LAS POSITAS COLLEGE ACADEMIC SENATE
REGULAR MEETING
Room 4129, Mertes Center for the Arts Building
April 10, 2013 – 2:30 p.m.

APPROVED MINUTES

PRESENT: Elena Cole, Heike Gecox, Justin Garoupa, Michelle Gonzales, Melissa Korber, Cindy Keune, Craig Kutil, Kevin Lopez (Student Rep), Ashley McHale, Sarah Thompson

GUESTS: Mona Abdoun, Jeremiah Bodnar, Debbie Fields, Tina Inzerilla, Mike Sato, Todd Steffan, and other members of the of the Campus Community

---

1.0 GENERAL BUSINESS

1.1 Call to Order/Quorum: 2:39 p.m.

1.2 Approval of Agenda
MOTION to **APPROVE** Agenda
MSC: C.Kutil / J.Garoupa /**APPROVED**

1.3 Approval of Minutes for February 13, 2013
MOTION to **APPROVE** draft minutes from February 13, 2013
MSC: J.Garoupa / E.Cole / **APPROVED**

1.4 Public Comments – None

2.0 ACTION ITEMS

2.1 The LPCAS approves the Blackboard Publisher Building Blocks Guidelines

MOTION to **APPROVE** Mission, Vision and Values Statements
MSC: C.Keune / C.Kutil / **APPROVED**

3.0 CONSENT ITEMS

None

4.0 REPORTS

4.1 Curriculum Committee – None

4.2 SLO Committee – Tina Inzerilla reported that the SLO committee will be sending out a two survey questionnaire that will assist with collecting answers related to having eLuman updated to use a Matrix Model. This would improve capabilities within eLuman and standardized the data for Program Review and Accreditation. Some of the benefits are that the Matrix Model would be able to map multiple types of rubrics into the 0 to 4 model, facilitate assessments of core competencies in eLuman, rubrics with different scales can continue to be used, generate readable, meaningful reports, and connect to more than one core competency per SLO. All courses would need to be mapped to a degree or certificate, and all SLOs will need to be mapped to the core competencies. Scott Vigallon may be able to assist with completing with mapping courses, and if unable to, this project will have to be distributed among the faculty.

Question #1 deals with standardizing the rubric scale in eLuman from 0 to 4. After an analysis was conducted it was found that a very small percentage use more than a 0 to 4 scale, and those using a larger scale may have to make slight adjustments to fit and use the 0 to 4 scale.

Question #2 deals with allowing only the discipline representatives to enter SLOs into eLuman. Currently, those with eLuman authorization can enter SLOs, which has resulted in inconsistency amongst the disciplines. In some instances disciplines with only adjuncts or one full-time faculty member will need to accept SLOs developed by consensus.

The questions will most likely be answered yes or no, and the SLO committee recommends both changes. If approved, a timeline will be developed of when the 0 to 4 scale will become effective, and move forward from that date. Information currently entered in eLuman is not expected to be changed.

4.3 BaSk Committee – None
4.4 DE Committee – None
4.5 Program Review Committee – None
4.6 CEMC/Senate Subcommittee – None

4.7 Staff Development – Mike Sato attended this meeting to present the Staff Development committee's recommendation for the two variable flex days for next year. The results from the Needs Survey done earlier this semester indicated a preference for an expansion of the variable flex day type of format, and the extra variable flex days were also consistent with what was chosen by the Calendar Committee. Observed this year were the variable flex activities that have been proved to be positive. In reading the reports submitted by faculty, it is clear that faculty are opening up, broadening their ideas and embracing the opportunity to have control of their professional development goals. The committee was in favor of continuing these types of flex days as they have proven to be healthy, have made a positive impact, makes planning

easier, and people have developed a valuable sense when having control of their variable flex goals.

