LAS POSITAS COLLEGE ACADEMIC SENATE
REGULAR MEETING

Mertes Center for the Arts Building – Room 4129
May 8, 2013 – 2:30 p.m.

APPROVED MINUTES

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

GUESTS: Mona Abdoun, Jeremiah Bodnar, Jill Carbone, Lisa Everett, Debbie Fields, Marilyn Flores, Richard Grow, Tina Inzerilla, Jason Morris, Jan Noble, Tom Orf, Robin Roy, Rajinder Samra, Catherine Swartz, Heidi Ulrech, Scott Vigallon, Cheryl Warren, and other members of the Campus Community

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1.0 GENERAL BUSINESS

1.1 Call to Order/Quorum: 2:37 p.m.

1.2 Approval of Agenda
MOTION to **APPROVE** Agenda
MSC: A.McHale / C.Keune /**APPROVED**

1.3 Approval of Minutes for March 13, 2013
MOTION to **APPROVE** Draft Minutes from March 13, 2013
MSC: C.Keune / J.Garoupa / 2-Abstainsions /**APPROVED**

1.4 Public Comments – None

2.0 ACTION ITEMS

2.1 The Senate approves $400 to send the next Senate President to the ASCCC Leadership Institute

MOTION to **APPPROVE** $400 towards cost of ASCCC Leadership Institute
MS: E.Cole / M.Korber

DISCUSSION: The Senate fund has increased and now has approximately $1,800.00, which covers pending expenses. A $200 donation was received by the ASLPC, and donations from faculty are still coming in. A consensus was reached to move forward in support of the $400.

VOTE: APPROVED

3.0 CONSENT ITEMS

3.1 English Hiring: Maureen O'Herin, Michelle Gonzales, ~~Toby Bielawski~~ Richard Dry, Stuart McElderry, and Melissa Korber (alternate)

3.2 Anatomy Hiring: Nan Ho, Jill Carbone, Barbara Zingg, and Richard Grow

3.3 Business Hiring: Lisa Weaver, Cynthia Ross, Rajeev Chopra, and Jason Craighead

3.4 Math Hiring: Craig Kutil, Ashley McHale, Howard Blumenfeld, and LaVaughn Hart.

MOTION to **APPROVE** Consent Items 3.1 and 3.4
MSC: E.Cole / A.McHale / **APPROVED**

4.0 REPORTS

4.1 Curriculum Committee – None
4.2 SLO Committee – None
4.3 BaSk Committee – None
4.4 DE Committee – None
4.5 Program Review Committee – None

4.6 CEMC/Senate Subcommittee – Tom Orf reported that CEMC had completed their tasks for the year. The committee did not meet in May and neither did the DEMC. LaVaughn Hart will chair the CEMC committee next year, and asking individuals to contact her if they would like to serve as a member next year.

At the last meeting Melissa Korber presented a draft of the CEMC Two-Year Strategic Enrollment Management Plan for 2014-2016. It was brought forth to familiarize the Senate with what was developed, and if this document needed Senate approval. This document is a way to approach enrollment management so that classes that always fill up are not the only ones added, but taking into account the full range of all programs and at the same time looking at the priorities of the college. This item will be tabled until the first CEMC meeting of the next year since the document is not complete.

4.7 Staff Development – None

4.8 Hiring Prioritization – Melissa Korber reported that the committee met and the forms are still being reviewed and revised. At the same time revising the charge of this committee is being looked at with the focus placed on what to do in case of a tie. At a prior meeting a suggestion was made to have the president break the tie and report back to the committee. Now the committee

would like to make a recommendation and that the committee break the tie, and report back to the president. Barbara Morrissey will chair this committee next year.

4.9 Faculty Association – Debbie Fields reported that the MOU regarding Freedom of Speech is to be signed soon. A final print of the contact is expected before the faculty break for the Summer. The only outstanding item in the contract is the Coaches Study that the FA has asked the District to study. This pertains to coaches that receive stipends under athletics, campus newspaper, forensics, and performing arts. A request proposing that the District hire a consultant to look at compensation issues in these areas, and that a variable work study be conducted.

4.10 Student Senate – Kevin Lopez reported that $200 and dessert was donated by the ASLPC for the classified staff appreciation event.

4.11 Treasurer – Melissa Korber reported that approximately $1,800 is currently in the senate fund, and additional deposits are expected.

4.12 President – Sarah Thompson reported that the Chancellor Forums are scheduled to be held on Monday, May 13 with the two finalists, and encouraging everyone to attend.

