

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 (non-voting):

Roanna Bennie, Interim President (Chair)

Members Present (voting):

David Johnson, Ph.D., Interim VP Academic Svcs
Diane Brady, V.P., Admin. Services
William Garcia, V.P., Student Services
Rajinder Samra, IPEC
Titian Lish, Resource Allocation
Tom Orf, CEMC, LPC Faculty Association
Melissa Korber, Academic Senate President
Tina Inzerilla, Academic Senate V.P.
Donna Reed, Classified Senate V.P. (Carolyn Scott attending as non-voting representative)
Lylah Schmedel, LPCSG President
Haniel Colcol, LPCSG V.P.

Members Absent:

John Ruys, Accreditation Steering
Cindy Robinson, Classified Senate President
Scott Miner, Facilities & Sustainability
Nessa Julian, Student Success
Michael Sugi, LPC SEIU

Guests:

LaVaughn Hart
Nan Ho

1. Call to Order

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

2. Review and Approval of Agenda (R. Bennie) MOTION TO APPROVE: moved (D. Brady)/seconded (T. Orf)/approved

3. Review and Approval of 08/30/2018 Minutes (R. Bennie) MOTION TO APPROVE with two corrections and two typos noted: moved (T. Inzerilla) /seconded (T. Lish)/ approved

4. Action Items

4.1 Review/Approve Committee Charges (R. Bennie): none are in the queue, this is a standing agenda item.

4.2 Governance Handbook Final Review (R. Bennie): We need to look at the structure chart and committee definitions, moving toward finalization. In the faculty contract, enrollment management is connected to the vice president, with academic services as co-chair. In Professional Development, the contract states this reports to the President.

We should explore task forces, these arise easily and should they be put on the reporting structure as they are then “locked?” A separate page, easily updated, can be appended to the structure chart.

4.2.1 Definitions: Our structure shows how information and decision- making moves through our institution.

Council: makes recommendations directly to the President, members serve as representatives of major groups. *Label this as “College Council” in the event other councils arise.*

Committees: report and make recommendations to the council and other groups (many report to Academic Senate). Chairs of committees do not vote, unless in the event of a tie vote.

Sub-Committees: serve committees, and are formed (and disbanded) by committees, with a specific role or purpose. They report to a committee (which then reports to the council). They are ongoing in their charge, and meet regularly. A person or persons from the forming committee should serve on the sub-committee.

Task Forces: groups that accomplish a limited task, or form around an event or project. Task forces have an end point, and are not ongoing. Appointments are made on what representation or skills are needed to achieve the task. They can serve a committee, but don't necessarily report back. Melissa has submitted changes. If some task forces are listed on the structure chart, why not all?

User Groups: Ongoing groups that work with vendors. The user groups involve members outside of LPC. That is why they are not a task force.

When groups want to change their status, this is done by College Council.

Discussion on eliminating sub-committees. Should these be renamed "work groups?"

CONCLUSION: We are clear on "committees" and "task forces" but need further refinement on "sub-committees." This will be discussed and have further consideration.

CONCLUSION: Agreement that the structure map will only have committees and user groups, not subcommittees or task forces.

RECOMMENDATION (D. Brady) Memorialize what we have agreed upon so far, and refine the definitions of groups to be discussed at the next meeting.

5. Old Business

5.1 Guided Pathways (R. Bennie/N. Ho/ L. Hart)

This proposes a new committee, to be placed on the College Council agenda. This can be decided by the Council, or taken to divisions, for a decision.

Guided Pathways ("GP") Steering Committee has ongoing members, meeting agendas and regular meetings. They formed and have met since April. Five work groups, with leads who are members of the committee, have been formed.

LaVaughn presented the draft committee charge, which has been refined and endorsed by the Steering Committee members. Although GP makes reports to Academic Senate, they want to be a College Council committee as all divisions, and classified, professional and administrative personnel, are involved with GP. She stated that GP needs the council resources and outreach.

Melissa shared her understanding about how the state is approaching GP, that they liaise with Academic Senates, which addresses 10 + 1 issues. There is a concern that Academic Senate may be responsible for signing reports, but not be a direct reporting group. She recommends that GP have equal reporting to Academic Senate and College Council, and look at what other colleges are implementing as reporting structures.

GP further recommends that the vice presidents of student services and academic services are proposed to be non-voting members of GP.

Discussion items:

Regarding the structure chart, where does GP go?

Should this go to the divisions for discussion?