4.8 Hiring Prioritization – Melissa Korber reported that the committee will be meeting tomorrow. Dr. Kevin Walthers was agreeable with the 1-4 rankings shown below:

1. Biology (Anatomy)
2. Theater Arts
3. Math
4. Tied – English and Music

If a fourth position is confirmed Dr. Walthers will break the tie in favor of English, and if a fifth position is being considered he will be meeting with the hiring committee. Hiring committees are being formed, and with the semester soon ending availability of faculty to serve on hiring committees during the summer might pose a problem. The positions ranked do not carryover so it would be in the best interest of those disciplines in the 1-4 ranking to negotiate something before the hiring priority process begins all over again in the Fall. Some classes have already been assigned to adjunct faculty in the 1-4 rankings, which did not fare well with some full-time faculty.

4.9 Faculty Association – None

4.10 Student Senate – Kevin Lopez reported that ASLPC has relocated to the new 1600 SSA Building.

The group of student officers attended the National Center for Student Leadership Spring 2013 Conference that was held in Boston from April 3-7, 2013.

The Textbook Assistance Program Scholarship is almost finalized, and planning is underway for Club Day events scheduled for April 17, and an unnamed major event to be held on April 27th. The current student body is in the process of getting ready Student Senate Elections that will run from April 17th through 18th.

4.11 Treasurer – Melissa Korber reported that donations have been coming in and the balance in the account is approximately $1,800.00. A letter changing the authorized signatures on the Senate's account is in the process of being written.

4.12 President – Sarah Thompson began with the various proposals introduced previously, and that many of them were beginning to move forward in the legislature. Due to resistance and lack of funding, the proposal to move adult education to community colleges has been taken off the table for the time

being stay with K-12. The budget to accomplish the move was based on spending only $3M, which is 1/3 of what the K-12 schools currently receive.

The proposal limiting students to 90 units before having them pay full cost for a course has not received wide support, and is not moving forward for the time being.

There are some problems with the C-ID number system, which is the "headquarters" for creating the AA-T, AS-T and the other articulations with the CSUs. There is a lack of voluntary CSU reviewers and a backup with moving AS-T and AA-T documents have begun to back-up that will only get worse.

The IGETC for STEM is coming through this June or July, which means that the degrees in the Sciences and high unit majors should be able to be created next year.

Ed Code and Title 5 changes are coming in the area of professional development. The final proposal from the Student Success Task Force is going to the Board of Governor's for its first reading. The mandates will change Staff Development and required community colleges to have a minimum of five Flex Days per year excluding Variable Flex, and is part of the 175 required teaching days. Also, ½ of 1% of every college's budget is to be earmarked for Professional Development, which equates to about $135,000.00. Extra funding will not be provided nor can this money be spent, and will need to be set aside using what the college already receives. Identifying what is considered staff development may change for faculty, administrators and classified personnel submitting proposals. The first reading is this month, the second in May and because this causes changes in the Ed Code, the Board is sending its packet in November to the Governor and the expected enactment date is July 2015.

The ARC Scorecard is out, which shows student data at other community colleges statewide, and enables us to see how we compare with other colleges and where attention in specific student areas is needed.

Final "touches" are being made to the matriculation law that was passed last November that requires having100% participation involving student orientations and drawing up student educational plans. How to begin creating target numbers for the different colleges in order to establish a 2-year track, before penalties begin affecting the colleges, is currently being discussed, and information is expected to be available this Summer.

Legislation is pushing the Chancellor create a central database of all DE courses across the State so that students can view all available courses and enrollments at each college. The Statewide Academic is looking at this as a

way to make DE courses more available to students rather than having to pay for MOOCS.

CSUs are finding themselves in a quandary since there has been an increase in the number of students who received AA-T or AS-T degrees. Students applying to CSUs who have obtained these degrees are required to move "through the system" upon obtaining 60 units, so these students are receiving priority registration.

Mission, Vision and Values statements go to Board next week. The Planning Task Force focus for the rest of the semester will be revising the planning committee proposal, looking at college goals and priorities. Once the Mission, Vision, and Values statement is officially changed the college will need to file with the ACCJC a Substantive Change Report.

The Chancellor's Council has been busy reviewing and revising the Board Policies and Administrative Procedures. The academic polices will need to be reviewed by the Senate, and will be distributed among the Senators once digital copies are made available.

Next week's Plenary will be attended by Sarah Thompson and Dr. Janice Noble. Because of the nature of hearing the information shared at the Plenary first hand, Sarah suggested asking for an increase to the Senate's budget from the President's Office so that more individuals can attend.

