LAS POSITAS COLLEGE

# College Council

Wednesday, March 27, 2013
3:15 p.m., Room 801

## AGENDA

1. Call to Order — Walthers
2. Review and Approval of Agenda — Walthers
3. Review and Approval of Minutes – February 21, 2013 — Walthers, p. 1-8
4. Old Business
   None
5. New Business
   a. College Mission, Vision, and Values Statements — Walthers/ Thompson, p.9-30
   b. ACCJC Institution-set Standards — Walthers, p. 31-32
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

**NEXT REGULAR MEETING:**
Thursday, April 18, 2013
2:30 – 4:30 PM | Room 4129

Draft 1

LAS POSITAS COLLEGE

# College Council

February 21, 2013
2:30 p.m., Room 4129

## MINUTES

**Voting Members Present:**
Quorum = 9

| Position | Name | Present | | Position | Name | Present |
|---|---|---|---|---|---|---|
| **President** (Chair, Non-Voting) | Kevin Walthers | X | | **VP Academic Services** | Janice Noble | X |
| **VP Administrative Services** | (vacant) | | | **VP Student Services** | Diana Rodriguez | X |
| **Academic Senate President** | Sarah Thompson | X | | **Academic Senate Vice President** | Elena Cole | |
| **Classified Senate Co- President** | Frances DeNisco | X | | **Classified Senate Co-President** | Todd Steffan | X |
| **Student Senate President** | Cherry Bogue | X | | **Student Senate Vice President** | Ignacio Cortina | X |
| **Planning&Budget Comm. Chair** | Bob D'Elena | X | | **Facilities Comm. Chair** | Scott Miner | |
| **CEMC Chair** | Thomas Orf | | | **Staff Development Comm. Chair** | Michael Sato | X |
| **Sustainability Comm. Co- Chairs** | Rita Carson | ? | | **Inst. Effectiveness Comm. Chair** | Rajinder Samra | X |
| **CLP FA Site VP** | Jane McCoy | X | | **LPC SEIU VP** | William Eddy | |

Others Present: Teresa Henson, Sharon Gach, Admin. Asst.

1. **Call to Order** – The meeting was called to order at 2:32 by Dr. Walthers, who joined the meeting remotely. Also remotely attending were Vice Presidents Janice Noble and Diana Rodriguez.

2. **Review and Approval of Agenda** - The agenda was approved with one minor change. Under 6.g. the committee name has changed from "Tangible Resource Allocation Committee, TRAC" **to: "Resource Allocation Committee, RAC".**

3. **Review and Approval of Minutes** – The minutes of November 29, 2012 were reviewed and approved. (M/S/P DeNisco/Rodriguez.)

4. **Old Business**

   a. **Planning Task Force Report - Vision and Values Statements -** The proposed Mission, Vision and Values statements from the Planning Task Force were presented by Bob D'Elena, Task Force member. Mr. D'Elena reminded the Council that the Planning Task Force was asked by the College Council to review the College's Mission, Vision, and Values Statements.

   A next step for the Task Force will be to review College Strategic goals review college goals in order to be more compliant with ACCJC requirements of assessing the outcomes of all goals. It was noted however, that the 2008 Institutional Strategic Goals (posted

here: http://www.laspositascollege.edu/about/mission.php) are still in effect. Only the Mission, Vision and Values are under review and revision at this time.

Mr. D'Elena stated that he is presenting the Mission, Vision, and Values statements to the College Council today in order to begin the review and approval process. He requested permission to visit each of the next meetings of the Shared Governance Entities, for comment and review and approval. If review causes additional revision, this would be taken into account and brought to College Council's attention; as well as to all governance entities.

Mr. D'Elena stated that the Planning Task Force process started with examination of the existing Mission, Vision and Values statements and explained each

**Mission Statement** – The Task Force found that a Mission Statement should be a short sentence that people could remember and recite easily. The process used for writing this proposed Mission Statement included examination of the existing statement and presentation at the November 2012 Town Meeting by Teresa Henson and Justin Garoupa. At the Town Meeting breakout sessions, ideas 7and input were gathered from all faculty and staff present. Out of those breakouts many concepts and terms were identified, including: inclusive, learning centered, educational opportunity and support. Some of these concepts are also in our current Mission Statement.

Mr. D'Elena then put these concepts into paragraphs for the Planning Task Force to work on. Out of this work came the recommended Mission Statement, as shown in page 9 of this meeting packet.

Ms. McCoy asked, regarding the Glossary of Terms with the Mission Statement, if in discussing the "Educational Opportunities" section, did anyone mention Athletics? Mr. D'Elena said that this was not on the lists from the November breakout sessions. **The Council agreed by affirmation to add Athletics to the Glossary of Terms under Educational Opportunities.**

**The Council asked the Task Force to recommend a place on the Mission Statement webpage (under President's Place) where to place the Glossary of Terms.**

**Vision Statement** – Mr. D'Elena stated that the Planning Task Force then studied the Vision Statement. A Vision Statement should talk about the overall vision for the ideal Las Positas College. Mr. D'Elena shared that the Task Force worked on this for several meetings, and the recommended Vision Statement is shown on page 10 of this packet.

**Values Statement** – Mr. D'Elena shared the process used for recommending the attached Values Statement on page 10. The Task Force discussed many ideas however kept coming back to the 2008 Values Statement, as those concepts were discussed intently in the November Town Meeting, and still seemed valid. He said that upon the recommendation of Ms. DeNisco the Task Force kept the main concepts of the former Values Statement and added more power to the statements.

**Next Task Force Steps** - Mr. D'Elena stated that the next Task Force job is to discuss and recommend SMART* college goals. This may be delayed until Fall 2013 as the number of months for meetings are now limited for this academic year. [*Specific, Measurable, Achievable, Realistic,Trackable.]

**Dr. Walthers asked for consensus for Mr. D'Elena on behalf of the Planning Task Force to take this to each Constituency Group/ Senate for review, and assent or recommendations for change.** ***The College Council agreed to this by affirmation.***

**It was clarified that, if possible, Senates try to approve all three Statements as a whole.** However, if a group has changes to recommend to the Council and other groups that the recommending group provide an alternate in writing, and then approve the Statements they agree on individually.

## 5. New Business

a. **Accreditation – Substantive Change Proposal/DE** – Dr. Noble said that the 37 page Substantive Change Proposal is included in this meeting packet as a separate attachment. Any time a college changes items such as courses or program names, a Substantive Change Proposal needs to be sent to the ACCJC. Mr. Vigallon of the Distance Education Department is very attentive in tracking the number of programs which offer courses at 50% or more online. Six more programs just reached this 50% mark, which triggered Mr. Vigallon to write this comprehensive report. She presented this as an informational item to the Academic Senate last week.

   Dr. Noble said she also received feedback from Susan Clifford of the ACCJC who made a few recommendations, which are now in this report. With those suggestions input, she now recommends that this proposal be reviewed and approved by the College Council. It would then go to the Academic Senate for approval, the Distance Education Committee for approval, and then be sent on to the District Board.