LPC President Kevin Walthers has been offered a position at Alan Hancock College and at their next district board meeting, scheduled for June 21, will approve his appointment as President. The presidential search is expected to begin almost immediately, while Dr. Guy Lease returns as interim president for approximately 3-6 months.

4.13 DBSG – Sarah Thompson reported that the committee had not met in more than five weeks, and with the new allocation model having been approved the importance of formulating new administrative procedures was crucial, and also important was to begin building a strong framework to support the model. There is only one more meeting planned before the end of the semester and it seems that the colleges' will be going into the next year without documents in place. Chabot has already signed off on the FON exchange, and LPC will get five faculty positions and give Chabot $400,000+ instead of the originally proposed $800,000+.

4.14 Elections Subcommittee – Justin Garoupa reported that the ballot boxes have been placed in several locations, and voting ballots already placed in faculty campus mailboxes. An email has gone out with more information regarding voting dates, and everyone was asked to remind faculty at their next division meeting to cast their vote.

MOTION to **REORDER AGENDA**: DISCUSSION – Old Business 5.2; 5.3; DISCUSSION – New Business 6.1; 6.2; 6.3 then back to 5.1

MSC: A.McHale / E.Cole / **APPROVED**

5.0 DISCUSSION OLD BUSINESS

5.1 Reviewing Our Committee Structure (Tasks and Processes of IPAC) How to get Planning Done (Discussion with Program Review and Planning Task Force groups) –

This portion of the meeting included attendance from the members of the Program Review, Planning Task Force, and of the campus community. The most recent draft from the Planning Task Force of the Charge and Responsibilities plus the Footprint for the IPAC (Integrated Planning and Accreditation Council) was up for discussion.

Charge and Responsibilities:
The majority of the feedback received suggested moving away from a one committee to a two committee model, and retaining College Council but having it be more effective. A draft outlining the split of responsibilities and how those might be divided was presented. One goal for creating this committee was to help bring information together so that other committees do not have to repeat information that has already been shared.

Removed from the IPAC charge were the responsibilities for the Mission, Vision, Values and Goals, review of participatory governance and committee structure, the coordination for District Budget Study Group, and Chancellor's Council. These tasks are to remain or be added to the College Council.

Verbiage under the Integrate section was changed to more accurately reflect that when the planning committee begins it is acknowledged that this committee will be faced with many unknowns. In other words, there will be a "learning curve."

Accreditation is a huge task and the requirement from ACCJC to integrate accreditation into everything the college does was considered enormous and too much for one committee. What comprises managing accreditation was reviewed and the following considered the most important: 1) Collecting and archiving data; 2) Serving as a steering committee for writing the report and, 3) Receiving and processing ACCJC updates. One way to take accreditation away from the Planning Task Force and still meet ACCJCs requirement of integrating accreditation would be to have the College Council take on accreditation and have them take over the oversight. The College Council would provide updates to the Planning Task Force who would integrate them

into their planning, ensuring that the college is in compliance with the accreditation integration requirement.

It was mentioned that there was a need for the college to develop a culture for archiving and collecting evidence continuously, and change from having to think it was just a seven year process. It was seen as something that could be done at the program, division, or discipline level. Whichever group happens to oversee accreditation would be the one that would ensure that the process is continuing on an ongoing basis, and also know where the repositories would be located.

Technically, the College Council has in its charge the oversight for accreditation. The council does not meet frequently and the composition of this group does not lend to this type of work. Some of the reasons were thought to be: 1) Those who should be involved are not part of this group (i.e.: Program Review); 2) The members are generally chairs of other committees who do not receive release time for chairing the committee they represent. To ask them to organize their own committee as well as serving on this council and asking them to do a significant amount of additional work would run into inequity issues.

Accreditation coordination was seen as a separate issue, and the question of who should be involved has not been fully discussed. It was stated that the administrative role of the VP as ALO and how it relates to the composition of the College Council should be considered. The composition of the committee and the relationship of those that make up the College Council will need to be discussed before figuring out what IPAC and the College Council are to do. There needs to be answers to questions such as: What is the current structure? Who is communicating with whom? Is there any overlapping between the two committees? What type of chair model should there be (tri-chair, bi-chair, etc.). What are the strategic inputs to College Council? Where does the budget piece come in? Where does accreditation come in? What about the relationships with other entities?

There is still a lot of confusion of what IPAC is or can be, and the same goes for College Council. A list of charges has been made but there is still confusion as to how this all ties together. The footprint is understandable although it doesn’t show how this information flows up as to strategic input or show how decisions will be made.

