

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

Members:

Senate President: Melissa Korber

Senate VP: Tina Inzerilla, Ph.D.

Senate Secretary: Joel Gagnon

Senate Treasurer: Kimberly Tomlinson

Senate Admin Assist: Rifka Several

A&H: Cindy Rosefield, Catherine Suarez, Toby Bielawski

SLPC: Robin Roy, John Rosen

STEM: Ashley Young, Michael Peterson

BHAWK: Andrew Cumbo, Darcy Earnst

Student Services: Heike Gecox

Part-time Faculty: Vicki Pabley, Jeff Judd (Chelsea Kubischta, alternate)

Faculty Association: Heike Gecox

Student Government: Kirstie Burgess

1. **GENERAL BUSINESS:** Melissa Korber

1.1 Call to Order/Quorum: established at 2:31 pm.

1.2 Approval of Agenda: MOTION TO APPROVE: moved/seconded/approved at the end of the meeting

1.3 Review and Approval of Minutes: January 23, 2019 WITH THIS AMENDMENT:

6.6 Faculty hiring prioritization update based on emergency positions (Roanna Bennie and Heike Gecox): Roanna anticipated that the Senate would do the approvals Roanna has the approval after the Senate approves. Math approval will be on the next meeting agenda. *Note change to last minutes: 6.1 FON projections and hire numbers are incorrect, the FON is 124 and would most likely not go up.* Any "emergency replacement" positions may affect the original ranking, based on the president's decision. There were 5 replacement spots, and 6 requests. Communications Studies was a replacement. With the HSI grant winding down, the counselors this grant supported will go BACK to the general fund. Roanna will send a memo that she is leaning toward the strong needs in chemistry, followed by math. The data is strongest for chemistry. 3 out of 4 positions are replacements. Melissa: we can ratify at the next meeting.

Replacements: Communication Studies, math, 2 computer, theater arts.

1.4 Public Comments (This time is reserved for members of the public to address the Academic Senate. Please limit comments to three minutes. In accordance with the Brown Act, the Academic Senate cannot act on these items.): Kristie Burgess (editor in chief, Anthology) – ask your students to submit photos, art and writing; the deadline is March 1st. Academic submissions are also accepted through professors.

2. **ACTION ITEMS:** MOTION TO APPROVE: moved/seconded/approved

2.1 2019 Senate Scholarship approvals:

- a. The LPC Academic Senate STEM Division Scholarship \$350
- b. The LPC Academic Senate Scholarship \$350 (2 scholarships)
- c. The LPC Academic Senate Dr. Philip Manwell Memorial Scholarship \$350. Some people have approached Melissa about adding to this scholarship. Should we make this permanent, or reconsider next year? Need to see how much additional funding is received.

2.2 Election task force approvals: Melissa Korber and Michael Peterson volunteered to be on the task force. The bylaws don't address candidates serving

in the election task force. Discussion about if this should be addressed as a conflict of interest, and decision to add this issue to the bylaw changes.

3. CONSENT ITEMS: MOTION TO APPROVE: moved/seconded/approved

3.1 Milanese Grant committee approvals: David Wagner, Kimberly Tomlinson, Richard Dry

3.2 Communication Studies hiring committee approvals: Jim Dobson (chair), Tim Heisler, Kali Rippel, Paul Torres

3.3 VP Academic Services hiring committee additional approvals: Frances Hui (SLPC) and Justin Garoupa (A&H)

3.4 Classified professionals appreciation task force approvals: Kimberly Tomlinson, Ashley Young, Robin Roy, and Cindy Rosefield

3.5 Veterans Program Supervisor hiring committee: Jose Calderon

3.6 Faculty Hiring Prioritization Emergency Hire memo approval (attachment)

3.7 AP 6303 Reserves approvals (attachment)

4.0 REPORTS

4.1. Basic Skills –Ashley McHale: Their budget was spent down to 0. Thomas Allen helped with balancing the budget. Ashley feels the funds were spent transparently. The Basic Skills Committee should be disbanded at the end of Spring 2019. The Student Success committee should form a subcommittee with a focus on Basic Skills, with voting rights in the Student Success committee. Melissa asked for a Senate recommendation proposal to be developed for approval. AB 705 directly affects math, English and ESL, but indirectly affects all departments. Professional Development is needed for AB 705, similar to the Teaching Institute format. Encourage a “college hour” at Town Hall or division meetings, along with an ongoing campus professional development program to address AB 705 issues.

4.2. Career and Technical Education: Career tech support positions will be posted soon, for Fall.

4.3. Curriculum Committee – Craig Kutil: We have programs that need updating by faculty. AP 4020 Program and Curriculum Development: deleted “district vetting” as there isn’t a district committee.

Board policy for graduation requirements: added “Associates in Arts” or “Associates in Science for Transfer.” Amending board policy for unit requirements to match what is in the catalog, and clarify the “name” of the certificate to indicate the number of units completed. This will be discussed in divisions and also in the next Senate meeting (Craig will send out the changes).

4.4. Faculty Association – Heike Gecox: Negotiations continue, and progress is being made.

4.5. Faculty Hiring Prioritization Committee – Heike Gecox: Working on revising the charge and will bring to Senate after committee approval.

4.6. Guided Pathways – Joel Gagnon: GP is funding people to attend two different conferences. Workgroups move forward, and there are Flex day events for program mapping. GP will be a committee next year.

4.7. Open Educational Resources – Lyndale Garner: Information on opportunities was sent out.

4.8. Student Success Committee – Nessa Julian: Holding a meeting next week about the student equity plan, committee charge, budget update and faculty professional development opportunities. Program update: funds were consolidated and moved into Banner; there is limited year FY18 funding.

