



COLLEGE COUNCIL MINUTES

Thursday, September 28, 2017 | 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 (non-voting):

Roanna Bennie, Interim President (Chair)

Members Present (voting):

Don Miller, Ph.D., Interim V.P., Academic Svcs

Diane Brady, V.P., Admin. Services

William Garcia, V.P., Student Services

LaVaughn Hart, CEMC

LaVaughn Hart, LPC Faculty Association

Howard Blumenfeld, Professional Develop.

Nessa Julian, Student Success

Melissa Korber, Academic Senate President

Tina Inzerilla, Academic Senate V.P.

Ginger Ripplinger, Classified Senate

Donna Reed, Classified Senate

Michael Sugi, LPC SEIU

Tatiana Hernandez, ASLPC President

Zainab Dogar, ASLPC Vice President

Members Absent:

Rajinder Samra, IPEC

Karin Spirn, Program Review

Scott Miner, Facilities & Sustainability

Titian Lish, Resource Allocation

Rajinder Samra, Accreditation Steering

Meeting Guests:

n/a

1. Call to Order

Ms. Bennie called the meeting to order at 2:35 p.m.

2. Review and Approval of Agenda – The agenda was approved as presented. (Inzerilla/Korber). All in favor.

3. Review and Approval of Minutes (08/24/17) – The minutes from the August 24th meeting were approved. (Korber/Inzerilla) Ripplinger abstained.

4. Action Items

a. Review & Approval of Committee Charges

- **Curriculum Committee** – The Curriculum Committee put forward a change to the membership. The committee would like to have more representation. There will be 2 faculty from each division. The Curriculum Specialist was added as non-voting. There was a motion to approve the changes to the curriculum committee. (Inzerilla/Korber) All in favor.
- **Basic Skills Committee** – There was a minor change in wording within the charge. They would like to define basic skills to include study skills. The committee felt that it should be responsible for also implementing and publicizing the strategies that they are planning and creating. Two non-voting members were added: Non-credit specialist and Director of Student Equity and Success. There was a motion to approve the changes. (Inzerilla/Brady) All in favor.

5. Informational Items

a. President

- **Measure A** – Ms. Bennie presented the Draft LPC list of Assumptions for Measure A Work. #2 has been changed to say, "Over the duration of Measure A, there will be multiple FMPs and funding for projects may include other sources." #5 now says, "Budget projections for projects already Board approved may be modified according to needs, plans, and approvals from the 2018 FMP. There is also a note at the bottom of the list that states, "If activities or request begin to occur, at the District of colleges, that do not align with the LPC Assumptions, they will be reviewed, with the party responsible for the decision, and addressed publically with the campus community." At this time, the District is wanting to hire a consultant for traffic flow planning. Ms. Hart mentioned that she likes having assumptions on paper. We should get the district's assumptions as well.
- **Review Committee Timeline for Changes** – Ms. Bennie reminded the committees of the timeline for changes and that this will help have committee member assignments at the beginning of next fall.

b. Academic Services

- **College Catalog Production** – Dr. Miller stated that the catalog production is in full swing. There were meetings with those involved with each part of the catalog. There was discussion about what a program means and what attracts students to that program. As a reminder, all curriculum changes have to go through the committee.

c. Administrative Services – No update.**d. Student Services**

- **Transportation Fee** – The students will vote on the student mobility fee, otherwise known as a transportation fee. Mr. Garcia stated that the amount would be \$8 for less than 6 units and \$9 for 6 or more units. To continue to work with the Livermore Amador Valley Transit Authority, we need to raise \$150K. And this would be an ongoing charge, but not a fee for summer students. Bus ridership is 500-600 students per day. The students mentioned that students found it more appealing when they found out they can ride the bus around town and not just to school.
- **Class Schedule** – Forty-seven sections that have been approved are included in the schedule. Any other changes will still be considered, but next week is the last opportunity. The schedule is changing significantly. Ms. Ngwa asked about specific courses only being offered in one semester and not the other. Dr. Miller discussed that coordination with the faculty in the programs and the counselors, we try to make our best decision based on individual educational plans and discussions with the department coordinators. We try to keep the students informed about those classes being offered.
- **Changes to College Registration** – We are opening up registration 11 days earlier than anticipated. December 1st is open registration, which gives us 6 weeks. Drop for non-payment is December 13th. It will give students time to work with financial aid. Chabot is on board with these dates and so is the District office. Class schedules will be mailed out. A suggestion was given that it would be helpful if faculty could get them in their inboxes. Dr. Law mentioned that it is hard to measure if enrollment would drop if printing schedules stopped. Ms. Bennie mentioned that according to our marketing feedback, mailing the schedule is the second most used resource in enrolling for classes.

