LAS POSITAS COLLEGE

College Council

March 15, 2012
2:30 p.m., Room 4129

MINUTES

Present: Kevin Walthers, Jane McCoy, Bob Kratochvil, Amir Salehzadeh, Tina Inzerilla, Melissa Korber, Melissa Sato, Scott Miner, Todd Steffan, Jan Noble, Ignacio Petrasic, Jeff Baker, Jennifer Adams, Rajinder Samra

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1. **Review & Approval of Minutes – March 2012**
   The Council members reviewed the minutes from the meeting in March. There was a request to correct the language under agenda item 2c (paragraph 2, line 2) so that it reads "…the FA **has already brought** an unfair labor practice against the District related to free speech…" and to clarify that the discussion of the campus-wide email/CCN recommendation is related to the free speech issue.

   Motion: *To approve the minutes, with the noted change, from the February 2012 meeting.*
   MSC: *Inzerilla/Miner*
   Vote: *Approved (with two abstentions; McCoy, Orf)*

2. **Old Business**
   a. **Institutional Planning & Effectiveness**
      i. **Accreditation**
      Vice President Noble reported that work is progressing and things are going well. The Accreditation Teams have been meeting during the second hour of Town Meeting and at additional times. President Walthers stated that he feels the second hour session have been useful, and Vice President Noble's weekly Accreditation updates keep the campus community well-informed.

      She has recently attended several conferences related to Accreditation, and she wanted to share a suggestion that emerged from one of those sessions: align the committee charges with the Accreditation Standards, which could avoid a duplication of efforts (related to tracking progress and documenting evidence) and streamline work. The Council members felt this was worth exploring, and Vice President Noble offered to work with a small group to look at how that might work at LPC.

   b. **Status of Approved Recommendations: Electronic Signatures & Mailing Pay Stubs**
   President Walthers reported that, following the endorsement of College Council, he took forward both recommendations to Chancellor Council. It was placed on the agenda (for the February 28th meeting), but had to be pushed to the next meeting due to lengthy discussions of other items.

3. **New Business**
   a. **Instructional Program Review Committee Resolution**
   Melissa Korber brought this forward to College Council for a preliminary discussion/fyi, as the resolution is yet to be passed by the Academic Senate (just sent to them yesterday); with only a few meetings left this semester, there will be a limited amount of time for College Council to address the recommendation.

The underlying concern from the Instructional Program Review Committee is to ensure that Program Review is as effective as it can be – for those participating in the process and for the College as a whole. The last bullet point of the resolution requests that College Council, Planning & Budget Committee, and the Institutional Effectiveness Committee revisit/reconsider their membership, and Ms. Korber noted that the statement expresses a strong position about the issue. Vice Presidents Noble and Kratochvil pointed out that, currently, several committees/processes utilize Program Review in their decision-making; it seems that the bigger issue is understanding role/intent of Program Review within institutional planning (e.g. When Program Reviews are written, where does it go? Who reads them? How are they used? How is that evaluated?)

The Council members then had considerable dialogue about ways to use/improve Program Review, including:

- Would be really helpful to have not just College goals, but also annual goals; that would enable people/committees/etc… to understand the institution's focus each year
- It's not clear how the College goals connect with goals identified in Program Review
- Definition of a "program" may be too broad; there are advantages and disadvantages to being identified as a program (e.g. eligible to seek resources, but significant work to complete the Program Review process)
- Might be good to "zoom out" and come to an agreement on the overall planning cycle, then figure out where/how Program Review fits into that structure

b. Staff Appreciation

The Academic Senate is currently working on plans for the annual Staff Appreciation event. Melissa Korber shared that, in the past, they have used the email system and "passed the hat" at Town Meeting to collect donations; going forward, they want to make sure they follow the proper protocol. President Walthers supported their use of email, as long as people don't feel pressured to donate.

On a related note, President Walthers initiated a discussion about the Interconstituency Olympics held last year. He's heard some interest in holding the event again this year, but also received feedback from people who'd prefer not to have it continue. Even without the Olympics, he would still like to hold a campus-wide/morale-boosting event – one that would be a picnic-like activity without any "us vs. them" competitions. When asked if it would be possible to combine this "college picnic" with Staff Appreciation, the Academic Senate representatives preferred to keep them separate; they want to keep Staff Appreciation in place as a stand-alone activity, as a way of thanking the classified staff.

c. Fundraising (item added to agenda as a carry-over from the last meeting)

President Walthers informed the Council members that he and Vice President Kratochvil will be holding a series of meetings regarding fundraising on campus, in an effort to work toward streamlining processes and improving communication.

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4. Coordination of Information

a. Academic Services
Vice President Noble reminded the group that we will not be filling the BCATSS Dean position. She is going to hold meetings with various people/groups to get input about what the new Academic Services structure should look like.

b. Administrative Services
No report.

c. Student Services
Vice President Baker provided an overview of the Title V changes for repeatability that will go into effect this Fall.

d. Academic Senate
Melissa Korber reported that the Senate passed two items at their meeting yesterday; in addition, they reviewed two ASLPC resolutions that will now go back to the Divisions. They are also working with CEMC on guidelines for budget reductions, and suggested that may be something for College Council to review/discuss. The Senate is also considering volunteers/participants for the Academic Services "re-org committee."

e. Classified Senate
Todd Steffan shared that the Senate is wrapping up Flex Day preparation. He expressed appreciation to the Academic Senate for continuing their plans for Flex Day and Staff Appreciation, even with everything that's going on.

President Walthers stated that he's considering holding another Flex Day "after-party," and will share further details as they become available.

f. Student Senate
Amir Salezadeh reported that the Senate recently passed three resolutions, although one may need to be re-done based on recent news out of Sacramento. He mentioned that the Senate would like to speak with Vice President Baker about the grievance process. ASLPC's website proposal/contract will be on the next agenda for the Board of Trustees meeting.

g. College Enrollment Management Committee (CEMC)
No representative present. CEMC will hold its next meeting tomorrow.

h. Facilities Committee
The last few meetings of the Facilities Committee have centered around the Facilities Master Plan. The next regular meeting is scheduled for Monday, and it will include an update on the Facilities Master Plan.

i. Institutional Effectiveness Committee (IEC)
At the last IEC meeting, Rajinder Samra provided updates on the "Common Tool" and KPIs. The group also discussed Accreditation Recommendation 1A and the Planning Agenda items related to institutional effectiveness.

j. Planning & Budget Committee (PBC)
Vice President Kratochvil reported that PBC has completed the Classified Position Request process. The rankings will be a recommendation to the President, however no funds are expected to be available for new positions.

k. Staff Development Committee
Mike Sato reminded the Council that Flex Day ("Assessment Day") will be held on March 29. There will be activities focused on the core competencies, including an exercise that involves faculty working in groups and reviewing a student transcript (with respect to the core competencies). The hope is that this will engender alignment of the core competencies and how well they respond to the courses we're teaching. The day will also include a poster activity that centers on what areas (departments/disciplines) are doing to improve SLO cycles.

l. Sustainability Committee
No representative present.

m. Faculty Association (FA)
No report.

n. SEIU
No representative present.

5. Next Steps

6. Equity Perspective & Reflection: CCN Equity Point Person Questions

a. How did the decisions we made impact various members of our community? Consider matters such as equitable distribution of resources, student access to services, barriers related to language, economic status, transportation, and literacy level, etc…

b. In what ways has the meeting process been equitable? Were all constituencies heard from? Were there voices that were not considered?

c. Do we need more information or support related to this dialogue? What additional information or support is needed to assist the decision-making process?

7. Adjournment