



# Academic Senate Committee Minutes

April 11, 2018 | 2:30 pm | Rm 1687

## 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.

## Academic Senate

### Voting Members Present:

**Senate President:** Melissa Korber (n/v)

**Senate VP:** Tina Inzerilla

**Senate Secretary:**

**Senate Treasurer:** Kimberly Tomlinson

**Senators:**

Ashley Young

Angella VenJohn

John Rosen

Vicki Pabley

Andrew Cumbo

Katie Eagan

### Others Present:

Heike Gecox

Garrett Culbertson

Debbie Fields

Michelle Gonzales

Ashley McHale

Karin Spirn

John Ruys

Craig Kutil

Nessa Julian

## DRAFT Minutes

### Presenter

### 1.0 GENERAL BUSINESS

Melissa Korber – Items: 1-3

**1.1 Call to Order/Quorum established:** 2:32 pm

**1.2 Approval of Agenda** – moved, seconded and approved before the adjournment.

**1.3 Review and Approval of Minutes** – February 28:

Moved/seconded/approved and March 14, 2018:

Moved/seconded/approved

**1.4 Public Comments** (*This time is reserved for members of the public to address the Academic Senate. In accordance with the Brown Act, the Academic Senate cannot act on these items.*)

### 2.0 ACTION ITEMS:

#### 2.1 SLO Committee (John Ruys)

Motion to approve amended charge/seconded/approved

**3.0 CONSENT ITEMS – MOTION TO APPROVE:** Moved/seconded/approved

**3.1 Ratify two additional faculty for the Tutorial Center Instructor Search Committee** (Lyndale Garner/ Michael Schwartz)

**3.2 Curriculum Approvals from April 2**

**3.3 Curriculum Approvals from Feb. 5 and March 20**

### 4.0 REPORTS

**4.1 Basic Skills (Michelle Gonzales/Ashley McHale)**

**4.2 Program Review (Karin Spirn)**

The new template has been released. There is a new policy of not filling out the first section for two years if there are no changes (this is noted on the template). The SLO and Curriculum sections are mandatory; as are special requests such as facilities information.

**4.3 Institutional Planning and Effectiveness (Karin Spirn)**

Next meeting is May 24. Grant funding will be on the agenda along with planning priorities. There is interest in coordinating grants, the granting procedures and possibly instituting a granting office. There is outreach to involve all stakeholders.

**4.4 Distance Education (Christina Lee)**

**4.5 Faculty Association (Heike Gecox)**

April 30 is the general FA meeting, in the faculty lounge.

**4.6 Student Success (Nessa Julian)**

They are reviewing their charge; it is a struggle to meet their quorum of 11 members. More non-voting members attend than voting members. The College Council will look at this. They will continue to fund different initiatives, but may not receive fund amounts until August. There are several unknowns in relation to the district. With the integrated plan all processes have been new. There is a delay because of the possibility of block funding. There was a fall workgroup on matching core services in SARS to MIS, which is continuing, including the new dean and counselors to achieve consistency in reporting. This is needed for auditing. Institutional research is providing data on students receiving core services and other data to make informed decisions.

**4.7 CTE Liaison (Scott Miner)****4.8 Student Senate (Garrett Culbertson)**

The Student Senate is preparing for elections at the end of April. Candidate applications are available in room 1643. They are working on a proposal regarding the Governor's plan for community colleges, which has an impact on their budgets (possibly 14 million, according to the district office). Garrett will send a copy to the Academic Senate for presentation at division meetings. Hearings in Sacramento will start next week.

**4.9 Treasurer (Kimberly Tomlinson)**

Not many expenditures; upcoming will be costs for the Academic Senate Scholarships and Classified Appreciation event. There is around \$2400 in the account.

**4.10 President (Melissa Korber)**

**4.10a** Chancellor's Council meeting was yesterday; Tina attended: The classified leadership (CLIP) went to training and they presented two ideas – a mentorship program and proposals for a labyrinth at both colleges, which were received positively. Discussion about religious studies facility requests and philosophies; can these be coordinated with a proposal such as a labyrinth. Request for religious studies to be a stakeholder in spaces being created for meditation, etc. A conversation might be initiated to start this. Question as to how facilities reaches out in making decisions. They do not interface with Academic Senate, but this might be raised as academic issues are intertwined with facilities. The new BAM process was presented. M&O and Facilities will have a flat fee. The process will be reviewed in one year.

**4.10b** Melissa sent an email requesting graduation speakers and valedictorian committee members. Comment that it was a positive experience last year. We need to have a diverse committee (gender and race). The task is to read candidates' statements, then conduct interviews. Andrew volunteered.

**4.10c** Collection for Academic Senate gift for Dr. Russell: possibly Mark Tarte's hawk photo.

**4.10d** Board of Trustees meeting will be held at Las Positas next week.

**4.11 Faculty Hiring Prioritization (Heike Gecox) added to the agenda**

Last meeting they discussed possible changes, and decided against changes for next year. The revised faculty request form will be submitted this week. Question about faculty resignations; this is not considered an "emergency" but can be visited case-by-case based on the impact on the division.