   **The College Council agreed to review this and provide any comments to Dr. Noble.**

b. **Program Review –** Ms. Henson presented the Program Review process for approval of the College Council. As adoption of this new, all-college Program Review process is not documented in the Governance Handbook, the Program Review Committee would like to be as all-encompassing as possible in approvals. The Program Review Committee is currently a sub-committee of Academic Senate, however, non-instructional department will also be using the process, and the committee name has changed from Instructional Program Review to 'Program Review'.

   Therefore, Ms. Henson explained the outline of the Program Review Process, and referred to the presentations made in previous Town Meetings to educate all campus entities also. Ms. DeNisco said that she had already forwarded this information to Classified Senate members with a deadline to comment by February 27th.

   The next step will be to make a template for all departments (instructional and non-instructional) to complete via a fillable PDF. Scott Vigallon and Jeff Sperry volunteered to create this. Program Review Committee members are writing instructions for each section.

   Having worked with VP Noble to plan, the PR committees hopes to roll this out in March to the Divisions. Rajinder is also collecting data for departments to use in forms, and he will demonstrate where to locate this at the March Town Meeting.
   Ms. Henson stated that the key is getting used to the start-up timeline and then the regular rotation of tasks. She noted that:

   - Under the previous schedule Program Review of all academic departments should have been completed this Spring, but they wouldn't be used until Spring 2014 for planning. The PR Committee noted a problem with such a big gap in time between 'need', review and request for allocations'.
   - Since there was a gap of one year it is recommended that all Program Reviews be written in the Fall of 2013.
   - In addition our former cultural thinking was "If it wasn't in the Program Review I can't ask for it." The Committee would like to change that thinking and process.

- It was problematic to have a process that took 2 years, where the data would be reviewed, examine how progress is going based on SLOs and see if there was efficiency, and equipment, and then report out on that, but nothing could be implemented for 2 years.

- In recent years needs arose to be able to react quickly to unforeseen situations, such as situations which occur during the Program Review 'gap year'.
  - There were problems that 'came at' the College before the 2 years, such as reacting to unfunded mandates, resignations with the need to re-fill a position, and equipment breakdowns.
- Thus, the Committee wished to create a way to not be penalized for things that departments could not possibly anticipate during the 'gap year'. Procedurally the Committee is now working out how to put 'gap year unforeseen items' into the request process.
- She noted that programs which apply for resources this Fall 2013 through the RAC will not have done a PR, so documentation will not be available.

The Student Services and Non-Instructional PRs will be modified slightly to make the reviews more applicable. Dr. Walthers said that the goal is to try to make the non-instructional reviews as close to the instructional as possible for comparative purposes. Dr. Noble has presented the process to the Administrative Team, and all are on board to get them done on time.

Ms.Henson stated that the Annual and Three Year reviews will be a process for the campus to get used to, and the committee will start orienting the campus at the March 6th Town Meeting.

**On behalf of the College Council, Dr. Walthers thanked the Program Review Committee members of the past several years.** Everyone has put in an enormous amount of work and this is appreciated and respected by the Council and the College as a whole. Members of the PR Committee since 2010 are listed at the end of the minutes.

c. **Active Shooter Update** – Dr. Walthers shared that there has been good feedback from the February Town Meeting, with presenter Kim Aufhauser on 'Active Shooter' situations. The President's Advisory Group on Active Shooter has also been meeting and is taking a comprehensive look at our campus facilities and practices and will finish their work in March with a recommendation on things we could change to become more educated in an emergency and more safe in our rooms/offices. He also said that with some state grant funds we are already improving our mental health awareness to assist students who may have concerns or express problems to faculty or staff.

d. **Budget/DBSG Update** – Dr. Walthers said that the Planning Task Force has put together the LPC position on district funding allocations and will present it to the DBSG on March 1st. Featured in our recommendation are the share of FTES, keeping the foundation (state) money separate, and asking for a different way to address our part of the FTEF number (LPC is 12 FTEF under, CC is 13 over). Dr. Walthers and the VPs have met with district office personnel to work on possible details for an equitable transition in the FTEF numbers for the future years. CC's Nursing and Dental Hygiene numbers substantiate the subsidy amounts, so this could be factored into the allocation (currently a $600,000 subsidy).

e. **IEC Recommendation to Eliminate 94 KPIs** – Mr. Samra presented the Institutional Effectiveness Committee recommendation to eliminate 94 Key Productivity Indicators (KPIs), as was discussed at the last meeting. There are a total of 116 KPIs for LPC, written in 2008-09. The IEC has reviewed each one for SMART*, and recommends the 94 be eliminated as not being SMART. Mr. Samra had previously shown the list of the 94

KPIs the IEC was recommending for elimination. [*Specific, Measurable, Achievable, Realistic, Trackable.]

**Therefore, it was M/S/P to eliminate these 94 KPIs (McCoy/Thompson).**

## 6. Area Reports and Decisions

a. **Academic Services** – Janice Noble shared a number of items.
   - The Catalog Addendum due out by April 30th. Thanks go to Carolyn Scott, LaVaughn Hart, Marina Lisa and others. This will include more information including a review of courses. In mid-March a draft will be sent to discipline representatives and deans in both Student & Academic Services to review their portions. This Addendum will be distributed electronically, and a few copies will be available at the bookstore for sale. This is the first time we are printing this all in house.
   - We have received a response from the State to the TBA (To Be Arranged) Lab Audit Findings from last year. Dr. Noble did a presentation at Town Meeting and this was discussed in Division Meetings this month. We now have excellent forms and directions, thanks to the Deans and documents will be ready before Fall 2013. If any area plans to continue using TBA hours, please discuss this with the Dean so that the process is planned in advance.
   - An Academic Dishonesty Form is being developed and responsibility for this issue will now be placed with the VP of Student Services so it can be tracked and documented accurately. Repeat offenders will be disciplined in a more timely manner, according to policies.
   - Administrators will also be doing their Program Reviews with similar time frames.
   - Dr. Noble gave kudos to everyone who worked on the Accreditation Midterm Report. The ACCJC sent the receipt letter saying that we have no other items to do therefore we are done with active Accreditation duties for now.

b. **Administrative Services** – Dr. Walthers reported that the fiscal tech interviews are in process. He also mentioned that he and VP Rodriguez met with Safety Officers and had a good conversation about safety services. As a result, beginning on Monday, February 25th the Safety Department will report to Student Services.

c. **Student Services** – Diana Rodriguez advised the Council on a number of items:
   - The schedule is on track for the first wave of moving into Bldg 1600. First to move will be Bldgs 100, 100B and 1300A on March 15th. Two other waves will be done during and after the first week of April (Spring Break).
   - Her office is assisting Academic Services with the Catalog Update
   - A new initiative is starting up, the East Bay Youth and Family Initiative, which is a specific plan for benefitting families of Puente Program students.
   - Student Services had a very success College Night, with over 800 people representing over 30 high schools.. Many thanks to everyone who helped.
   - Spring 2013 Headcount is 8158 (compared 8068 in Spring '12).
     - Spring 2013 FTES is 3018 (compared to 2926 Spring '12.
     - Therefore we are on track to meet our targets.
   - All units in Student Services are working on their SLOs, and are close to completing cycles
   - Student Services will begin using the Program Review form soon.
   - Since the last College Council meeting in November the department has only had 12 student discipline cases.
   - Ms. Schreibman in the Financial Aid department will be presenting at local high schools to encourage attendance of community college. She will also include a presentation on the Dream Act.

