LAS POSITAS COLLEGE ACADEMIC SENATE
REGULAR MEETING
Room 4129, Mertes Center for the Arts Building
September 25, 2013 – 2:30 p.m.

APPROVED MINUTES

PRESENT: Debbie Fields, Heike Gecox, Michelle Gonzales, Cindy Keune, Kevin Lopez (Student Rep), Thomas Orf, John Ruys

GUESTS: Mark Grooms, LaVaughn Hart, Barbara Morrissery, Catherine Suárez

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1.0 GENERAL BUSINESS

1.1 Call to Order/Quorum – 2:34 p.m.

1.2 Approval of Agenda
MOTION to REORDER Agenda Items: 6.2, 6.1, 4.1 then 4.4
MSC: C.Keune / M.Gonzales /**APPROVED**

1.3 Approval of Minutes from September 11, 2013
MOTION to **APPROVE** Draft Minutes
MSC: C.Keune / M.Gonzales /**APPROVED**

1.4 Public Comments – None

2.0 ACTION ITEMS

None

3.0 CONSENT ITEMS

None

4.0 REPORTS

4.1 Curriculum Committee – LaVaughn Hart reported that the Charge of the committee was reviewed. There was a question pertaining to the membership, which has been cleared and no other issues were noted.

Since this is a catalog year, it is extremely important the timelines set by this committee are followed closely. Curriculum changes that are to be reflected in the 2014-16 catalog will need to be sent forward for review prior to November 25th, which is the last opportunity to present. Items received up to that date will be voted upon at the December 9th meeting. Everything that the committee has received will be going out to faculty for review in early February, with an approximate three week turnaround. Currently being

reviewed is the general information about the college, which will be followed by the catalog's course content. The 2014-16 catalog is expected to "roll off the press" on March 31, 2014.

Kristi Woods is the CurricUNET Tech Support, and has already held one training session with a second session scheduled for today. Any questions or problems associated with CurricUNET should be directed to Kristi or LaVaughn.

4.2 Program Review – A written report submitted by Jill Carbone is attached at the end of this set of minutes. Catherine Suarez added that the committee has worked very hard carefully reviewing the content and questions asked in each section of form. The SLO information requested on the form has prompted comments, and additional questions from faculty having to complete this section.

4.3 SLO – None

4.4 CEMC – LaVaughn Hart reported that the committee will meet on September 25th, and be looking at the additional 3.6 FTEF for Spring 2014. Each dean was given a "number" for their area and asked to come up with a prioritized list of requests.

The DEMC meeting is October 4th and discussion will center on the 14-15 FTEF allocation. The allocation is based on projected FTES goals, since planning needs to begin. The committee will also continue to look at ways of how to remove or add back classes, and the criteria that will be followed. Nothing has been decided, and faculty will want to weigh in when conversations begin once again.

4.5 Hiring Prioritization – Barbara Morrissey reported that the committee has received all of the applications, and will meet this Friday to go over the set-up and process. After discussing, the applications will be ranked then the recommendations will be presented to the Senate.

4.6 Faculty Association – Debbie Fields reported that very few issues still remain from the current contract, and negotiations will begin once again in 2014-15. Many of the FA representatives are serving on the hiring committees at both colleges' and at the District.

4.7 Student Senate – Kevin Lopez reported that the Chancellor was on campus two weeks ago and met with the ASLPC. She spoke of how to reach-out to students and have them become more involved with the student senate. The Student Appreciation Lunch was held on September 19th from 11:30am – 1:30pm in the patio area in front of Building 1700. The event attracted many students who participated in the various outdoor activities.

The ASLPC will host Club Day on October 2nd to attract new members for the various clubs on campus. Outdoor activities and a hosted lunch are planned.

4.8 Treasurer – None

4.9 President – Thomas Orf reported that he has been heavily involved with all of the hiring committees, and that most of last week was taken up by the Presidential Search. A forum for all three candidates will take place on October 3rd, and everyone one is encouraged to attend.

