



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.

Present: Michael Ansell, Bobby August, Howard Blumenfeld, Segal Boaz, Greg Daubenmire, Carol Edson, David Everett, Adeliza Flores, Tom Fuller, Gerry Gire, Charles Gluchowski, Richard Grow, Ruth Hanna, Eric Harpell, Teri Henson, Ann Hight, Craig Kutil, Keith Level, Andrew Lozano, Ruchira Majumdar, Jason Morris, Eva Ng, Elizabeth Owens, Michael Peterson, David Powers, Robin Rehagen, Michal Shuldman, Bhairav Singh, Mark Tarte, Kristy Woods, Ashley Young, and Barbara Zingg.

Not Present: Carolyn Baranouskas, Ron Johansen, Ashley McHale and Tom Orf

Nan Ho called the meeting to order at 2:32 p.m. and welcomed everyone. Introductions were made around the room.

1. **Approval of Minutes: August 16, 2016**

Motion: Approve the minutes from August 16 2016.

MSC: Kristy Woods/Ann Hight

Approved: Unanimous with one abstention

2. **STEM Coordinator Presentation – Kelsey Wat**

Kelsey talked about her role to assist STEM faculty with projects outside their class room like Math Jam, Speaker series, Poster session, Maker Space and Math club and other types of events. A few of her goals are to assist students in learning about projects faculty are doing on campus and opportunities available to them. Kelsey has some time available to assist with projects and can help get them going. So, if you have ideas, send her an email. A few ideas shared at meeting were:

- Eric Harpell - Scheduling works for at least the Veterans
- Mark Tarte – One-time presentation to talk
- Matrix program for scheduling STEM classes

3. **Student Services Liaison – Heike Gecox**

Heike talked about how TAG (Transfer Admission Guarantee) is going on for the month of September. She brought handouts to share on Transfer Day and how students can schedule counseling appointments. She mentioned that if anyone notices students showing signs of stress to send them to the Health Center.

4. **New Faculty Position Requests**

Nan mentioned that we have three new faculty position requests: Biology, Chemistry and Math. There are two roll-over faculty position requests from 2015/2016: EMS and Horticulture/Viticulture. These were failed searches and are being reposted. The program representatives gave talking points as to why the new positions are necessary. Nan stated that this year there will be ten voting committee members on the Faculty Hiring Prioritization Committee (compared to 8 last year) because there is a fourth division.

5. Non-Instructional Position Requests

Nan stated that we have two new non-instructional position requests to include a Math Instructional Assistant and Public Safety Programs Manager. The program representatives gave talking points as to why the positions are necessary.

6. Spring 2017 Schedule Updates and Drafts

Nan mentioned that several programs in the Division have turned them in, and asked that the rest submit schedules as soon as possible. We have been able to add some classes based on recommendations from the Division and to correct omissions; CHEM 1B, BIO 1C, HORT 63, Math 40, and Bio 60 (Marine Biology) have been added to the schedule. It is important that all these new classes fill because the District is being very conscious of enrollments.

7. Part-Time SLO Work and Professional Responsibilities for PT Faculty, 18I.7.g

Nan talked about how the contract improves part-time faculty pay parity and recognizes part-time faculty as professionals. A memo was sent out from John Ruys outlining how part-time faculty can fulfill their professional obligations. This means that part-time faculty will be looking for opportunities where they can fulfill their professional responsibilities. She encouraged all departments to come up with ways to increase part-time involvement such as through department meetings, SLOs, program review, curriculum training, etc. and help them to feel integrated throughout the program. Their participation would count towards professional responsibilities (not the same as professional development) as long as the work is program related.

Howard mentioned that Title 5 spells out what professional responsibilities are and defines them. There is a link on the web page to Staff Development. It is being suggested that part-time faculty document the hours and what they are doing to fulfill their obligations.

Ann asked everyone to review their SLOs to see what is there and suggest to the part-time faculty to submit new SLOs to department, and the discipline coordinators can enter the new course in eLumen. It is important for part-time faculty to know that when they do their SLO work and put in the data and reflections, the Dean can only see that it is done, but not the content.

8. Safety: Training, First Aid Kits, Critical Incident and Emergency Response Training

Nan mentioned we have 150 first kits that will be installed all over campus. Security will keep them stocked. There will be a Critical Response training to be offered soon. This will be offered three times this semester for three hours each class. Nan talked about a mandatory thirty-minute safety on-line training that will be expanded to all staff working in labs with chemical hazards. An email about enrolling in the training will be sent out by Gerry Gire soon. Part-time faculty who are required to take this training will be compensated a half-hour at the F hour rate.

9. Update on Building 2100 Refresh

Nan stated that name plates have been installed and that a request has been approved to convert one unisex restroom back to a lady's restroom. There are a few outstanding items with furniture, holes in the walls or lights not working. We are still working on this and are tracking down furniture and chairs that might have migrated into other offices. We are working to find some funding to purchase needed items.