- At a future Town Meeting VP Rodriguez will do a presentation on Mental Health issues and challenges and on the new Academic Dishonesty process. This will be an electronic process to track repeat offenders, discuss processes, and offer teachable moments for students.

d. **College Enrollment Management Committee (CEMC)** – Dr. Walthers met with DEMC and they set targets, although they may need to re-address later based on new numbers through the DBSG process. LPC overestimated which will make it easier to adjust later.

e. **Facilities Committee** - Dr. Walthers reported on a several items for the Facilities committee:

- **Small Project List -** There was no February meeting due to the President's Holiday, however the committee had electronic discussions and are working on the Small Projects list (using $7 million from the Measure B funds). This list will be shared regularly with the college and the Committee will track expenses and project status in Executive Staff meetings.
- The committee is also developing priorities for the remaining $23 Million in Measure B funds, which includes $7 Million already set aside for the small projects list and instructional equipment.
- The committee will likely set aside some funds in case a State matching funds grant becomes available.
- Buildings 700 and 900 will also incur a $4.5 – 5 million remodel project, which is on the medium sized project list.

Dr. Walthers thanked VP Rodriguez and Exec. Asst. Renee Pegues for going above and beyond to make sure the move to Bldg 1600 goes smoothly. In addition the Technology Department under Steve Gunderson has been going all out to assure a smooth move.

f. **Institutional Effectiveness Committee (IEC)** – Mr. Samra said that the IEC is charged with "evaluating key college process" and will evaluate 2 this term, and will later evaluate how effective was the process used to review the Mission, Vision and Values statements revisions (using the Planning Task Force). The committee will also determine if Common Tool distributed the resources of the college effectively

g. **Resource Allocation Committee - RAC (formerly PBC)** – Bob D'Elena mentioned that the Instructional Equipment Requests for Fall Term were light ($73,000) and the Committee was able to fund all requests. The Spring semester requests are due to the Deans on March 13th. The Committee created and agreed on the new Instructional Request Approval Form, and is now working on a rubric for its use which will be rolled out in Fall semester 2013. The form will have everything in one place and ties into Program Review. Non-Instructional positions were presented at Division Meetings yesterday and will be presented to the RAC on March 7th.

h. **Staff Development Committee**– In Mike Sato's absence Jane McCoy reported that the Staff Development Committee is doing a Needs Assessment Survey of what faculty feel their development needs are.

i. **Sustainability Committee** – As no representative was able to be present, Dr. Walthers shared that with the help of Tim Nelson and Jeff Kingston our campus safety vehicles will be replaced. The planning group had discussed going from our current Hybrid Escapes to full size Explorers, and then began looking the Polaris Gem. This is an all-electric, wall-charging vehicle, which has quick-chargers on the vehicle, and is street legal. It looks like

the college will buy 2 of these, which are half the price of the Explorer and a 10 on the Carbon Scale. Sean Prather researched these very well, we can customize them for our Safety Officers, and it will help with our Climate Action Plan.

j. **Academic Senate** –Ms. Thompson said that a presenter at the ACCCA meeting today misrepresented the LPC Academic Senate as an example of strange 10+1 decisions and that it is not interested in free speech. She explained how he took only one part of a set of minutes and ignored the full context of them, and created a false scenario. She explained to the College Council that she has asked him to post a retraction and apology on his website for saying this in front of a large audience.

   Ms. Thompson reported that the Academic Senate is actively working with faculty members in disciplines which want to create transfer degrees (AAT) and has created a support group to assist each other. Most of those interested are from the Arts and Social Sciences and they are in various levels of progress. She estimates that 15 AAT degrees will be finished by Spring 2014.

k. **Classified Senate** – Frances DeNisco submitted a written report as she and co-president Steffan could only attend the first part of the meeting. The Senate is providing input for the Statewide Classified Senate on staff development for senates throughout the State, and is planning to send someone to the State conference this June. The Senate has funded two scholarships again this year, and is completing plans for Classified Flex Day, on Feb. 28th. She asked that everyone encourage their co-workers among the Classified Staff to attend.

l. **Student Senate**– Cherry Bogue introduced the new Interim Vice President Ignacio Corina. She reported the Senators are getting ready for the March 4th, March In March on Sacramento. She explained that they could only fill 1 bus last year, and lost money on renting a second, so only ordered one for this year. She thanked the FA for donating money for bus rental in past years.

   They are also researching a State Amendment for the Parcel Tax law which would change the approval vote to a simple majority, not the two-thirds majority now required. Last November's Parcel Taxes would have won in many districts if that had been the requirement. This was introduced to the Assembly and State Senate in December and they are starting to discuss it in Sacramento now. Ms. Bogue is also looking into legislation to cap unit fees for community colleges, CSUs and UCs, because Proposition 30 will be in effect for the next 7 yrs.

m. **Faculty Association (FA)** – Ms. McCoy mentioned that the FA will hold its Executive Board elections soon and that after 20 years on the Board she will not be running for VP. LaVaughn Hart will run for this position.

n. **SEIU** - No representative present.

## 7. 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…

***Discussions were held with all members of the community in mind.***

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

***The Council inquired several times to make sure all constituencies were heard from.***

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?

***For ongoing projects additional information will be brought to the Council as needed.***

**8. Adjournment**

The meeting was adjourned at 3:35 PM.

Respectfully submitted,

Sharon Gach
Administrative Assistant, Office of the President

**Program Review Committee**

Those who have served, 2010-2013. Those marked with * have served since 2010.

**Faculty:**
Jill Carbone*
Elena Cole
Teri Henson*
Keith Level
Marilyn Marquis
Jason Morris
Robin Roy*
Karin Sprin*(on leave this spring)
Catherine Suarez
Mark Tarte (2010-through f2012)
Nadiyah Taylor*
Kimberly Tomlinson
Angella VenJohn
Cheryl Warren*

**Administration:**
Pamela Luster
Amber Machamer
Philip Manwell
Janice Noble
Diana Rodriguez
John Ruys (as interim Dean)
Marilyn Flores
Rajinder Samra

LAS POSITAS
COLLEGE

**MEMORANDUM**

Date: March 27, 2013

To: College Council

From: Dr. Kevin Walthers, President

Re: Action Item: Mission, Vision and Values

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Background

In the Fall of 2012, Las Positas College established a Planning Task Force to "serve as liaison between the Las Positas College Council and DBSG with regard to aligning college goals as outlined in the College's Mission Statement, Vision Statement, Values Statement and Strategic Plan with the mission of CLPCCD."