4.10 DBSG – This committee is not scheduled to meet until November. In the meantime the Chancellor has called the Taskforce together and will be meeting with that group on October 4th.

5.0 DISCUSSION OLD BUSINESS

5.1 College Taskforce – Thomas Orf stated that this committee is moving forward. The Senate Representative is Elena Cole who is able to attend the meetings most of the time. There was a concern of whether another person should be added to fill in when she is unable to attend, since this committee has a very short turnaround time and already half way through their tasks. Discussion will continue at next Senate meeting.

5.2 Input from Divisions on Equivalencies – Not enough Senate representation was present to provide feedback from all of the divisions. Discussion will continue at next Senate meeting.

5.3 Input from Divisions on Multiple Year Discipline Plans – Faculty felt it was a good idea although there were concerns with the budget still being volatile so why do this now? In the next 2-3 years the budget will have changed, and things will be very different. If discipline plans are not done then the DBSG might use what was written last year as the default, so projecting ahead and adding 10% or so may not be a bad idea.

The discussion did not lean towards writing or not writing discipline plans on a 2-3 year track, so this item will be left as is unless word is received from the Chancellor.

6.0 DISCUSSION – NEW BUSINESS

6.1 District Equivalency Committee – Barbara Morrissey has served on the District Equivalency Committee and attended this meeting to discuss how this committee operates. The Equivalency Committee has been in existence for a number of years and its members consist of 1 faculty and 1 administrator from each college who work closely with the HR department at the District. The

process for reviewing equivalencies is guided by a handbook located in the Chancellor's Office that is available to everyone. An equivalency is submitted when someone is interested in teaching in a discipline, does not have the required degree(s), and their years of experience and other forms of documentation may prove them to be qualified to teach in the classroom. An equivalency cannot be submitted to teach just one course, it must encompass all courses within that specific discipline. A list with the required documents is followed that makes up the content of the equivalency packet. It is reviewed by the dean, and some deans may prefer to defer to the "experts" in that discipline. When the packet is complete it is moved forward to the committee, who thoroughly review all of the documentation.

A point to consider before submitting an equivalency is to look at the documentation through the eyes of your own personal experience, or faculty in that discipline to identify any problem areas that may become a concern. Another would be to remember that this district is multi-campus and LPC must be in alignment with Chabot. Looking at how other multi-campuses and how they handle equivalencies would be helpful. The process may vary at each of the campuses, which is part of what is considered vague.

The equivalency process is typically used when part-time faculty is needed on a quick basis, and no other part-time faculty is available. The documentation in the packet needs to show evidence that the minimum qualifications as outlined in the handbook, are clearly shown through other qualifying methods. A letter of support is included and generally written by a content expert and is written to support the equivalency, not a personal letter about the applicant. This portion of the process was also considered vague.

Discussion ensured with scenarios of how faculty could be hired because of who they know and not what they know, of trying to secure a place on the seniority list, etc. An entire group of people review all of the documents prior to making a determination, which is to eliminate someone from being hired who is not considered qualified. What type of proof is there that the documentation was carefully reviewed and the right decision was made? There are questions and concerns related to the vagueness of the equivalency process, which is why both senates at each college are looking at how to make it clearer.

6.2 Italian Program Concerns – Catherine Suárez presented to the Senate her concerns regarding the future of the Italian program. As a one person department representing the Spanish, French, ASL, and Italian programs she felt it was important to share how the decision to cut two Italian classes for the Fall Semester came about.
Catherine was approached by the dean (then Dr. Flores) about having to cut two sections of Italian from the Spring Semester. In doing so, the entire

Italian program would be eliminated. She explained that the entire program consists of two classes, Beginning Italian (A) and Elementary Italian (B). Catherine felt she was not given the opportunity to propose other cuts within the Foreign Language Department in order to keep the Italian program. Discussions with the dean focused on the French program versus the Italian program, and not any of the others offered. The purpose of eliminating the two sections of Italian was not to "give" Spanish, French or ASL additional sections, but to support other programs within the College.

