



ACADEMIC SENATE MINUTES

October 9, 2024 | 2:30 pm – 4:30 pm | Room 21147 + Zoom for visitors

Agenda Item – Zoom information at end of agenda

LPC Mission Statement

Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

LPC Planning Priorities

- ❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- ❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.
- ❖ Establish a knowledge base and appreciation for health and wellness in the workplace; create a sense of urgency about wellness; prioritize wellness in decision-making, assessment and accountability; and build capacity to support wellness.

Academic Senate Quorum: 8

Non-Voting Members:

President: Ashley Young
Student Government: Sophia Sucato
Faculty Association: Heike Gecox

Voting Members:

President-Elect: Ashley McHale
Secretary: Collin Thormoto
Treasurer: Catherine Suarez
BSSL: Robin Roy, Collin Thormoto
A&H: John Kelly, Catherine Suarez
STEM: David Montelongo, Jennifer Siders
PATH:
Student Services: Ryan Eckles, Julie Nguyen
Part Time Representatives: Valerie Connors, Jeff Judd

- 1. Call to Order:** meeting called to order and quorum established at 2:31 pm.
- 2. Review and Approval of Agenda:**
 - Motion to approve (Ashley McHale)/seconded (Jeff Judd)/discussion:
 - Motion to table Consent Item 5.1 until after reports due to requested changes (Agenda Item 7)/approved.
 - Move to reopen agenda for Consent Item 5.1 to return to original position.
 - Motion to approve (Ashley McHale)/seconded (Catherine Suarez)/discussion (none)/approved.
- 3. Review and Approval of Minutes (September 25, 2024):** Motion to approve (Ashley McHale)/seconded (John Kelly)/discussion (none)/approved.
- 4. Public Comments (3 minutes):** *This time is reserved for members of the public to address the Academic Senate. Please limit comments to 3 minutes. In accordance with the Brown Act, the Academic Senate cannot act on these items.*

Nan Ho: Met with Follett regarding transition to online bookstore. Follett advised that faculty may roll over previous adoptions or select that no materials are needed. An OER link may be added. Faculty will receive an email from Follett with synchronous and pre-recorded training opportunities.

5. Consent Items

5.1 Curriculum Approvals: 9.30.24 & 10.7.24 (attached): Motion to approve 5.1 (Ashley McHale)/seconded (John Kelly)/discussion:

Craig Kutil: 9.30.24 curriculum approvals are primarily deactivations but also include GE philosophy changes and course sunseting process. 10.7.24 curriculum approvals are mostly course modifications. Suggestion to pull MUS 38 from consent.

Motion to pull MUS 38 (Ashley McHale)/seconded (John Kelly)/discussion (none)/approved.

All in favor to approve Consent Item 5.1 except for pulled item.

6. Action Items (none)**7. Reports**

7.1 LPC Student Government (Sophia Sucato): Dia De Los Muertos will be celebrated November 6, 2024. Question: is the club fair only one day this year? It appears to be just one day but will confirm with other LPCSG officers.

7.2 CEMC/DEMC (Ashley Young): Shared district reports regarding estimated funding through FY 2027-28. LPC is classified as a “small college,” which dictates the base allocation. Additional allocation is determined based on a rolling 3-year average of data. The district reports show the estimated allocation per student assuming we have 5% growth each academic year. The estimated supplemental allocation is based on what we have received in the past from FTES percentages. Our target is approximately \$140 million; we remain on hold harmless if we do not reach this amount. The district is already prepared to remain on hold harmless due to low enrollment numbers from 2022-23. The gap will progressively close as we reach 5% growth goals each academic year with hopes to get off hold harmless by FY 2027-28.

The COLA increases change \$s per FTES. The spreadsheets allow users to plug in estimated COLAs and see how the \$s per FTES change. Question: what does COLA stand for? COLA is cost of living adjustment.

Question regarding previous discussions that implied the district could get off hold harmless within a shorter timeframe. Hold harmless initially began at a lower amount but the amount has grown due to COLA increases. Beginning next year, COLAs will no longer increase hold harmless amounts.

Question if capping the increase of hold harmless was implemented in order to prevent community colleges from being so impacted that financial recovery is impossible? Likely; some colleges may struggle to get off hold harmless if COLA increases are not capped.

7.3 Faculty Hiring Prioritization (Heike Gecox): The committee will meet later today to review the 15 received positions. These positions will be ranked at the October 15th meeting. It is still unknown how many positions will be offered.

Question regarding how the ranking is determined? There are 10 voting members – five deans and five faculty. The committee prioritizes positions based on what is most beneficial for the college as a whole. The advised ranking is presented to the president. The president makes the final recommendation, which may or may not mirror the committee’s ranking.