As part of this charge, the Task Force took responsibility for evaluating the existing mission vision and value statements:

*Mission (current)*
Las Positas College is an inclusive, learning-centered institution providing educational opportunities that meet the academic, intellectual, career-technical, creative, and personal development goals of its diverse students. Students develop the knowledge, skills, values, and abilities to become engaged and contributing members of the community.

*Vision (current)*
Las Positas College meets our students and community where they are and creates experiences for them that build their capacity, speak to their potential, and transform their lives.

*Values (current)*
Las Positas College thrives as a teaching and learning community committed to integrity and excellence. To nourish this environment and the communities served, we:

- promote and celebrate lifelong learning;
- anticipate and meet the needs of the ever-changing workplace;
- demonstrate social and environmental responsibility;
- promote tolerance and mutual respect in a diverse community;
- foster a climate of discovery and creativity; and
- hold firm to the belief that each of us makes an astonishing difference.

The Task Force took intentional and deliberate steps to ensure a broad discussion informed the process, conducting focus groups, holding campus wide meetings, and presenting proposals at Town Meetings. Having considered all input, the Task Force put forward a final Mission, Vision and Values Statement for approval by the Academic, Student and Classified Senate.

*Mission (proposed)*
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.

*Vision (proposed)*
Las Positas College strives to be California's premier Community College, setting the standard through opportunities for developing knowledge, skills, values, and abilities that foster engaged and contributing members of the society.

*Values (proposed)*
Las Positas College thrives as a collaborative teaching and learning community committed to integrity and excellence by:

1. Encouraging and celebrating lifelong learning
2. Responding to the needs of the ever-changing workplace
3. Demonstrating civic, social and environmental responsibility
4. Promoting ethical behavior, tolerance and mutual respect in a diverse community
5. Fostering a climate of discovery, creativity and personal development
6. Holding firm to the belief that each of us makes an astonishing difference.

Documentation of Senate approval is attached. With approval by the College Council, the new statements will be forwarded to the Chabot Las Positas College CCD Chancellor and Board of Trustees.

# LAS POSITAS COLLEGE ACADEMIC SENATE
## REGULAR MEETING
Room 4129, Mertes Arts Building
March 13, 2013 - 2:30 p.m.

# AGENDA

1.0 GENERAL BUSINESS

1.1 Call to Order/Quorum
1.2 Approval of Agenda
1.3 Approval of the Minutes of February 13, 2013
1.4 Public Comments (This time is reserved for members of the public to address the Academic Senate. Please limit comments to three minutes. In accordance with the Brown Act, the Academic Senate cannot act on these items.) (10 minutes)

2.0 ACTION ITEMS

2.1 The LPCAS approves the Planning Task Force's proposed Mission, Vision, and Values Statement (10 minutes).
2.2 The LPCAS approves the language for DE summer withdrawal language for the summer (5 minutes).

3.0 CONSENT ITEMS

3.1 Change in LPCAS Calendar – no meeting March 27, 2013. (5 minutes)

4.0 REPORTS

4.1 Curriculum Committee (3 min)
4.2 SLO Committee (3 min)
4.3 BaSK Committee (3 min)
4.4 DE Committee (3 min)
4.5 Program Review Committee (3 min)
4.6 CEMC/Senate Subcommittee (3 min)
4.7 Staff Development (3 min)
4.8 Hiring Prioritization (3 min)
4.9 Faculty Association (3 min)
4.10 Student Senate (3 min)
4.11 Treasurer (3 min)
4.12 President (5 min)
4.13 DBSG (15 min)
4.14 Guest Presenter: Mark Tarte (10 min)

5.0 DISCUSSION OLD BUSINESS

5.1 Reviewing Our Committee Structure – the Tasks and Processes of IPAC (10 min)
5.2 Staff Appreciation Day (5 min)

6.0 DISCUSSION –NEW BUSINESS

- 6.1 College Goals and Priorities 2013-14 (15 min)
- 6.2 Facilities Master Plan – evaluation (15 min)
- 6.3 Service and Teaching Awards 2013 (5 min)
- 6.4 Proposed Allocation Models (10 min)
- 6.5 The Cost of Programs – Educating Ourselves and Our Board (10 min)
- 6.6 Discussion – Emergency Task Force (10 min)

7.0 GOOD OF THE ORDER

- 7.1 Announcements
- 7.2 2013 Meetings – 2nd and 4th Wednesdays – Next Meeting: April 10, 2013
- 7.3 Adjournment

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## ACADEMIC/FACULTY SENATE ROSTER

### EXECUTIVE OFICERS

| | |
|---|---|
| Senate President: | Sarah Thompson |
| Senate VP: | Elena Cole |
| Senate Secretary: | Justin Garoupa |
| Senate Treasurer: | Melissa Korber |
| Senate Admin Assist: | Carmen McCauley |

### ACADEMIC/FACULTY SENATE ROSTER

| | |
|---|---|
| ALSS: | Michelle Gonzales |
| STEMPS: | Keune, Craig Kutil, Ashley McHale |
| BSBA: | John Ruys, Steve Navarro |
| Counseling: | Heike Gecox |
| ASLPC Rep: | Kevin Lopez |

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Public Notice—Nondiscrimination: Las Positas College does not discriminate on the basis of ethnicity, religion, age, gender, sexual orientation, color or disability in any of its programs or activities. Las Positas College is committed to providing reasonable accommodations for persons with disabilities. Upon request this publication will be made available in alternate formats.

Associated Students of Las Positas College
General Meeting
Friday, March 15th, 2013
1:00P.M. – Adjournment

I. Call to Order
II. Roll Call
III. Adoption of the Agenda
IV. Approval of Minutes
V. Officer Reports
VI. Guest Speakers
VII. Public Forum
VIII. Old Business
    A. Club Day
    B. Campus Outreach
    C. AS Night
    D. ICC Event
    E. Follow Ups
    F. Letters and Resolutions
IX. New Business
    A. Textbook Assistance Program
    B. Higher Education Legislation
    C. Mission Statement
    D. Graduation
X. Reflection
XI. Announcements
XII. Adjournment

Associated Students of Las Positas College
General Meeting
Friday, March 15th, 2013
1:00P.M. – Adjournment

I. Ms. Bogue called the meeting to order at 1:01PM

II. Roll Call

Officers:
Cherry Bogue
Ignacio Cortina
Jovian Marcelo (UNEXCUSED LATE)
Stephanie Suarez (EXCUSED ABSENT)
Te Shayna Mitchell
Nico Portugal

Senators:
Brandon Byrne
Brenton Arndt
Christy Byrd
Colleen Redmond
DJ Haastrup
Eric Bolin
Jed Lipp
Jesse Martinez (EXCUSED ABSENT)
Jessica Samorano
Karm Randhawa
Katia Dadgar (EXCUSED ABSENT)
Kevin Lopez
Mark Fan
Paulina Reynoso
Rafi Ansari
Shah Fesharakizadeh
Shanan Sahota
Sunny Sidhu