There is no doubt that accreditation needs a task force or steering committee to work with the ALO to make certain that the college is at an ongoing continuous cycle of improvement. If the focus is placed back on the charge of planning committee, it is critical that the accreditation piece is integral to the structure and that the summations are given to IPAC to integrate. Regardless

of whether this is considered too much for one committee, it will need to still be part of the plan.

After discussion the consensus was to take the accreditation piece out of the IPAC charge and remove it from the acronym. Instead of IPAC (Integrated Planning Accreditation Council) it will be presented at IPC (Integrated Planning Committee).

The President (current or interim) will need to know what items the College Council is tasked with in order to ensure that they are accomplished. Establishing a core group within this council that meet twice a month might be considered. One meeting would be a "working" meeting, and the second a coordination of information would be communicated to all. The idea would be to keep the College Council in place, and at the same time having this group become more effective.

A suggestion was made to consider having those who serve on the council to attend only those meetings which were considered necessary. Many already serve on other committees that attending only when necessary would allow for more time to be devoted to other commitments. The question was raised as to whether allowing members to attend only certain meetings cause the voting members to become disengaged with issues up for a vote. It was clear that further discussion was needed regarding the suggestion of attending on an as needed basis.

The discussion than turned to the composition of the committee, and how many members. Too many members may result in whether a quorum could be reached at each meeting. Too few may result with recommendations being voted upon and not necessarily by representation from all areas of the campus. Representatives need to be committed in order for this committee to establish a consistency with the membership. Members from two areas still need to be looked at. Students do not have the same schedule all year round, which could possibly affect reaching a quorum, and there is not a mechanism in place to compensate classified professionals. Keeping in mind that it is not necessarily the number of representatives the committee ends up with, it is what the member brings to the committee.

Next steps: Bring the revised documents back for presentation at division meetings with a member of the Planning Task Force facilitating, and continue working with the compensation of the committee.

5.2 Staff Appreciation – Michelle Gonzales reported that she and the committee (Elena Cole and Melissa Korber) would be meeting tomorrow to finalize the planning process for the Staff Appreciation event scheduled for Thursday, May 16. An email will be sent out soon with detailed information.

5.3 Election Subcommittee – Report presented under Agenda Item 4.14.

6.0 DISCUSSION –NEW BUSINESS

6.1 College Goals and Priorities 2013-14 – Sarah Thompson mentioned that due to lack of time this item would be carried over as business for next Fall. Depending on the discussion with Program Review and the Planning Task Force, the responsibility of developing the college's institutional goals and priorities may fall under the realm of another area.

6.2 Newly Proposed Board Policies – Sarah Thompson presented a list of Administrative Procedures (Academic Services and Student Services), as well as the list of Board Policies (Academic Affairs). The District has asked that policies and procedures considered 10+1 items be reviewed by the Senate. The policies were assigned to an area or group the Senate felt had more expertise in knowing what the policy should contain. Below is the distribution.

Board Policies and Assigned Areas		
4010 – FA	4060 – Senate	4231 – Senate
4020 – Curriculum	4070 – Senate	4232 – Senate
4021 – Senate	4100 – Curriculum	4235 – Senate
4025 – Senate	4110 – Senate	4240 – Student Services
2027 – Needs to be identified	4220 – Senate	4250 – Student Services
4030 – Senate	4225 – Senate	4260 – Senate
4040 – Library	4226 – Student Services	4300 – Senate
4050 – Counseling	4230 – Senate	4400 – Office of Instruction

Two Senate representatives will present the list of Administrative Procedures for Students Services to the Counseling Department and meet to distribute those procedures.

6.3 DE Subcommittee Documents – Scott Vigallon presented to the Senate at the last meeting a draft of the Administrative Rules and Procedures for Distance Education Quality and another for Authentication and Verification of Student Identity, plus an Administrative Procedure (AP4105-Distance) draft. These documents are in final form, have been reviewed by the FA, Senate, and are ready for presentation to the Board. With no concerns or additional feedback presented at this meeting, these documents will be placed on the next Senate agenda as an Action Item.

7.0 GOOD OF THE ORDER

7.1 Announcements – None

7.2 2013 Meetings: 2nd and 4th Wednesday – Next Meeting: May 22, 2013

7.3 Adjournment: 4:45 p.m.
MOTION to **ADJOURN**
MSC: C.Kutil / M.Gonzales / **APPROVED**

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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

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