At that time, Catherine suspected that the discussions were aimed to eliminate the Italian program. She did not fully understand the procedure for cutting a program, and discussions with other faculty enlightened her to the fact that faculty are involved and that the decision is not only that of an administrator. She also was sent the written procedure outlining the process that is currently in place. Before a program is discontinued it goes through a process that takes several years. The Curriculum Committee is involved, and a study period to see if the program is viable is conducted, suggestions are made for improving the program, there could be some outreach, and documentation is gathered.

What a dean can technically do is review course offerings and reduce the number of sections, with faculty input. For example suggesting that only Spanish be offered in a semester and not Italian classes is something a dean can do, but suggesting that Italian not ever be offered again is not. Catherine mentioned that when the dean spoke of not offering Italian B in the spring semester, students enrolled in Italian A would not be able to complete the program. She was told one section of Italian B could be offered, and made clear that there would be no more – and to Catherine it meant that the Italian program was finished. Faculty will soon be writing disciplines plans and Catherine will include substituting a section from another foreign language program in order to be able to continue offering Italian.

After some discussion, a suggestion to have the Senate write a letter in support of Catherine's program and substitute course offerings from another language program within her department to allow the Italian program to continue was favorably received. A copy of the Board Policy outlining the procedure of how programs are discontinued will also be sent to all the deans to have on hand.

7.0 GOOD OF THE ORDER

7.1 Announcements –

~ As part of the LPC Business and Entrepreneurship Speaker Series, Mr. Bob Borchers , a team member responsible for developing the Apple Inc. iPhone and iPod, will be on campus October 1st to speak on the "Innovation: The Search for New Ideas that Change the World" from 5:30-6:45 pm in Room 2420.

~ Transfer Day will be held on Monday, September 30th from 10am–1pm in the Quad with approximately 50 colleges being represented. This is an ideal opportunity for students to gain some insight and learn more about the different colleges they can transfer to.

~ Talking Points for this meeting will include:
* Brief overview of presentation regarding the equivalency process
* Process involving program elimination

7.2 Meetings – Next meeting October 9, 2013

7.3 Adjournment – 4:05 p.m.
MOTION to **ADJOURN**
MSC: C.Keune / M.Gonzales / **APPROVED**

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ACADEMIC/FACULTY SENATE ROSTER

EXECUTIVE OFICERS

Senate President:	Thomas Orf
Senate Vice President:	Elena Cole
Senate Secretary:	Cindy Keune (Fall)
	John Ruys (Spring)
Senate Treasurer:	Rajeev Chopra
Senate Admin Assist:	Carmen McCauley

ACADEMIC/FACULTY SENATE ROSTER

ALSS:	Michelle Gonzales
STEMPS:	Debbie Fields
BSBA:	John Ruys
Counseling:	Heike Gecox
PT Faculty:	Mona Abdoun
ASLPC Rep:	Kevin Lopez, K.C. Singh

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The Program Review Committee Report

The Committee is working on the following:

1) Staff Development Committee has approved 12 hours of Variable Flex Credit for volunteer readers of APR. We are encouraging faculty, administrators and classified to participate in the reading process, especially those serving on the Planning Task Force.
2) The PRC has been working with the Deans and VPs to create forms and a process for summarizing the APRs. This is especially difficult because there is no current Planning Task Force and therefore unknown expectations about what the PTF will be need from APRs to make planning and budget decisions.
3) We continue to brainstorm solutions regarding the time-lag between the year the Program Review covers and the year the planning is for. Eg: We are reviewing 2011-12 and planning for 2014-15
4) The PRC Co-Chairs are working with the Institutional Effectiveness Committee to create two surveys to send out to APR writers. The first will be sent out on Sept 30 after writers have submitted their APR to Deans. The second survey will be sent out around Nov 1 after writers have completed the review and revision process with their dean and submitted their final draft to BlackBoard.
5) We are continually revising the APR and Triennial Forms using feedback from writers, models from other colleges and the natural process of trial and error.