Carrie Temple
Karen Guerrero
Ty Gully

III. Adoption of the Agenda

- Mr. Lopez moved to adopt the agenda
- Mr. Randhawa seconded
- Motion passes unanimously

IV. Approval of the Minutes

- Mr. Haastrup moved to approve the minutes
- Mr. Randhawa seconded
- Motion passes unanimously

V. Officer Reports

President:
Cherry Bogue attended the Planning Task Force and packed supplies to move to the new office
Vice President:
Ignacio Cortina worked on making the agenda this week and telling some students about how to apply for scholarships.
Director of Legislation:
Jovian Marcelo attended the Resource Allocation Committee and is working on some legislation involving AB 67 and AB 159 with senator Christy Byrd.
Director of Communications:
Stephanie Suarez worked on AS Nights, collected committee reports, made copies of the agenda and minutes, and oriented senator Rafi Ansari on the Director of Communication's duties.
Director of Events:
Te Shayna Mitchell has worked on arranging the budget for Club Day and on AS Night supplies.
ICC Chair:
Nico Portugal has worked on the big ICC event on Friday, March 22nd and also on other club paperwork.

Senator Reports: There were no senator reports this week due to a workshop taking place during roundtable

Committee Reports:

- Mr. Fesharakizadeh attended the Health and Safety committee on Monday where they talked about what to do with smoking areas, success of the blood drive, safety of campus, stealing complaints, and parking tickets.
- Mr. Byrne attended the website committee where they discussed ways to improve the website.

- Mr. Ansari attended the Institutional Effectiveness Committee where they discussed how the College Council eliminated 94 Key Performance Indicators (KPI's) leaving just 22 KPI's. They also showed the Program Review Data discussing statistics across the campus in many areas.
- Ms. Bogue attended the Planning Task Force where they discussed allocation models. They chose the 1.2 model of allocation. The Planning for Accreditation Council (IPAC) talked of their plans and calendar for next year. Four board policies were discussed such as how the Student Trustees is to be elected. The Board Policy on Ethics added one more code of conduct.
- Mr. Marcelo attended the Resource Allocation Committee. Staff from each department approved positions to add on such as the Student Life Assistant. The Early Childhood Development department is asking for two new positions. The athletics department wants a full time athletic trainer.
- Mr. Randhawa attended the Resource Allocation committee. He reported that Sherri Moore filled out over 700 club forms last year. The new science building in 1850 is looking for new lab technicians.
- Mr. Haastrup attended the town hall meeting where they discussed the program review cycle which looks at different statistics in each department and decides how they want to allocate resources to them. Active shooter advisory group was established to discuss ways to prevent active shooters on campus. Mark Tartt delivered and active shooter advisory on how to handle a situation involving a campus shooting.
- Ms. Reynoso attended the Curriculum committee where they discussed changes to the college catalog. Ms. Reynoso also attended the Nike Funds committee where they reconnected with the artist who did the Pacman statue. Phase I of the project will be in the P.E. department and the theme will be the essence of athletic movement and there will be a submission period for students to submit their work. Phase II will be in the 4000 building and will be a celebration of the arts, including cultural identity. Phase III will be in the tutorial center and the theme will be inspiring knowledge through the arts including panels, artistic furniture, and interactive art where students can touch the art and interact with it. There will also be a fancy staircase and a projector projecting images of rain falling in building 4000.
- Ms. Byrd's District Curriculum Committee was cancelled but the issue they are working on is course repeatability.
- Mr. Arndt attended the Sustainability Committee where they discussed the new water refill stations across the campus. Campus safety topics were discussed such as how to separate disposable material from non-disposable material and also how to reduce the use of paper when they use paper handouts.

Advisor Report:

Cynthia Ross discussed the LPC Foundatiion Gala which is mandatory for everyone to attend except Ms. Redmond who is excused. Everyone is to wear white polo shirts, and a sheet asking for shirt sizes was passed around the table. Ms. Ross also asked for a tour guide for Thursday, March 21st and Mr. Ansari volunteered. The Officer Review Committee is to supply mid-semester suggestions for the officers. The library is taking donations for their contest for National Library Week. Arbor Vista Senior Center is looking for volunteers to teach seniors how to surf the web and use computers. Mr. Marcelo and Mr. Randhawa were reminded to attend the Special RAC meeting. The Campus Change Network is considering sending students to the National Student Diversity Convention and volunteers in New York in August.

Student Trustee

Mr. Adhikari was unable to attend the meeting.

VI. Guest Speakers: NONE

VII. Public Forum: NONE

VII. Old Business

A. Club Day

- Ms. Mitchell moved to approve the Club Day Blanco plan.
- Mr. Haastrup seconded

Ms. Mitchell discussed how the theme for the event has not yet been determined. She will also take care of the facilities request. The activities for the event include music to be performed by the LPC radio DJ or DJ Karm Randhawa. There will be a raffle for a $50 visa card. The voting will have three judges. The judge guideline will be given. Food beverages will be hamburgers from Elite Café. Stamp sheet, flyers, scantrons, blue books, senator packets, and major event flyers will also be provided. Three judges were asked to participate for the judging who were not part of any club and Mr. Lopez, Ms. Redmond, and Mr. Bolin volunteered. Mr. Portugal is to send the detailed judging guidelines..

- Motion passed unanimously.
- Ms. Mitchell moved to approve up to $1,971 for Club Day
- Mr. Haastrup seconded
- Mr. Portugal asked to amend the motion up to an amount of $2,000.
- Motion to amend the motion passed unanimously.

B. Campus Outreach

- Mr. Haastrup discussed how Mr. Arndt, Mr. Fesharakizadeh, and Ms. Reynoso submitted proposals for the campus outreach project to reach out to the student body. The floor was opened to all three to discuss their ideas.
- Mr. Arndt discussed a plan to spend $200 from campus outreach's budget to purchase toys from stores for children to give to the Childhood Development Center. The toys will be arranged by age limits.
- Ms. Bogue asked how much money Campus Outreach has and Mr. Haastrup answered $400.
- Ms. Bogue asked whether we are going to choose three options or is there enough money to fund all three and Mr. Haastrup responded all three can possibly be funded but he just wants feedback on which proposal is the best.
- Ms. Reynoso discussed her idea of having a huge ball pit in front of the library containing plastic balls and each ball contains a question written on it. Random students are to go inside the pit and pick a ball and ask the question of the ball to other randomly selected students.
- Mr. Haastrup said Ms. Reynoso's ball pit would cost $100
- Mr. Fesharakizadeh discussed his proposal for a speakup event where we give a microphone to people on Monday mornings and let them discuss whatever is on their minds. This would also give ASLPC a chance to announce their upcoming events.
- Mr. Fesharakizadeh's second proposal was having a color day where all senators wear the same color to show unity.
- Ms. Sahota believed that the speakup event will disturb classrooms in the morning.
- Mr. Portugal believed that Mr. Arndt's idea was the best and the most achievable.
- Mr. Haastrup discussed how these proposals would give our time to the students and give us a better idea for telling students about student senate.
- Mr. Cortina liked Mr. Arndt's idea the best but suggested we do some of these events during Club Day when student traffic is the most on campus.
- Ms. Byrd suggested that everyone should go on the ASLPC Facebook page and watch the ball pit video to get a better idea of Ms. Reynoso's proposal.
- Ms. Bogue moved to extend discussion time for the item by 10 minutes.
- Ms. Redmond seconded.
- Motion passed unanimously.
- Mr. Fesharakizadeh said we are not shouting through the microphones but rather we are talking through them.
- Ms. Mitchell discussed how she thinks that the microphone idea would lighten up the mood around campus.
- Ms. Ross asked if the ball pit could be on Club Day.
- Mr. Ansari believed the Student Senate was more in need of Ms. Reynoso and Mr. Fesharakizadeh's proposals.

