



ACADEMIC SENATE MINUTES

September 9, 2020 | 2:30 – 4:30 pm | VIA ZOOM

LPC Mission Statement

Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

LPC Planning Priorities

- ❖ Implement the integration of all ACCJC standards throughout campus structure and processes.
- ❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- ❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.
- ❖ Coordinate resources and provide professional development for effective online instruction and remote delivery of student support services and college processes to advance equitable student outcomes.

Academic Senate

Quorum: 9

Non-Voting Members:

President: Sarah Thompson
Past President: Melissa Korber
Student Government: TBD
Admin.: Rifka Several

Voting Members:

Vice President: Craig Kutil
Secretary: Bill Komanetsky
Treasurer: Ashley Young
BSSL: Robin Roy, Tracey Coleman, Collin Thormoto
A & H: John Kelly, Catherine Suarez,
Natalie Kellner, Catherine Eagan
STEM: Alain Olavarrieta, Carlos Moreno,
Jeffrey Weichert, Segal Boaz
PATH: Sebastian Wong
Student Services: Christina Lee, Jill Oliveira
Faculty Association: Heike Gecox
Part Time Representatives: Jeff Judd, Erin DeBakcsy

1.0 GENERAL BUSINESS (S. Thompson)

- 1.1 Call to Order/Establish Quorum: Meeting called to order at 2:31 pm
- 1.2 Approval of Agenda: Motion to approve: moved/seconded/approved
- 1.3 Approval of Minutes (8.26.20): Motion to approve: moved/seconded/approved
- 1.4 Public Comments (5 minutes) *This time is reserved for members of the public to address the Academic Senate. Please limit comments to five minutes. In accordance with the Brown Act, the Academic Senate cannot at on these items. NONE*

2.0 ACTION ITEMS (S. Thompson)

- 2.1 Approval of CTE Committee: Motion to approve: moved/seconded/approved. Melissa was thanked for her efforts.
- 2.2 Approval of the updated Program Development Process: College Council has provided feedback. Motion to approve: Moved/seconded/discussion: Add "and other committees as needed" section II, item 3.; Craig added this. Question called to approve as amended: approved.

3.0 CONSENT ITEMS (S. Thompson) Motion to approve Consent Items

- 3.1 through 3.5: moved/seconded/approved
- 3.1 Curriculum Committee Approvals 8.31.20
- 3.2 Selection committee faculty member, Sr. Administrative Assistant for PATH division: Tracey Coleman
- 3.3 Committee Assignments – sent by Sheri Moore
- 3.4 Vice Chancellor Hiring Committee – Sarah Thompson
- 3.5 Amanda Castelli Tenure Committee: Jose Calderon, Heike Gecox

4.0 REPORTS

- 4.1 CTE (Melissa Korber): Vicki is meeting with Joel to construct the program maps for certificates and degrees. Our outreach specialists have developed a year-long work plan. They are holding virtual events, a talk at the Livermore Chamber of Commerce, Art Walk, and many more.
- 4.2 UndocuAlly Task Force (Alain Olavarrieta): The LatinX celebration will begin Oct. 15th. There is a drive for school supplies for farmworker children.