4.13 DBSG – Sarah Thompson reported that recommended allocation model was sent to the Board and has already been approved, and did not include the escrow fund. The percentages given to the Board and M&O were reduced, and the Board approved hiring an auditor who will review the administrative functions at the District.

4.14 Guest Presenter – Todd Steffan shared with everyone the importance of taking the opportunity to attend the free Welcome Home: Veterans on Campus training scheduled for Thursday, April 18 from 9:00 a.m. to 1:00 p.m. in Room 801. The training is to provide increased awareness among ourselves, and how to recognize the signs and symptoms of post-traumatic stress disorder of veterans returning after serving in one the many branches of the armed forces. The program will include a guest speaker, videos, and a panel of student veterans who will share their experiences as veterans on campuses. This event is being hosted by LPC and is open to everyone. Registration is required and a response is requested by next Monday. Please consider attending as we are the frontline for our returning veterans, and it's also important to know about the students we serve.

4.15 Elections Subcommittee – Justin Garoupa reported that a message had been sent indicating that candidates will be presented at the next Senate meeting,

and that there is still time to submit names as there are still some positions without nominations. Committee members are Tina Inzerilla, Cindy Keune and Justin Garoupa. Ballots are in the process of being generated and additional election information will be shared at the next Senate Meeting.

5.0 DISCUSSION OLD BUSINESS

5.1 Reviewing Our Committee Structure – The footprint and the charge of the proposed IPAC (Integrated Planning and Accreditation Council) was discussed and designed to replace the College Council, the Planning Task Force, and unaccomplished tasks given to the PBC. The process began by asking existing committees to submit their charges and identify from the charge what the committee actually did or did not do, what tasks had or had not been accomplished, and also any stumbling blocks, which ended up being lack of attendance. The tasks were collected, grouped, and identified in the order of importance. From there, the footprint was created and once the tasks were identified, the Planning Task Force met with the committee chairs and reviewed the tasks as outlined on the proposed footprint.

Planning Task Force members will be presenting information related to IPAC at the division meetings this month to explain and have people understand the structure. They are hoping to answer questions, gather feedback, have questions asked of them, address concerns faculty may have, and ask for possible solutions. It's known that there is a lot of discontent regarding forming this committee, and one concern might be that there might be too much micro managing powers associated with money going towards some programs and not others, since this committee would have an overarching planning process.

Some reasons for moving forward with a proposal for a formal planning committee is because of an ACCJC requirement, and the fact that the college has received two recommendations from two different accreditation reports letting us know that we need a planning process. The college has no formal process to integrate Program Review into planning, and also needs a better process for forming budgetary allocation decisions, coordinating "our" responses to State and Federal mandates, and coordinating a process to respond to "our" accrediting body.

Discussions have taken place at different levels and now information is filtering down to the faculty who want to know more. There is a sense that faculty want it vetted, just like the mission statement and have a say to the development, and actively participate in the "next steps" process.

The charge, footprint, and proposed membership reviewed was thoroughly discussed, and a suggestion to include the committees currently assigned the tasks noted and not yet completed shown on the footprint was thought to be

helpful. The timeline drawn was not seen as doable since the end of the semester was nearing. The idea of presenting this information at Convocation to a captive audience was brought forth since division meetings were seen as limiting. The feedback from the division meetings will be gathered, implemented, and the proposal fine tuned before presentation voted upon. The approval for this committee is by mutual agreement by the Senate, President, and requires participation from all the different groups on campus is required.

It was also mentioned that the IEC's primary task next year will be reviewing the college's committee structure, and looking at what is and is not functioning in each of the college committees.

5.2 Staff Appreciation – The pool has been secured with entertainment provided by Janet Brehe-Johnson, and confirmation is still waiting from the Rock Hawks. The added funding from Staff Development and the President's Office has not yet been determined.

5.3 Plenary Resolution – A copy of resolutions for discussion from the Plenary session had previously been distributed, and Sarah Thompson pointed out the K-12 Teacher Education proposal. As it is written this resolution excludes ECD. The State is moving towards a P-12 changing the K-12, and with all the pre-school subsidies coming up the certification may not be relevant much longer.