- Ms. Bogue suggested that the speakup event should be looked at more in detail before action is taken.
- Mr. Haastrup took a vote on which proposal everyone liked best and the votes were 6 for the speakup event, 17 for the Childhood Development Center donation event, 14 for the color day event, and 18 for the ball pit on a random day event.

C. AS Night

- Ms. Mitchell moved to approve up to $600 for AS Night.
- Mr. Randhawa seconded.

Ms. Mitchell discussed that the movie we will be showing for the event will be 50 First Dates. Ms. Bogue reminded everyone that the signup sheet will be in the office and everyone is required to do half an hour.

- Motion passed unanimously.

D. ICC Event

Mr. Portugal spoke of the competitions to take place between the clubs. The first will be a marshmallow tower team stack where club teams will have to stack an entire bag of marshmallows as high as they can using toothpicks per round. These will be 2 minute rounds. The top three teams will move on. Rounds 2, 5, 8, 10 will include riddles where each riddle will have two hints for the teams to guess. There will then be a water balloon toss round. There will then be a food eating round where teams have to find the red gummy bear in the food. Ms. Reynoso spoke of a topic game round where topics about the clubs and questions about them are given and teams have to know how to answer these questions. There will be a referee timing these rounds. The next round is the hold your breath round. Mr. Portugal showed a map of each stage.

E. Follow-Ups

- Ms. Mitchell presented the new ASLPC shirts.
- Mr. Ansari discussed the Senior center volunteering event to take place on Wednesday, March 27th and of another volunteer event at the Livermore Library on Friday, April 5th.
- Ms. Ross asked if a van will be needed for the volunteers going to the senior center and it was resolved that everyone will carpool.
- Mr. Marcelo showed the March in March event pictures.
- Ms. Reynoso and the rest of the High School Outreach Task Force are working on visiting high schools.

F.Letters and Resolution: NONE

IX. New Business

A. Textbook Assistance Program

- Mr. Lopez moved to approve the Textbook Assistance Program.
- Mr. Randhawa seconded.

Mr. Lopez talked of $500 that will be provided for 10 selected students to use for books and supplies. Applications will be available April 8th. The terms and conditions were shown. International students can apply and ASLPC members are not excluded.

- Motion passed unanimously.

B. Higher Education Legislation

Ms. Byrd discussed of the higher education AB 67 Legislation and AB 159 Legislation. Ms. Bogue reiterated that AB 67 was written with the assumption that with the passage of Prop 30, funding can be projected. Ms. Byrd discussed how AB 67 is for people coming in and AB 159 is for people in college right now. It was stated that AB 159 may raise fees each year but wouldn't be stable for each graduating class. A consensus was asked for AB 67 and it received the majority. Ms. Byrd is planning on writing a resolution for AB 67 and presenting it next week.

C. Mission Statement

- Ms. Sahota moved to approve the new Mission & Visions Value Statement.
- Mr. Lopez seconded.

  Ms. Bogue said the statement was reworded since last time we voted on it and so it follows government procedure.
- Motion passed unanimously.

D. Graduation

Ms. Ross asked Mr. Lipp and Mr. Ansari, the graduation chairs, to research gifts for graduates. Ms. Ross also asked for volunteers to help and Ms. Sahota and Mr. Byrne volunteered. It was also discussed how we need 200 of the graduation gifts and if they are affordable, we could settle for 250. The gifts need to have Las Positas College Class of 2013 written on them. The decided idea for the graduation gifts is to be presented at next Friday's meeting.

X. Reflection

The members of ASLPC took time to reflect on the past week.

XI. Announcements: NONE

XII. Adjournment

- Mr. Marcelo moved to adjourn the meeting at 2:56 PM
- Mr. Randhawa seconded.
- Motion passed unanimously.

Associated Students of Las Positas College
General Meeting
Friday, November 9th, 2012
1:00P.M. – Adjournment

I. Call to Order
II. Roll Call
III. Adoption of the Agenda
IV. Approval of the Minutes
V. Advisor Notes
VI. Guest Speakers
Cal Works
VII. Public Forum
VIII. Old Business
A. Follow Ups
B. Letters and Resolutions
IX. New Business
A. Vision, Mission and Value Statements
B. AS Night Debrief
C. SSCCC Debrief
D. Chancellor's Council District
E. Retreat Debrief
X. Subcommittee Meetings
XI. Subcommittee Reports
XII. Equity Point Person
XIII. Announcements
XIV. Adjournment

Associated Students of Las Positas College
General Meeting
Friday, November 9th, 2012
1:00P.M. - Adjournment

I. Ms. Bogue called the meeting to order at 1:00 PM.

II. Roll Call
Officers:
Cherry Bogue
Christina Aboud
Jovian Marcelo
Stephanie Suarez
Teshayna Mitchell
Nico Portugal

Senators:
Brandon Byrne
Brenton Arndt
Christy Byrd
Colleen Redmond
DJ Haastrup
Eric Bolin (UNEXCUSED LATE)
Ignacio Cortina (EXCUSED LATE)
Javi Pinedo
Jed Lipp
Jesse Martinez (UNEXCUSED ABSENT)
Karm Randhawa (UNEXCUSED ABSENT)
Kevin Lopez
Mark Fan
Paulina Reynoso
Priscilla Chavez (UNEXCUSED LATE)
Rafi Ansari
Rosario Toral (EXCUSED ABSENT)
Sunny Sidhu (EXCUSED ABSENT)
Zach Burgess
Zeidan Azraei

III. Adoption of the Agenda
CalWorks was added under Guest Speakers and the title of Item A under New Business was changed from Vision and Mission Statements to Vision, Mission and Value Statements.

- Mr. Portugal moved to adopt the agenda with said changes.
- Mr. Lopez seconded
- Motion passed unanimously

IV. Approval of the Minutes

• Mr. Portugal moved to approve the minutes.
• Mr. Haastrup seconded
• Motion passes unanimously.