- 4.3 Curriculum Committee (Elizabeth Owens): Elizabeth is the new committee chair. The committee has met through the summer, especially focusing on the DE addendums (298 were reviewed out of 400+ classes). When the Spring schedule is finalized, we will know which classes will need addendums. They are holding DE Addendum work sessions during Fall Flex Day. For Fall 2020 classes, please submit addendums by the end of the month. Oct. 30 is the deadline for spring addendums. They are discussing credit for prior learning (district board policies). For course updates, these have been sent to division heads. A subcommittee has been formed to look at how to integrate equity in all courses.
- 4.4 Educational Master Plan updates (Rajinder Samra): They are reviewing survey feedback and making adjustments. In incorporating CTE in the master plan, the new committee will be helpful. They are discussing setting metrics for goals.
- 4.5 Planning and Effectiveness Committee (Rajinder Samra): Meeting tomorrow and will publicize the new priorities.
- 4.6 Program Review committee (Nadiyah Taylor) NO REPORT
- 4.7 CEMC/DEMC Committee (Tom Orf): Sarah reports that our admission is down slightly more from last year (currently down 8.6% for LPC, Chabot is down 10%); this is not unexpected. A subcommittee is creating a rubric for the inevitable class reduction. Discussion on how to approach budget reductions (refer to Anette’s Town Hall presentation) of incrementally up to \$10 million.
- 4.8 Faculty Association (Heike Gecox): Updates are being made to evaluations and not utilizing student surveys, which do not result in representative samples. These discussions continue on all levels.
- 4.9 Professional Development Committee (David Powers): The PDC meets next Monday, and will approve Flex Day session submittals.
- 4.10 SEA Committee/BaSK (Shawn Taylor): An online resource fair is scheduled; Shawn and Miguel will be the “hubs” for student needs. The fair will include an ESL breakout and black student welcome. There is some funding carry-over from last year that will be utilized for research, and to bolster RAW and tutoring center. SEA will meet starting next Thursday; they need student representatives.
- 4.11 Treasurer (Ashley Young): There were Senate Awards expenses: \$169 was spent on supplies for Classified Professional appreciation. This event was supported by a personal donation from Dr. Foster. Academic Senate Scholarships: four \$350 scholarships were distributed.
- 4.12 President (Sarah Thompson): For the past ten days, students have been dropping courses and there is the supposition that students are getting overwhelmed, and this is crossing over to faculty as well. They are not able to reach students as they had in the past, and having to balance children at home with online teaching. There was not a real “summer break” due to DE training and course development. How will we be able to sustain this, with stresses evidencing so early? Miguel at Chabot reports the same. They asked the Chancellor to create an “emergency Fall Break” to give everyone some space for adjustments.

Interviews for the new district CFO will be next week; the hope is to hire in October. This is a critical position.

Thanks to Ashley for the wonderful Classified Professional Appreciation event! Dr. Foster participated fully.

Active work is being done on the CSU East Bay – LPC – Chabot interface in multiple divisions.

At last night's board meeting, there was a presentation from a consultant hired for interpretation and advice taken from the student housing survey. Sarah proposes that the student housing task force be added to our Senate reports.

5.0 OLD BUSINESS (S. Thompson)

5.1 Education Master Plan - discussion on setting metric goals (Rajinder Samra): This is a five-year plan, and we need to think about setting measurable goals. We collect the data already, and look at historical trends to plan for the future. There is an awareness that the future is not as predictable due especially to budget and Covid issues. Question about how to measure "correctly" due to outlying/outside effects leading to making changes that do not take into account all factors. We might keep a document outside of the master plan to address goals. "Scenario building" may be a better approach ("if/then"). If we look at 2019-20, the highest number of degrees were awarded. In looking at the data compared with previous semesters, it showed an increase even though Covid hit during these semesters. Degree Works is being used to increase degrees awarded, including multiple degrees.

5.2 Academic Honesty/ Integrity Policies and Procedures: forming a new subcommittee (Katie Eagan): Alain and Erin joined this subcommittee, and met online. Catherine Suarez will also join. Last year's document will be a good starting point to continue the work and set priorities for this year. Should another survey be sent? The subcommittee will review and Bill can send it out.

5.3 Equity Audits – scaffolding documents (tabled from last meeting) (Sarah Thompson): What 10+1 documents that should be included in an equity audit?

Motion to discuss 5.4 prior to 5.3: moved/seconded/approved.

Scaffolding documents to include:

- Curriculum documents
- Professional Development
- New faculty training and orientations
- CEMC
- Program review
- SLOs
- SEA as a clearing house for some of the proposals – Jill can bring this to the next meeting
- CTE committee, especially in our marketing
- Look at all committees to integrate equity

- DE committee
- Guided Pathways
- Grading policies

5.4 Equity Based Curriculum Process (Craig Kutil): They are meeting to see how to integrate equity as part of curriculum development. Should every course have a free online textbook dealing with equity? They have a checklist for courses and will add equity/diversity issues in assignments, teaching methods, and course content. Some instructors have sent their syllabi to Shawn for an equity review. A draft will be available after Friday's meeting.

