



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 and integrate assessment of SLOs 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):

Joel Gagnon, Chair (non-voting)
Diane Brady, VP Admin Svcs
Nan Ho, Instructional Dean
Sylvia Rodriguez, SS Dean
Cindy Rosefield, A&H Faculty
David Everett, MSEPS Faculty
Cindy Balero, Classified
Jennifer Farber, Classified
Gerry Gire, Classified
Todd Steffan, Classified
James Weston, Classified

Members Absent:

Roanna Bennie, VP Academics
Diane Scott-Summers, VP Student Svcs
Jason Craighead, BHAWK Faculty
Stuart McElderry, CATTs Faculty
Zack Moore, ASLPC
TBD, Student Services Faculty

1. Call to Order @ 2:35 p.m.

2. Review and Approval of Agenda
Nan Ho; James Weston; unanimous.

3. Review and Approval of Minutes
Cindy Balero; Todd Steffan; unanimous.

4. Old Business

a. Update Non-Instructional Position Form

Joel distributed the task force's (Joel Gagnon, Gerry Gire, Cindy Rosefield, and Cindy Balero) revision to the Non-Instructional Position Rubric. The committee reviewed and suggested additional changes.

Outcomes: The committee agreed to rename "Outcomes" to "Program Outcomes" and discussed the three categories of rankings:

-Strong Evidence: clear and compelling evidence/data that this position will support your program;

-Adequate: evidence that this position will support your program;

-Limited: little to no evidence that this position will support your program.

The committee agreed to change the point value from 5 to 10.

Safety: The committee debated over whether to keep points assigned to this section.

The committee agreed to the Task Force working an additional month on the Rubric.

Joel distributed the task force's revision to the Non-Instructional Position form. The committee reviewed each section of the form. The committee discussed metrics used in the programs and suggested using questions that are "guided." It was suggested that the task force look at program review to determine how to fill out

the “Program Need” section. Joel requested that committee members e-mail him feedback regarding the form.

b. Review Instructional Equipment Rubric and Form

The committee indicated that the Total Cost of Ownership on the form was unclear. Joel asked for volunteers to review the form and rubric.

Jennifer Farber made a motion to table agenda items 4b and 4c; James Weston seconded; unanimous.

c. Review RAC Calendar for 2017-18

Sheri distributed a draft version of the 2017-18 RAC Calendar. The committee reviewed the calendar and recommended the following changes:

1. Add “get signatures” to the September 7 Business section;
2. Add “RAC Chair sends recommendation memo to Dr. Russell” to the November 15 Non-Instructional Position section;
3. Add “Dr. Russell attends Committee meeting to discuss Non-Instructional Position Recommendations” to February 1 Business section;
4. Add “Decide if there will be a Spring IE Request Process” to the February 1 Business section;
5. Remove the entry from the March 1 Business section;
6. Add “Review IE Emergency Fund Balance” to the March 3 Business section;
7. Add “N/A” to all sections of the June calendar.

d. Emergency Replacement Process

The committee agreed that any emergency requests for instructional equipment should be submitted to the Dean. The Dean will in turn communicate the need to the Vice President. The purchase of emergency IE purchases will be reported back to RAC as an information-only item. Joel will provide exact language on the Emergency Replacement Process at the April

meeting. It was mentioned that the balance of the IE emergency reserve account will need to be known so that LPC can use the funds before we lose them.

e. Good of the Order

5. Adjournment @ 4:08 p.m.

David Everett; Cindy Balero; unanimous.

6. Next Regular Meeting: April 6, 2017