



COLLEGE COUNCIL MINUTES

Thursday, November 17, 2016 | 2:30-4:30 p.m. | 1687

Meeting Minutes

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.

Meeting Name

Members Present (voting):

Roanna Bennie, V.P., Academic Services
Diane Brady, V.P., Admin. Services
Rajinder Samra, IPEC
Scott Miner, Facilities & Sustainability
LaVaughn Hart, CEMC
Joel Gagnon, Resource Allocation
Karin Spirn, Program Review
LaVaughn Hart, LPC Faculty Association
Melissa Korber, Academic Senate President
Tina Inzerilla, Academic Senate V.P.
Heidi Ulrech, Classified Senate Co-President
Amanda Ingold, Classified Senate Co-Pres.

Members Absent:

Barry Russell, Ph.D., President (Chair)
Susan Cota, Ph.D., Interim V.P., Student Svcs
Greg Daubenmire/Howard Blumenfeld,
Staff Development
Ginger Ripplinger, LPC SEIU
Eric Pineda, ASLPC President
Angela Toledo, ASLPC Vice President

Meeting Guests:

1. Call to Order

Ms. Bennie called the meeting to order at 2:34 p.m.

2. Review and Approval of Agenda – The agenda was approved as presented.

3. Review and Approval of Minutes (10/27/16) – The minutes from the October 27th meeting were approved. **(Brady/Miner) All in favor.**

4. Action Items

a. Review & Acknowledgement or approval of committee charges:

- **Resource Allocation Committee** – An additional classified professional was added, as well as a dean representative. There are 5 faculty and 5 administrators. The committee was largely in favor of the 5, 5, 5 change to the structure. Ms. Ulrech stated that there was a reason for having more direct representation from the classified professionals. Ms. Korber stated that if there are 16 voting members and someone is not appointed, the seat would not be counted. The changes were approved as presented. **(Hart/Miner) All in favor**
- **Facilities and Sustainability Committee** – This charge will be tabled until the next college council meeting. **(Inzerilla/Korber) All in favor**

5. Informational items

a. President

- **IEPI Visit – March 23, 2017 (tentative)** – Ms. Bennie mentioned that this group is looking at enrollment management and community education for Las Positas. The Council would like to see what was sent forward. It is geared more toward increasing enrollment, etc. Ms. Brady mentioned that the money will basically be spent on marketing efforts. The amount the college received is \$200,000. Ms. Hart mentioned that we need to have a better online schedule and Mr. Gagnon mentioned that the print schedule is far less helpful for the counseling area than the real time information on the electronic schedule. Ms. Bennie will turn this back to the President for discussion.

- **Academic Services** – Ms. Bennie reviewed the first draft of the Accreditation follow-up report with the council. She showed the council how to get to the report from the homepage of the LPC website: <http://www.laspositascollege.edu/acclpc/>. The recommendations and their responses were discussed. The report will come back to the December meeting for approval.

Recommendation 2 – *In order to meet the standard, the team recommends that all full-time and part-time faculty assess instructional SLOs and communicate these outcomes, regardless of delivery modality, on all course syllabi and office course outlines of record after engaging in*

a collegial self-reflective dialogue about outcomes and improving student learning.

This is one of the longer responses. A handbook was developed. We took objectives and made them outcomes.

Recommendation 3 – *In order to meet the standard, it is recommended that the instruction and administrative units engage in a systematic and ongoing assessment and analysis of course, program, and general education outcomes in which the results are used for improvement and effective integrated planning processes including program review.*

This recommendation pertains to our planning processes not being mature. Ms. Ulrech asked how they could say that our processes are not mature. Mr. Samra mentioned that the integrated planning and budget cycle came out the semester before the accreditation committee arrived.

Recommendation 4 – *In order to meet the standard, the team recommends that the College include the Academic Freedom statement in the college catalog.*

This one was easily taken care of and completed.

Recommendation 5 – *In order to meet the Standard, the team recommends that Student Services evaluate:*

- a. The method by which Student Services determines and monitors learning support needs they provide DE students; and,*
- b. The comparability of face-to-face counseling and tutoring services with online counseling and tutoring services.*

We evaluated our programs with the student satisfaction survey regarding services such as the Veterans Office, DSPS, Counseling, etc. We took it to the next level to provide comparable services. A big move is cranium café.

District Recommendation 5 – *To meet the standard, the Colleges and District should update and integrate their long range facilities planning process to reflect the total cost of ownership projections of facilities and equipment.*

The District recommendation discussed total cost of ownership. They are trying to get some items approved by the Board.