b. Institutional Planning & Effectiveness Committee (IPEC) – No update.**c. Program Review Committee** – No update.**d. Resource Allocation Committee** – Ms. Bennie gave a committee report on behalf of Ms. Lish's behalf. Ms. Lish is now the new chair for the Resource Allocation Committee. The request form for Non-Instructional Positions can be found online. They should be submitted to each Dean by Wednesday, October 11th. Discussion took place about what positions go to RAC. It is only for new positions and not for those replacing people who leave. Mr. Garcia suggested that we look at the dates and not make assumptions since the SERP throws everything off. Ms. Bennie discussed that there will be some looking into reorganization that might serve departments or divisions better.**e. Facilities & Sustainability Committee** – Ms. Bennie gave a quick update in Mr. Miner's absence. The committee is looking at the list of assumptions, asking for feedback and looking for approval next month. There was discussion of art on campus and the need to develop a process for that. There is some discussion on what to do with the portables after Building 1000 opens. And the last item to report is there has been discussion of a possible car show on campus.**f. College Enrollment Management Committee** – Ms. Hart gave an update on enrollment, which was mostly good news. Currently, we are up 2.79%. The late start classes are filling up well. There are a number of adds that are being made to the spring schedule and we will be receiving funding for those. Going forward, we do know that two academies are closing in spring: 130 FTES for both and about 22 FTES for non-credit. The reachable spring target is 3169 and last spring we were at 3162 and an additional 86 for the academy. We are on a good track. Our target from CEMC is 7200 for the year. We ended up at 7281 for the 2016-17 year.**g. Professional Development Committee** – Mr. Blumenfeld showed the council the DRAFT Fall 2017 Flex Day Schedule. The schedule is almost complete. There will be some minor changes. Classified professionals are

welcome to attend any of the sessions. The plan is to get the agenda online by Monday and discuss it at the next Town Meeting.

- h. **Accreditation Steering Committee** – Mr. Samra was absent from the meeting. Ms. Inzerilla gave an update on his behalf.
 - o **SLO/SAO Liaisons for Spring 2018** – For the Student Learning Outcomes liaison position the reassigned time suggested is 2 CAH for two liaisons. This will be carried on for the next semester and then reevaluated. That is the recommendation going forward to the president. For the Service Area Outcomes liaison position, the reassigned time suggested is 2 CAH for 1 liaison.
 - o **Accreditation Recommendation Linked to College Council** – Recommendation 1 is in regards to the mission statement of the college. The accreditation team did not like that one of the key terms, “diversity,” is not defined further within the mission. Eventually, we will be rewriting the mission statement but that will not happen right away. We will coincide the mission statement with the new educational master plan. Ms. Brady mentioned that when you look at our mission statement, the website does include the definitions of those key terms. The key words will be re-arranged on the mid-term report. It will be responded to in the fall of 2019.
 - i. **Student Success Committee** – Ms. Julian discussed the unified plan for basic skills, student equity and student success and support. Five goals have been identified and this has been presented to different constituent groups. The first year expenditure report has been submitted and no money will be returned. Ms. Julian also presented data that shows the disproportionate impact. The areas are identified by the state and we are required to look at the different success indicators. This data shows that African American students have the highest amount of disproportionate impact. We need to be specific about closing the achievement gaps based on disproportionate impacts. Even though there are students from out of the service area, the information only comes from the service area. Mr. Samra can discuss this further at the next College Council meeting.
 - j. **Academic Senate** – Ms. Korber mentioned that the senate was given a presentation by Lyndale Garner regarding resources for faculty. She is on the statewide committee. Ms. Blumenfeld came to yesterday’s meeting about professional development and what the divisions might want for a robust TLC. Mr. Kutil talked about locally defined certificates and a task force or work group will be formed to discuss. The senate is also trying to push the District to take some action through the board of trustees regarding sanctuary. Over 200 districts nationwide have become sanctuary schools. There were two divisions at LPC that were not supportive. Lastly, Ms. Korber is serving on a hiring committee to find someone to help with academic senate.
 - k. **Classified Senate** – No update.
 - l. **Student Senate** – Ms. Hernandez mentioned that Scott Miner and students are in Washington D.C. Club Day is next week. There are DACA events being organized by students.
 - m. **Faculty Association** – Ms. Hart mentioned that the FA’s general meeting is scheduled for Monday, October 30th.
 - n. **SEIU** – No update.
6. **Adjournment** – The meeting was adjourned at 4:17 p.m.
7. **Next Regular Meeting** – Thursday, October 26, 2017