4.9. Student Senate – Kirstie Burgess: Market continues, ICC working on bylaws and constitution review, FLEX day advisor training scheduled, club day scheduled, partnered with BSU for Black Panther film screening, coordinating with Chabot on elections (April 8-12), working on prayer space, developing a guide for officer positions.

4.10. President – Melissa Korber: Attended a presentation about IEP; she will send out a copy of the presentation when she gets it from district. Due to the Brown Act, Rifka will send out these kinds of information. Chancellor's Council: discussed the hiring of the Vice Chancellor of ESS that was posted last week; there are issues about the creation of this position, but our hiring processes allow for this, even though it is not the usual procedure. The Chancellor agreed that the hiring process needs evaluation. The vice chancellor position was supported by our senior leadership due to needs relating to accreditation and the new funding model; the Senate appoints a faculty member to this hiring committee. Also the district agreed to get a grant for classified professionals' professional development. VP Student Services will report at a later meeting on code of conduct and Proctorio. The trustee position (Pleasanton/Dublin) will open soon.

5. OLD BUSINESS – DISCUSSION

5.1 Updates on the use of the term "Instructors": TABLED

5.2 Faculty consideration of revised bylaws and constitution: TABLED

6. NEW BUSINESS

6.1 CCC Memorandum re: Guidelines for Excused Withdrawal (Tamica Ward/Amir Law/Stuart McElderry) (attachments):

Current policy: students can withdraw with extenuating circumstance documented. If the student has a passing grade they are granted a W.

Now there is a proposal for EW (excused withdrawal) in addition to the W. For each case, students must initiate the process and have documentation. Financial aid may be affected. FTES can be claimed for apportionment.

- **EW** does not count as an enrollment, does count in progress, student must be refunded enrollment fees, any time during the semester but not exceeding grade change deadline policy.
- **W** does count as enrollment and progress, no refund, and is initiated after the 12th week (but not exceeding grade change deadline)

Are these equitable; should EW replace W? Questions and discussion.

6.2 Auto/Proactive Awarding Degrees (Tamica Ward and Jesus Bravo-Morales): (attachments):

Senate bill 478: need to identify and notify students when they have completed ADT requirements; students do not need to apply. The same applies to certificates (Title 5). There are funding formula allocations. How does this relate to our admissions and records? Jesus presented data on degrees awarded. Degrees "left on the table (64)" would equal \$100,760. The same funding amount would apply to Certificates "left on the table (120)" – and not all students have been counted yet.

There are pros and cons. Pros are increasing awards for LPC and increasing the number of students eligible to work. The cons are loss of priority registration after 120 units and financial aid ramifications (this should be part of students' "informed consent" in participation of the auto awarding).

The process would be to identify students who are 80% completed, run a report and notify them about available degrees and certificates. Proposed next steps (to be a Flex day presentation):

- Senate approval of the auto/proactive awarding plan
- District collaboration
- Implementing the process
- Campus communications

Discussion: make this presentation to Student Government; Tamica will get on their agenda.

6.3 Adoption of ICS (Incident Command System) Structure/Definitions: TABLED

6.4 Future of College Leadership (Melissa Korber): Chancellor is recommending that the President hire proceed despite the contract; what is the Senate response? There are concerns about upsetting the stability of the college. Regarding the PhD requirement, the chancellor and vice chancellor did not have this requirement.

6.5 Study on Reassigned Time for Academic Senate (attachments): For the president and officers, as a portion for the administrative assistant comes from the district budget under the contract. Research was done for the 10 Bay Area colleges, which showed that Chabot and LPC are the least supported senates. Proposal: increases for President (50% plus 20% summer), Vice president (40%), Secretary (20%), and Accreditation lead (20%). The proposal does not include administrative assistant (important for Brown Act items, among others), Professional Development and other committee chairs. For example, Curriculum Committee chair is 4 CAH, which doesn't cover the work required.

Discussion about reassigned time equity. Heike said this is a part of negotiations. Melissa had met about this with David Johnson, but those items are now not going forward. David shared a good application process from Canada College.

Should our Senate issue a response to Chabot's memo? We should develop the plan we are working on. Ashley, Jeremiah and Melissa will draft this.

6.6 New Equity Plan Template (Nessa Julian): We recently received the new Equity Plan template from the CCCC. The Equity Plan is due to the Chancellor's Office by June 30, 2019 and requires governance input, collaboration, and approvals from Academic Senate, College Council, and our Board. The student equity webpage is updated if you need information. Homeless and LGBT students are now added. There are new measures for success: retention, transfer credits, completion, certificates and degrees. There are aligned resources and programs to put students first. The plan has a template with five main components. 1) Identify our baseline, goals, and activities that support the goals. 2) Disproportionally affected students (baseline, goals, activities that support the goals) and 3) evaluation process, cross campus coordination, and summary of previous plans.

The chancellor's office posted the student success dashboard with updated data. We need to use this updated data set, not our local data. Data on disproportionately affected students is being worked on to be released by the first week in March.

There is a draft timeline for completion of the plan template: they want to present to all college constituency groups. For the Student Success Committee, the first reading will be by March 21st; Senates, student government, college council, etc. will follow. Our IR team is working hard for the data for the first three metrics. SSC will form a subgroup to

focus on the plan. By April the final plan will be presented for the approval process. They are trying to present at the May board meeting; all constituency groups can attend that meeting.

They don't know their new funding formula yet; the activities being written into the plan do not have firm budget allotments.

6.7 Course Alleviation Proposal (Joel Gagnon): TABLED

8. GOOD OF THE ORDER

8.1 Announcements/Comments

9. ADJOURNMENT: MOTION TO ADJOURN: moved/seconded/approved

10. NEXT MEETING – February 27, 2019