6.0 NEW BUSINESS (S. Thompson) (6.1 through 6.7 tabled from last meeting)

6.1 Establishment of "President Elect" Position: This will be discussed at a future meeting. Many boards have this position, which allows for a year of "training" before taking on the presidency. Please get feedback from your divisions; this would add another board member every other year. We would need to involve Chabot in this so it can move forward as a contractual issue. This idea is being done in departments and committees elsewhere.

6.2 Instituting the Audit Option: Auditing is allowed in ED Code if there is space available and at a much-reduced fee. The students do not take tests or submit assignments. A Board policy would need to be changed to allow this at LPC and Chabot. This is a positive idea during our reduced enrollment. The instructor needs to "opt in" as not all courses can be audited. Please discuss this at divisions. It needs to be drafted at ESS committee.

Motion to table 6.3, 6.4, 6.5, 6.6, 6.7, 6.10, 6.11, 6.13, 6.14: Moved/seconded/approved.

6.3 Guided Pathways "Onboarding" Goals TABLED

6.4 Policies for rolling blackouts/ power outages TABLED

6.5 Remote Learning Fires TABLED

6.6 AB705 Support TABLED

6.7 Enrollments – Recruitment and Retention TABLED

6.8 Credit for Experience (Craig Kutil): A rubric for a portfolio needs to be developed for each area. There is no charge for the review; however, a charge can be made for exams. Question on how this fits into prerequisites. What would be the assessment? Are they really prepared for the advanced course work? Disciplines have to opt in, and the best application is for CTE degrees (people in the workforce already returning for a certificate and/or degree). There is a unit limit.

6.9 Board Policies (for next meeting Consent Items): 1. BP 2100 Board Elections 2. AP 4102 Career and Technical Education Programs 3. AP 4103 Work Experience 4. BP 4104 Contract Education 5. AP 4104 Contract Education 6. BP 4105 Distance Education 7. AP 4105 Distance Education 8. BP 4110 Honorary Degrees 9. BP 4220 Standards of Scholarship 10. AP 4222 Remedial Coursework **11. BP 4225 Course Repetition 12. AP 4225 Course Repetition- these need editing – and will not be on the Consent Items.** 13. BP 4226 Multiple and Overlapping Enrollments 14. AP 4226 Multiple and Overlapping Enrollments 15. AP 4227 Repeatable Courses 16. AP 4228 Course Repetition – Significant Lapse of Time 17. AP 4229 Course Repetition – Variable Units

- 6.10 PayPal or Venmo account: Ashley will look into this, and report at next meeting.
- 6.11 Supporting Student Effort to Fundraise for Migrant Labor Support **TABLED**
- 6.12 Fall Break: Discussion: How would these days be made up? The consensus was to further this concept for students and faculty needs.
- 6.13 3 year Budget Projection (Anette) **TABLED**
- 6.14 EMP – Values Statement **TABLED**

7.0 GOOD OF THE ORDER

7.1 Announcements

7.1.1 Faculty Hiring Prioritization Forms (Heike Gecox): These are due on Sept. 11 and will go to Program Planning. Even in the current hiring freeze, we need to document which positions need to be filled.

7.1.2 Classified appreciation shout-outs (Ashley Young): Sarah had the original idea, and Katie Eagan and Rifka helped with organization and distribution.

7.1.3 Lab Fees (Segal Boaz) We recently had a biology department meeting and the bio faculty wanted me to ask the Academic Senate if there was a protocol in place for requesting lab fees from students to account for lab costs when we have decreased budgets and increased lab supply needs for take home labs. Apparently, there was some history with this from before my time at LPC, so I was asked to bring the question to the Senate. Craig shared that there can be language “course fee can be applied” or “additional materials fee” appearing in the catalog. The fees are paid to the school, which disbursed to the program. Refer to viticulture and welding for their wording.

7.2 **Meetings: 2nd and 4th Wednesdays, 2:30 – 4:40 pm, via Zoom; next meeting September 23, 2:30 – 4:30 pm.**

7.3 Adjournment: Motion to adjourn: moved/seconded/approved. Meeting adjourned at 4:40 pm.

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