules. One does allow for the use of funds with the other and the other does not. We are not sure how the regulations will be aligned or if they will be aligned. At this point we do not know when the online Student Equity and SEA program District Annual Report will be completed and made available, as well as the new funding formula. These will be developed and shared with the CCC's.

Currently there are two separate committees that are Student Success and Student Equity. There has been discussion about combining these two committees. This will be submitted for review in the fall for implementation in Spring 2019-20 if approved.

Ms. Bennie mentioned that there should also be recommendations to the District from College Council, not just the Senate with regards to SEA. Mr. Garcia mentioned that this program does provide compensation for Contract Specialists, Faculty, and Administrators. It also provides opportunity to purchase software and will affect many other areas and metrics if it is decreased. Ms. Bennie mentioned that this will be revisited and placed back on the agenda for further conversations to discuss where funding has been between Las Positas and Chabot in the past and will try to look at it as best we can, as there is no current formula in place.

A question was asked if there is anything that can show home vulnerabilities to homelessness because that might be something hard to capture. Family status or anything? This might help in looking at a more complete picture. Mr. Garcia answered that all students self-report and can change their status at any given time. Mr. Samra continued the discussion regarding SEA and mentioned that there is not going to be any data available. Mr. Garcia mentioned that the CalWORKs coordinator position works with both CALWORK's students, foster youth, and as a homeless liaison.

6. **Updates**

- **Vision for Success Goals:** These goals went to Board and there was an adjustment in the "whereas" portion, specifically "the funding formula may affect our ability to accomplish those." This activity may come back around in the Spring and be centered around goals.

- **Shared Governance Document**: This document went to Board on December 4th and was accepted. We will be looking at things in the Spring.

- **AB 540:** Ms. Ward and Ms. Lino both presented on AB540. Admissions and Records at both colleges have increased the number of students that reported by over 150%.

- **Auto Awarding:** Initiate a discussion on auto awarding of Certificate of Degrees. What is the law? What are we doing and what is everyone else doing? Should we be doing it? How do we get there? What would it look like if we began to do this, etc. This needs to be put on Academic Senate agenda for discussion.

- **Facilities**
  o **Facility Committee Approvals:** Mr. Eddy wanted to clear up a misconception on presenters that are allowed to speak at the Facilities & Sustainability Committee meetings. There seems to be a misguided belief that if the Facilities & Sustainability Committee likes a project, it does not mean that it is approved or that the committee will be facilitating any of the coordination of these initiatives or funding them.

  o **Facility Air Filtering:** Ms. Korber asked on behalf of the Faculty Senate if there has been any planning or discussion in putting an air filtering system in the new buildings. They don't want to present an initiative. It is just a question that was brought up during the Faculty Senate meeting. Mr. Eddy responded that the current buildings do have air filtration systems and all

future buildings will also. These questions can be discussed with Ann Kroll and the new designers. Ms. Bennie mentioned that planning will begin in January, 2019.

7. **Adjournment -** Ms. Bennie closed the meeting at 4:48 p.m.

8. **Next Regular Meeting:** January 24, 2019