**5.0 OLD BUSINESS – DISCUSSION** *placed after NEW BUSINESS***5.1 Guided Pathways (Tina Inzerilla/Angella VenJohn)**

Did Student Senate discuss this, and is there any interest in involvement? Yes, and Tina gave meeting information. Garrett will pass this information on. There was a presentation at the Spring FLEX day with 50 participants. Next week the steering committee will meet for the first time; there is forward movement.

**5.2 LPC Response to Chabot Resolution (Melissa Korber)****5.3 Appreciation Event Task Force (Kimberly Tomlinson)**

The invitation was sent. Food is confirmed (Tacos Valdez, outdoor grill) – tacos, rice and beans. Dessert comes from Associated Students who are providing cake. Drinks: water and horchata on ice. Theme is "wellness" with the lower staff lounge having activities, including chair massages; "gratitude art table;" chi gong class; balloon arch; and background guitar music. There will be raffles; faculty will be asked for donations (items or gift cards; cash will be

gathered to purchase items). The committee is taking notes to create an event planning document to pass on to future planners.

#### **5.4 2017-18 Academic Senate Executive Board Elections Task Force (Ashley Young/John Rosen)**

Four adjuncts are interested in being representatives. There is one candidate for each executive position. **The slate of candidates has to be approved at next meeting; nominations can be taken from the floor.**

#### **5.5 Internal controls and Budget Deficit (Melissa Korber)**

LPC is dealing with our own deficit (which will be covered by our reserves) and we should take an alternative approach. The board feels it has been dealt with and the board is attentive to the issue. Chabot is building their reserves but using the district for the deficit and this resolution doesn't address this. Melissa suggests a letter, including the points from Rajeev's presentation, including the repayment plan, to be presented to the trustees in June after the budget is presented. Discussion: the resolution might be too heavy-handed but our reserves are a good thing as they exist to handle deficits. We might include the positive changes but also include the outstanding issues. As there are district change-overs, we need to make sure they are aware of the issues requiring attention. Could we ask the new business manager to come to LPC for an Academic Senate talking session? Several divisions still would like a resolution. **Draft resolution to be presented for input and comment.**

#### **5.6 Test Banks Task Force/Academic Integrity (William Garcia) moved to after 5.1**

William thanked participants at the meeting. There was agreement that students did know what these sites were offering, and it is against our conduct standards. William has met with two students with Course Hero accounts, who closed their accounts. Some of the websites do have deceitful language for marketing. Our own scholarship website refers to scholarships that link to Course Hero. He requests that faculty develop recommendations; language for syllabi, assignments and tests changed regularly; and revise student orientation to address academic integrity. Should this be a teachable moment, or be punitive? We should establish a stepped violation record. If this is on their record, it will appear in transcripts, background checks, etc. For detection software, TurnItIn is the strongest for recognizing plagiarism. The LPC integrity is dependent on addressing this issue. Faculty needs to have a streamlined reporting process with appropriate forms. Faculty needs information on what the issues are, and when and how to report, distributed campus-wide. William agrees. FLEX day workshop: Sarah has research on different ways to enhance learning – some are “gray areas” and some are cheating. There will be another meeting to review the Test Banks sites. Question: should there be an Academic Senate resolution at some point regarding the software adoption? William is implementing a review of the student conduct documents, to update according to changes. A report will follow. Melissa visited Course Hero and found that papers are listed under non-related course titles.

#### **5.7 College use of Canvas (Melissa Korber)**

The Distance Education committee wants to consider this further: changes in language (“recommendations”) and we will discuss this after their review.

### **6.0 NEW BUSINESS**

#### **6.1 Resolution about AD-T: request to rescind (Craig Kutil)**

Regarding the resolution: (1) it should not have been entertained in Academic Senate, it should come from the Curriculum Committee (it is in their charge and in board policy; the approval is from the board of trustees with the Academic Senate giving “consent”). Explanation of different requirements for UC and CSU transfers. There is an emphasis on increasing transfers (with a goal of 33% of students being transfer students). There are 21 “pathways” for transferring in different disciplines, and with an acceptable GPA, that transfer is guaranteed. General consensus for rescinding, and given to Curriculum Committee. **This will be an action item for the next meeting for a vote.**

#### **6.2 Catalog Language for AD-T (Craig Kutil)**

This is already in the catalog.

#### **6.3 Board Policy and Administrative Policy on Hours and Units (Craig Kutil)**

This is based on Napa CC policy. We are required to state our hour/unit ratio, but can adjust the unit increments. We are in .5 increments. There are other formulae for work experience and internships. In and outside of class hours will

be listed in course descriptions. Question about homework assignments and “outside class hours.” The expectation is that students are expected to put in outside effort to fully understand the material. This is a student decision as to time spent. **This will be an action item for the next meeting for a vote.**

#### **6.4 Curriculum Committee Charge (Craig Kutil)**

The change is at the end: voting membership - 2 faculty from each academic division plus 2 from Student Services, 1 librarian and 1 articulation officer. Total of 12; with a quorum of 7. **This will be an action item for the next meeting for a vote.**

#### **6.5 Senate Awards**

Please send nominations (due April 19 midnight); awards will be given at the May Town Hall.

#### **7.0 GOOD OF THE ORDER:**

**8.0 ADJOURNMENT: MOTION: M/S/A meeting adjourned at 4:35 pm.**

**9.0 NEXT MEETING –Wednesday, April 25, 2018 after the Appreciation Event (3:45 pm)**