Should IPEC be involved? Rajinder is on the GP Steering Committee.

Could the GP Steering Committee have an Academic Senate representative? There are members already on the Committee.

William would like the information on state models are tied to the 10 + 1 so we can discuss how we could apply them (or if we want to apply them) at LPC.

Roanna brought up the longevity of the GP Committee; it has *funding* for five years but the work will be ongoing in implementation. The GP Self-Assessment document shows that the implementation will be over a number of years. One early adoption college has worked on pathways for thirteen years.

Nan has requested Academic Senate involvement from the inception of GP at LPC. We need to protect the integrity of this intention, and build in a structure to achieve this. There can be a “Senate at Large” member of the GP Committee. Classified Senate would also like assured involvement.

RECOMMENDATION (R. Bennie): Bring it back to Council, in two months’ time as the GP leads will be at a conference for the November meeting date. The GP Committee might discuss changes in governance and reporting to address some of the issues raised.

NOTE: DUE TO PEOPLE LEAVING THE MEETING, THERE WAS NO LONGER A QUORUM, SO NO VOTES CAN BE TAKEN IN THE FOLLOWING ITEMS.

5.2 Vision for Success Goals

This was presented at Academic Senate, and has gone to divisions. The Senate does not have an approval vote, only a recommendation role.

Classified Senate has not yet had Rajinder make a presentation.

Student Senate also wants Rajinder to present.

At the district level, the Presidents will report back recommendations for change (if any) which will be forwarded to the Board.

ACTION ITEM FOR NEXT COUNCIL MEETING: College Council will have to vote on this at the next meeting, including all changes and recommendations.

5.3 AB 705 Work Update (R. Bennie)

Trying to solidify how to move forward; math and English departments have worked very hard on this, including replacing tests with other placement measures.

6. New Business

6.1 ACCJC Accreditation Standards (R. Bennie)

- 1.A.1 Mission statement with commitment to student achievement: This is part of the Council charge.
- 1.A.3. Programs and services aligned with the mission: Part of charge.
- 1.A.4. Widely published articulation of mission, periodically reviewed as necessary: Part of charge.
- 1.B.7. Regular evaluation of policies and practices: Part of charge; shared with IPEC.
- 1.B.9. Engagement in and integration of systemic evaluation and planning: Part of charge.
- IV.A.2 Policies and procedures integrates participation and involves decision-making with all college members, including students: Part of charge.
- IV.A.3 Administrators and faculty have clearly defined role in governance and have a substantial voice: Part of charge.

RECOMMENDATION (R. Bennie): This will be reviewed one more time, with supporting documents to the items.

6.2 Facility Use Rental (D. Brady)

Information item: The revised fee schedule for use of spaces is in a draft stage. A focus is on creating “fair” rates. There are also issues with staffing, such as in the Theater. Titian will meet with Diane on specific items.

6.3 Non-Credit in LPC Structure (R. Bennie)

Information item: there are two main ways community colleges structure non-credit:

Separate program, with separate dean, A & R, etc.

OR

All non-credit courses are integrated, in all divisions. The deans in those divisions oversee these, which have different requirements and qualifications, so this means additional Division work.

We will need to think about these models and which would serve LPC best. We do not have a non-credit dean, which would be a large change. This will not be decided this semester, but requires ongoing attention.

7. Updates

7.1 Academic Senate Report (M. Korber):

7.1.1 The LPC Fire Academy was endorsed.

7.1.2 The Board policy on Academic Renewal was reviewed and Senate felt it was a positive change, but it needed some additions and will be discussed further.

7.1.3 Student Rights and Grievances policy: Senate will look at this closely and review at the next meeting.

7.1.4 Proposed revised policy for Professional Development Committee conference funding, to include part-time faculty and staff. This will be voted on at the next meeting.

7.1.5 A Bylaws and Constitution Task Force has been established to introduce updates and revisions.

7.1.6 Discussion with DE Committee regarding the approval of DE courses and instructors; they will propose a committee charge change to introduce required course review of design (not content) and instructor training.

7.1.7 District committee schedules: These are not taking into consideration faculty schedules, and need more flexibility and communication implemented. Roanna feels this is a fair issue for the Chancellor's Council (she and Melissa will attend).

7.1.8 Diane brought up the links between college and district committees; and wants to make sure the relationship is clear. Academic Senate needs to appoint a representative for facilities and ESS.

8. Adjournment: Ms. Bennie closed the meeting at 4:30 pm.

9. Next Regular Meeting: October 25, 2018