V. Advisors Notes
Ms. Ross thanked the Campus Task Force for working hard to complete their first event and congratulated the rest of the body on all their work for campaigning Proposition 30 and Measure I. She also informed everyone that there is an internship opportunity in Washington D.C. this summer and if anyone is interested to talk to her.

VI. Guest Speakers:
Representatives from Cal Works attended the meeting. They talked about an event they put on for their student members which gives each of them recognition for his/her accomplishments; they also talked about the different scholarships they give out at this event. They asked if the ASLPC was willing to make a financial donation for the scholarships they present the students. Ms. Ross thanked them for coming and announced that this will be an item on the ASLPC agenda for Friday, November 16th.

VII. Public Forum: NONE

VIII. Old Business:
A. Follow Ups
• Ms. Aboud reminded everyone that if they are going to be absent or late to the meeting that they let either herself, Ms. Bogue or Ms. Ross know and to include a reason.
• Mr. Cortina showed the body questions for the online tools survey he is working on for the Campus Outreach Task Force.
• Mr. Portugal reported that the Community Outreach Task Force has met with Open Heart Kitchen.
• Ms. Mitchell asked for sizes for the polo shirts. However, the body decided they want a preview of the shirts before they give polo shirt sizes.
• Mr. Haastrup congratulated the Campus Outreach Task Force on a job well done for their first event and reported that the senator video is completed and the officer video is in progress.
• Mr. Marcelo thanked everyone who participated in past Advocacy Days.
• Mr. Pinedo reported that the Health and Safety Task Force has been working on the slut walk.
• Ms. Reynoso reported that the High School Outreach Task Force has made a solid decision on which schools to contact and visit first.

B. Letters and Resolutions: NONE

IX. New Business:
A. Vision, Mission and Value Statements
• Mr. Marcelo moved to approve the new Vision, Mission and Value Statement.
• Mr. Pinedo seconded.

Ms. Ross showed the body the current and proposed vision, mission and value statement for Las Positas College. The Mission statement was changed because the last part of it could not be measured and the new Vision statement is more ideal and has a better vision of the future.

- Mr. Marcelo moved to extend time by 5 minutes.
- Mr. Portugal seconded.
- Motion passes unanimously.

The new Value statement is more active while the old one was very passive.

- Motion passes unanimously.

B. AS Night Debrief

Ms. Mitchell thanked everyone for a job well done at AS Night and informed everyone that there was a good turn out from the ASL community. Mr. Portugal suggested that next time there should be a better food table placement considering it was directly in front on the protector. Mr. Pinedo reported that many senators were talking very loud which also made it hard to hear the movie. Despite everything, AS Night was a definite success.

C. SSCCC Debrief

Both Ms. Aboud and Mr. Marcelo attended several workshops that had to do with advocacy, career and college planning and networking. Ms. Aboud mentioned sharing stories and ideas with members from other Student Governments. Mr. Marcelo reported he also shared the idea of having an Advocacy Day with other colleges. They both talked about new ideas and resolutions they plan to write. Overall, they found it a very rewarding experience.

D. Chancellors Council Debrief

Ms. Bogue reported everything that happened at the latest Chancellors Council meeting. They mostly spoke of how the Las Positas College budget will be affected due to the passing of Proposition 30. She reported that no classes for the 2013 Spring semester will be cut and neither will there be any mid-year cuts; The council is also planning on paying back some of their loans.

- Mr. Marcelo moved to extend time by 5 minutes.
- Mr. Lopez seconded.
- Motion passes unanimously.

However the council is still deciding which classes should be added for the Summer and Fall 2013 semesters. The body is allowed to suggest which classes should be added but they must remember that certain classes must be added and that everything must go through Ms. Ross before it is suggested.

E. Retreat Debrief

Ms. Bouge reported that the retreat went very well. She felt that we all bonded as a body and came back better leaders. Many other members also believed we became closer and more cohesive. Mr. Portugal suggested we write Mr. Nash a thank you card for volunteering to accompany us.

X. Subcommittee Meetings.

- Mr. Pinedo moves to suspend the orders of the day at 2:15pm
- Ms. Mitchell seconded
- Motion passes unanimously.

- Mr. Haastrup moves to reinstate the orders of the day at 2:48pm
- Ms. Azraei seconded
- Motion passes unanimously

XI. Subcommittee Reports
Textbook Loaner:
Mr. Lopez and the rest of the subcommittee have been working on the ASLPC Foundation Program and creating formats and prompts for the scholarships. They have also updated the inventory list on textbooks.
Events:
Ms. Mitchell reported that the Events Subcommittee are working on Prep-to-Pass and have been brainstorming idea events which feature students v. teachers.
Technology:
Mr. Cortina reported that the Technology Subcommittee are making changes to the website and making sure it reflects the students.
Legislation:
Mr. Marcelo informed the senate that the legislative subcommittee worked on planning trips to Sacramento to hold newly elected officials on the promises they made to community colleges.

XII. Equity Point Person
Some equity issues we talked about were the Vision, Mission and Value Statements, Textbook Loaner Scholarships, CAL Works and AS Nights. Everyone felt that there voice was heard and the ASLPC does not need any assistance from the Campus Change Network (CCN).

XIII. Announcements
- Ms. Bogue asked the body if they were interested in playing a soccer game on campus Friday November 16th.
- Ms. Ross urged everyone to check their e-mails and reply more often as well as keeping their phones off the table during the meeting.
- Mr. Arndt suggested we decorate the ASLPC office for Christmas.
- Mr. Portugal presented Be The Match which is a foundation that registers people to give bone marrow transplants. He encouraged members to register but to remember that once you do, you cannot back out.
- Ms. Suarez reminded everyone to turn in their committee reports and to inform her if they did not attend their committee.
- Mr. Marcelo suggested we should have a wall in the office that acts as a bulletin board.

XIV. Adjournment
- Mr. Azraei moved to adjourn the meeting at 3:08pm.
- Ms. Mitchell seconded.
- Motion passed unanimously.

**From:** Frances DeNisco
**To:** LPC Classified Staff
**Date:** 3/20/2013 11:46 AM
**Subject:** URGENT! Please vote on the College Mission and Values
**Attachments:** Mission.Vision.Values-existing.doc; Mission.Vision.Values-new.doc

Colleagues:

Please take a moment to read through the new college mission and values statements attached here and vote by return email to me by 12:00 noon tomorrow March 21. We'd like this process to move forward on Friday at College Council.

Please vote by replying to this email, and adding YES or NO in front of the RE:

Thank you!

In Learning,
Frances DeNisco
Todd Steffan
Classified Co-Presidents

**From:** Frances DeNisco
**To:** Rajinder Samra
**Date:** 3/26/2013 1:16 PM
**Subject:** Vote for Classified Senate

Hello, Rajinder

Voting was open for 24 hours from March 20 to March 21 closing at noon.

Classified Senate received a total of 18 votes.

2 No Votes were received
16 Yes Votes were received.

Thanks,
Frances DeNisco
Todd Steffan
Classified Co-Presidents

**LAS POSITAS COLLEGE – LIVERMORE, CA**
**Proposed**

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.