5.4 Service and Teaching Awards – Justin Garoupa and Craig Kutil are in the process of revising the nomination forms for the Service and Teaching Awards to be presented at the May Town Meeting. This year's Reed Buffington Award will be presented at Convocation and will be going to an LPC faculty member. Those nomination forms are also under revision and will be distributed soon.

6.0 DISCUSSION –NEW BUSINESS

6.1 College Goals and Priorities 2013-14 – Previously sent were examples of college goals and priorities from other colleges. The formats from Santa Rosa, Skyline and College of the Redwoods all differed and Senators were asked to solicit feedback from their divisions for discussion at the next meeting.

6.2 Facilities Master Plan –
MOTION to **TABLE** until next meeting.
MSC: C.Kutil / A.McHale / **APPROVED**

6.3 Professional Development-Sending Our Next President to Leadership – The charge of the Senate's account was changed to support the professional development of senators and incoming executive officers. Sarah Thompson

and Craig Kutil attended four years ago and benefited from the training, which she described as the A, B, and C's of the Senate. She mentioned the importance attending and asked that the Senate consider funding the attendance of the incoming Senate President at the next Leadership Conference.

6.4 Non-apportionment Enrollments Resulting from Repeatability Changes – Jeremiah Bodnar reported that the number of the degrees being created for the AA-T and AS-T degrees will be less than what was anticipated due to external and internal constraints such as meeting C-ID requirements and the repeatability issue. The process of moving these degrees through is getting longer and being felt around the State. The scrutiny is growing with reviewers changing, volunteers having different review styles, learning curve for newly recruited volunteers, and the process itself being complex. Art, VCOM and Theater are just a few disciplines affected by the repeatability limitations, and lots of work will be involved as well as time to develop courses and degrees for disciplines that will be losing their repeatability. New courses will need to be generated that will need prior approval by IGETC that generally takes two years to complete. This alone eliminates included newly developed classes as part of degree requirements.

The cancellation of the last DCC meeting delayed meeting with Chabot to discuss clarifying families, repeatability limitations, and courses that involve IT and Student Services, and the restrictions in place. Marilyn Flores suggested presenting to the Academic Senate a recommendation to consider disciplines whose repeatability is going away, and courses that have not yet been developed, be allowed enrollment without apportionment due to the circumstances. Another thought would be to give exemptions to courses on the verge of being cancelled due to low enrollments. There needs to be a remedy now in order to not loose apportionment in the Fall Semester.

Brought up was the question of whether this was also affecting Chabot and if perhaps this could be more of a District wide issue requiring some sort of intervention with helping resolve this issue. Sarah Thompson proposed that a formal request to the Office of Academic Services from the Senate to have a one semester hiatus cancelling low enrollment courses in certain disciplines be discussed at the next Senate meeting.

7.0 GOOD OF THE ORDER

7.1 Announcements – None

7.2 2013 Meetings: 2nd and 4th Wednesday – Next Meeting: April 24, 2013

7.3 Adjournment: 4:50 p.m.
MOTION to **ADJOURN**

MSC: C.Kutil / A.McHale / **APPROVED**

* * * * *

ACADEMIC/FACULTY SENATE ROSTER

EXECUTIVE OFICERS		ACADEMIC/FACULTY SENATE ROSTER	
Senate President:	Sarah Thompson	ALSS:	Michelle Gonzales
Senate Vice President:	Elena Cole	STEMPS:	Cindy Keune, Craig Kutil, Ashley McHale, Eric Harpell
Senate Secretary:	Justin Garoupa		
Senate Treasurer:	Melissa Korber	BSBA:	John Ruys, Steve Navarro
Senate Admin Assist:	Carmen McCauley	Counseling:	Heike Gecox
		ASLPC Rep:	Kevin Lopez

* * * * *

Public Notice—Nondiscrimination: Las Positas College does not discriminate on the basis of ethnicity, religion, age, gender, sexual orientation, color or disability in any of its programs or activities. Las Positas College is committed to providing reasonable accommodations for persons with disabilities. Upon request this publication will be made available in alternate formats.