Ms. Bennie asked if there were any questions. Adjustments will be made in a fairly detailed manner. Ms. Korber commended everyone for this work. It highlights our good research and good planning processes. Mr. Samra stated that the college has come a long way.

- c. Administrative Services** – Ms. Brady reminded the council that the December breakfast is coming up on December 8th.
- d. Student Services** – No update. Dr. Cota was absent from the meeting.
- e. Integrated Planning Committee (IPEC)** – Mr. Samra stated that the committee is currently getting status updates of current planning priorities.
- f. Program Review Committee** – Dr. Spirn stated that the committee has a replacement meeting because the regularly scheduled meeting landed on a holiday.
- g. Resource Allocation Committee** – Mr. Gagnon discussed that RAC sent their recommendations to the President and they are available on the RAC website. The non-instructional position rankings were passed

out. There were 20 positions ranked. Dr. Russell can let the committee know what to expect with regard to how many positions can be hired. Mr. Miner suggested that the committee should look into how the positions are ranked since there are certain positions that may never reach a higher ranking even though there is a need.

- h. Facilities & Sustainability Committee** – Mr. Miner mentioned that campus constituencies have discussed and given suggestions regarding Measure A. It was pointed out that the facilities meeting is just a few days before President Russell needs to turn in the document to the District. It was also mentioned that the environmental club questioned the level of LPC's composting. Putting up a new mural at building 2200 was suggested.
- i. College Enrollment Management Committee** – Ms. Hart showed the enrollment summary report. The FTES numbers have continued to go up and there will be a jump when academy gets reported. Currently, we are at 499.05 and our target was 500. We are up 89.51 students from Summer/Fall this year over Summer/Fall last year and 2.68% over that same time period. We want to be up 1-2% in Spring to meet our target. It is estimated that we'll be up around 7200 FTES this year. The DEMC meeting took place and there are tentative targets discussed, but have not been informed yet about the Chancellor's approval. We look to be in good shape. Chabot is up 1.34% from the same time last year.

CEMC is meeting tomorrow and discussing allocations for disciplines. 2017-18 templates will go out to the faculty. The discipline plans are due back to the Deans on December 9th. Plans will be approved on December 16th.

- j. Staff Development Committee** – No update. Mr. Daubenmire and Mr. Blumenfeld were absent from the meeting.
- k. Academic Senate** – Ms. Korber said there is some exciting stuff going on. There is a workshop on dual enrollment and the transition to canvas is going well, with 68 classes planning to do it for the spring. The senate is looking at antiplagiarism software and the distance education committee is recommending VeriCite.

Ms. Korber also discussed the proposed changes to the CalWorks program and presented her position. There were 9 people that came forward and spoke about their concerns at the Board meeting. There are concerns on a lot of levels with this change. This item will go forward to the January Academic Senate meeting. Ms. Korber was the first CalWorks Coordinator on the campus (full disclosure). Dr. Spirn stated that she has no experience with the program, but feels that there should be a process for these things.

Fundraising was discussed regarding wanting to increase the amount of scholarships given. Ms. Henson has generated a lot of funds. The scholarship will be named after the division that wins.

- l. Classified Senate** – Ms. Ulrech mentioned that people may have seen the email that put out about classified senate fundraising. It is going really well. The holiday potluck will be on December 15th. The senate is also talking about Flex Day. Classified was asked for some activities that they think the senate should be doing during the year. A document showing proposed goals, activities, projects, fundraising and expenses was shown.
Ms. Ingold mentioned that committee representation looks good.

- m. Student Senate** – Mr. Pineda was absent from the meeting. Mr. Miner gave an update for the Student Senate. The meet your senator event went well. The accreditation committee report will be voted on tomorrow. The group has looked at information for Measure A. The students are also looking at internal

funding because funding is down from last fall to this fall by 20%. It was found out that some of the funds we have are optional funds and students can opt out of paying for them. This is a pretty alarming concern. We are trying to figure out how to stop the opting out.

- n. **Faculty Association** – Ms. Hart mentioned that the biggest thing right now is moving forward with people applying for the canvas implementation.
- o. **SEIU** – Ms. Ripplinger was absent from the meeting.

6. **Adjournment** – Dr. Russell adjourned the meeting at 4:26 p.m.

7. **Next Regular Meeting** – Thursday, December 15, 2016