Glossary of terms –the multiple meanings of the terms used in the mission statement are below:

1. Inclusive – welcoming of a diverse group of students including but not limited to DSPS, EOPS, Cal Works, International, Multicultural, various Economic Backgrounds, Distance Education, and Life Long Learners; all with varying skill levels and learning styles.

2. Learning- centered – refers to courses, programs, disciplines, modes of delivery, learning communities, accounting for varying skill levels, creative and critical thinking, and having necessary and specialized facilities.

3. Educational opportunities – include but are not limited to classroom and DE instruction, athletics, field trips, guest speakers, student government, cultural opportunities, clubs, labs, internships, tutorial services, workshops, library research and mentoring.

4. Support – includes tutorial center, writing center, counseling, office hours, ILC, Admission and Records, advisory boards, LapTechS, health center, financial aid, Blackboard, technology, enrollment management, assessment, tutorial services, library, computer center, student services, administrative services; all provided by a dedicate group of administrators, faculty and classified professionals.

VISION STATEMENT:

Las Positas College strives to be California's premier Community College, setting the standard through opportunities for developing knowledge, skills, values, and abilities that foster engaged and contributing members of the society.

VALUES STATEMENT:

Las Positas College thrives as a collaborative teaching and learning community committed to integrity and excellence by:

1. Encouraging and celebrating lifelong learning
2. Responding to the needs of the ever-changing workplace
3. Demonstrating civic, social and environmental responsibility
4. Promoting ethical behavior, tolerance and mutual respect in a diverse community
5. Fostering a climate of discovery, creativity and personal development
6. Holding firm to the belief that each of us makes an astonishing difference.

COLLEGE GOALS: To be developed using the SMART model

- Specific – detailed, unambiguous and clear; state what is expected and why
- Measurable – how much or how many; how will I know that I have accomplished it
- Achievable – not extreme; states how the goal can be accomplished
- Relevant – supports or aligns with other goals; is it worthwhile to measure?
- Time related – should have a time-frame or target date

**LAS POSITAS COLLEGE – LIVERMORE, CA**
**Existing**

MISSION STATEMENT:

Las Positas College is an inclusive, learning-centered institution providing educational opportunities that meet the academic, intellectual, career-technical, creative, and personal development goals of its diverse students. Students develop the knowledge, skills, values, and abilities to become engaged and contributing members of the community.

VISION STATEMENT:

Las Positas College meets our students and community where they are and creates experiences for them that build their capacity, speak to their potential, and transform their lives.

VALUES STATEMENT:

Las Positas College thrives as a teaching and learning community committed to integrity and excellence. To nourish this environment and the communities served, we:

- promote and celebrate lifelong learning;
- anticipate and meet the needs of the ever-changing workplace;
- demonstrate social and environmental responsibility;
- promote tolerance and mutual respect in a diverse community;
- foster a climate of discovery and creativity; and
- hold firm to the belief that each of us makes an astonishing difference.

LAS POSITAS
COLLEGE

**MEMORANDUM**

Date: March 27, 2013

To: College Council

From: Dr. Kevin Walthers, President
Rajinder Samra, Chair – Institutional Effectiveness Committee

Re: Proposed Institution-set Standards for ACCJC Annual Report

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Background

The 2008 Reauthorization of the Higher Education Act required institutions of higher education to set standards to "meet educational quality and institutional governance expectations." As part of the ACCJC 2013 Annual Report, the ACCJC added five new questions in the Student Achievement Data section that ask for a comparison of outcomes to a standard set by the institution. Institutions were alerted to the coming change on January 31 through a memo from ACCJC:

> (The ACCJC) will be enhancing its review of student achievement in relation to institution-set standards for achievement, the use of that data in college decision-making, and the institution's efforts to make this information accessible to prospective students and other members of the public. The enhanced review will be seen in college annual reports submitted to the Commission, in clarified requirements for institutional self-evaluation reports, and in the training of external evaluation teams.[1]

On March 1, 2013, ACCJC member colleges received the new template for the annual report. The report asks for data regarding an institution-set standard for five elements (questions 14 to 18 in the Annual Report):

1. Course completion rate: the number of students who receive a successful grade over the number of students who enrolled in the course.
2. Students retained from fall to fall: the number of students who completed a course in fall 2011 and were enrolled in a course fall 2012.
3. Number of degrees awarded
4. Number of students who transferred to 4-year colleges/universities.
5. Number of certificates awarded.

Each of these are data elements already tracked by Las Positas College and shared among constituent groups. Historical data are housed on the website of the Office of Institutional Research and are regularly discussed. Based on the ACCJC request, it is now imperative for LPC to establish institutional standards

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[1] Beno, Barbara (January 31, 2013). Memo: U.S. Department of Education Regulations on Institutional and Accreditor Use of Student Achievement Data in Accreditation.

and convey those standards to the CLPCCD Board of Trustees. According to instructions provided by ACCJC in the Annual Report:

> A "standard" is the level of performance set by the institution to meet educational quality and institutional effectiveness expectations. This number may differ from a performance improvement "goal" which an institution may aspire to meet.[2]

Said another way, the standard is the "floor" that establishes a level of expectation that, if not met, triggers intentional and deliberate action to address an issue. LPC seeks to consistently exceed the standard and continue to strive for goals as promulgated through the institution's program review and student learning outcome processes.

In developing the standards, LPC approached the issue in a way that builds a consistent standard based on past results. To that end, the baseline standard for each measure will be to meet or exceed 95% of a rolling five year average. This provides a logical tie to minimal statistical confidence intervals (.05) and provides a base number that is less volatile. If LPC should drop below the standard on any measure, this would trigger a report to the Chancellor and Board of Trustees that offers an analysis of the shortfall and provides a solution to address the item in question.

In responding to ACCJC for the 2013 Annual Report, LPC clarified the definition for each measure to ensure year to year consistency. The table below provides the definition for each measure, current year performance and the established standard based on 95% of a rolling five year average.

| *Measure (Annual Report Question)* | *Las Positas College Institutional Definition* | *Inst. Standard*[3] | *2011-12 Ac. Year* | *Meet/ Exceed?* |
|---|---|---|---|---|
| Course Completion (Q14) | ACCJC Definition, see above | 66.8% | 70.5% | Yes |
| Student Retention (Q15) | RP Group Definition[4] | 44.5% | 49.2% | Yes |
| Degrees Awarded (Q16) | AA/AS Degrees Conferred Prior Year | 474 | 500 | Yes |
| Number of Transfers (Q17) | Number of UC/CSU Prior Year Transfers | 490 | 542 | Yes |
| Certificates Awarded (Q18) | Number of Certificates Awarded Prior Year | 145 | 155 | Yes |

[2] ACCJC Annual Report Questions (March 2013). Question 14b.
[3] The institutional standard is calculated as 95% of the most recent five year average.
[4] Students enrolled at Fall Census that return the subsequent Fall Semester