10. Course Outline Revisions

Nan mentioned that Craig Kutil sent out an email on this to everyone. Craig stated that people are asking Madeline to write course outlines. This is not her job. Nan has a list of all the course outlines and degrees (AA, AS, Certificates of Achievement and Career Certificates) that are outdated and over 6 years old.

Everyone should know what is in his or her program needs revision. If you do not, please contact Craig. If you need help, he is here all day Friday. So, schedule a time with him.

11. Canvas Training

Nan stated that we have 40 slots available for Canvas training. We have a gradual period to transition from Blackboard to Canvas. Faculty teaching via DE will be offered the training first, then those teaching a hybrid class, and finally anyone that would like to get a jump start on converting. The first training classes will be offered October 13 and 14 from 9:00 to 4:00 p.m. in room 2410 to DE instructors. See attached email.

12. Administrative Area Program Services Survey

Nan mentioned that an Administrative program review survey will be emailed out to everyone shortly. This is a way for everyone to state their experience with Division, Financial or Foundation for last academic year 2015-2016.

13. Globalizing the Curriculum – Flex Day

English faculty member Katie Eagan visited our Division and talked about her flex day activity focused on her sabbatical project. This focuses on building students' global and multicultural competencies. She would like for everyone to come and learn more on Tuesday. The second session will cover study abroad.

14. Measure A Bond and Facilities Master Plan

Mike Ansell talked about the Facilities Master plan and showed a map that highlights the areas that will be part of the build-out plan. The build out is part of the \$950M for both colleges. Building 100 is currently under construction; there will be new buildings near where 400 and 500 are now. The plan includes some type of monument at the front entrance of the college, redesign of parking lots and safety measures. He stated that building 800 (Auto, Welding, Horticulture, Viticulture, Fire Science and Administrative of Justice) and all career technology will be behind M & O. It will take approximately four years to do this and there are lots of details to work out.

Greg Daubenmire stated that Doug Horner will be addressing Measure A on flex day.

Mike mentioned that what the consultants are suggesting would be to move all the people in offices near the current Library into temporary trailers (for years) while building a two-story building. The second story of the new building will be where the office space is located.

Nan reminds everyone that the Facilities Master Plan is from 2012 and there may have been changes in program needs along the way. This Plan is open for discussion and revision, which is why Mike is presenting at our meeting. Mike welcomed everyone to come to the next Facilities and Sustainability meeting if they have any ideas or issues with the plans.

15. Student Learning Outcomes

Ann Hight stated that the Accreditation process is completed and they are assessing if the college has made any progress in completing SLOs. She mentioned that she is the SLO liaison for our division and has a report due by October 1st. Her role is to facilitate while the eLumen workshop is going on. If your department needs help, let her know. Anytime there is SLO work being done in your meetings, please document and send it to her so that she can put together as evidence. She recommends everyone attend the workshops. We are always assessing and now we need to get those assessments into eLumen. Everyone needs to map

the course level SLOs to the programs. The last day to submit course level SLOs is November 21 for Spring 2017. The Committee discussed Independent Study and came up with two options. They want feedback from everyone. See attached talking points.

16. Committee Assignments

Nan reviewed the committee assignments, and we have a few areas to fill. Some vacancies were filled, but the Senate still does not have a voting member from MSEPS.

17. Committee Reports

Howard talked about how the Staff Development website has had a complete overhaul. He mentioned that the Flex Day activities schedule is complete and posted on the website. He has added a conference page to include updated forms needed to attend conferences. He stated that a lot of changes are coming and to stay tuned for the next two years for updates.

Craig stated that he will be the Curriculum Chair for the next year.

18. Reminders

- **Syllabi corrections due to dean September 26, 2016**
- **Flex Day - September 27, 2016**
- **Untenured Faculty Professional Reviews due to dean October 1, 2016**
- **Program Review Updates due October 10, 2016**
- **Instructional Equipment Requests due to dean October 17, 2016**
- **Part Time Faculty Evaluation**
- **Absence Line business cards available for faculty - please share with your part-time faculty.**

19. Announcements

- **Twilight Tasting Event, September 22, 2016**
- **7th Annual LLNL/LPC Science and Engineering Seminar Series**
 - **Wednesday, October 5, 2016 – Harnessing Fusion: Creating a Sun on Earth, 6:00-7:15 pm, room 2420**
 - **Thursday, November 3, 2016 – Forensic Science in Crisis: How Proteins Can Help – Brad Hart, PhD**

Meeting was adjourned at 4:00 p.m.

Minutes submitted by Linda Cross

Next Division Meeting: October 19, 2016, 2:30 – 4:30 p.m., room 1871