7.4 Distance Education (Scott Vigallon):

- Biology instructor, Barbara Zingg, was voted in as the faculty co-chair of the committee for this academic year.
- Kathleen King will begin as the new Instructional Technology Coordinator on October 23rd, pending board approval.
- Effective October 1, 2025, all Zoom recordings prior to July 31, 2024 will be deleted from user accounts. Deleted recordings will be recoverable for 30 days, after which they will be permanently deleted and inaccessible. District ITS will communicate with faculty and staff before this happens and will have suggestions regarding alternative storage locations.
- Bruce Griffin determined that upon securing a second representative from Academic Senate, a Web Accessibility Task Force may be established. He gave three directives:

- The task force recommendations must be cost-neutral
- The task force recommendations must be FTE-neutral
- The task force will report to the TCC
- New Quizzes workshops will be held during flex day. Faculty may choose to use New Quizzes beginning Spring 2025; Classic Quizzes will be disabled beginning Fall 2025.
- The committee voted to adopt the following goals for the 2024-2025 academic year:
 - Ensure smooth transition during the DE leadership change
 - Reestablish the POQR program
 - Monitor web accessibility via Pope Tech Dashboard
 - Coordinate transition to New Quizzes
 - Determine which AI tools will be implemented in Canvas and establish best practices for use
 - Conduct course reviews
- The committee discussed implementing two new AI Canvas tools – Smart Search and Discussion Summaries. Both colleges must agree on decisions regarding if and when to establish these tools; it was decided not to enable either for the Fall 2024 semester. The committee discussed other upcoming AI tools, like Khanmigo which can be used to assist in lesson planning, quizzes, rubrics, letters of recommendation, and more.
- Beginning in January 2025, the ACCJC will utilize a new rubric when reviewing distance education courses during the accreditation process. ACCJC will hold trainings on the new rubric.
- Last year, the US Department of Education’s Program Integrity and Institutional Quality committee proposed a new rule regarding taking attendance in DE courses. If this language is released by November 1, 2024, the requirement will take effect beginning July 1, 2025.
 - Question if taking attendance is to track how often students log in or if it is to track the last time a student logged in? It is to determine how often students are logging in. Many colleges have voiced their concerns regarding the feasibility of this proposal.

7.5 District Technology (Jeff Judd): The committee will not meet again until the second Friday in November. Question if Jeff is the senate’s only representative on this committee? There is another LPC faculty member but they are not a member of the senate. Ashley clarified that Academic Senate must have two representatives on this committee and they currently have only one.

7.6 Guided Pathways (Nadiyah Taylor & Jill Carbone): None

7.7 A.I. Honesty (Catherine Suarez): Recently presented at Town Hall with David Montelongo and Katie Eagan. A flex day session will be offered so instructors can workshop an AI policy syllabus statement. There will also be an AI discussion panel; panelists currently include Carlos Moreno, Michelle Gonzales, two deans, and two students. Catherine hopes to secure another faculty member as well as a classified professional. Question regarding what specific topic(s) will be discussed at the panel? The topics will include use of AI in the classroom, the outcomes of AI usage, and each person’s perspective regarding AI usage. Catherine is open to other ideas. Ashley suggested that senate representatives ask for suggestions and/or volunteers at the next division meetings.

7.8 Treasurer (Catherine Suarez): The fall fundraiser raffle is in discussion. Decisions regarding number of awarded scholarships and if the fundraiser will include a competitive aspect need to be made by early December. After brief discussion, it was resolved that a competition between the divisions is not needed. Question regarding the number of bottles of wine that will be raffled? There are currently about a dozen

bottles. Question if bottle donations will be accepted? Yes; donations are welcome and will be collected by Catherine.

A shared Google sheet should be created in order to track donations so raffle ticket distribution is accurate. Can faculty can give a donation to a senator who donates on their behalf? Yes; donations will be accepted in the form of cash, check, or Venmo to Ashley Young, Ashley McHale, or Catherine. If donating directly to Foundations, be sure to specify that it needs to go to the Academic Senate scholarship fund. What is the price of each ticket? Each \$5 donation is one raffle ticket. If paying by check, who does it need to be made out to? Checks may be made to Las Positas College Foundation.

7.9 President (Ashley Young): There are several updated BPs and APs, all of which are on the AS website. Many of the BP changes are minor but notable changes include:

- BP 2355 Decorum: updated language regarding disruptions at board meeting.
- BP 2015 Student Members: clarification regarding student board members having advisory votes.
- BP 4027 Travel Study Programs: most content has been moved to AP 4027.
- BP 4300 Field Trips and Excursions: on-campus field trips no longer require administrator authorization.

Notable AP changes include:

- AP 3530 Weapons on Campus: Wording is more specific.
 - Are arrows not considered weapons since our college offers archery? Arrows are likely allowable since they have rounded, blunt points rather than sharp edges.
 - Are tools containing knife blades allowable? This is addressed in the AP paragraph regarding fixed blade lengths – must be no more than 2.5 inches.
 - Are visitors allowed to bring tools that may be classified as weapons to campus? The policy states that an administrator may authorize the use. Additionally, it may be allowable if “the person is authorized to possess such a weapon in the course of his/her employment.”
- AP 4027 Travel Study Programs: Ashley contacted the relevant parties to relay the “contractor” wording as discussed at the September 25th Academic Senate meeting. Let Ashley know if you have additional suggestions.

An email from Follett clarified that there will be an option to mark materials as OER and add a link in the section notes. Follett advised that the note will be small and the link will not be live/hyperlinked.

7.10 Divisions

- BSSL (Robin Roy, Collin Thormoto): None
- A&H (John Kelly, Catherine Suarez): None
- STEM (David Montelongo, Jennifer Siders): None
- PATH: None
- Student Services (Ryan Eckles, Julie Nguyen): None
- Part Time Representatives (Valerie Connors, Jeff Judd): Jeff Judd was mentioned in a Cal Matters article regarding Community College Faculty.

8. Old Business

8.1 New Certificate for ESL: Will move to a consent item for October 23rd meeting.

9. New Business**9.1 Presentation from Facilities and Sustainability Evaluation (Megan Gaunce from Cambridge West):**

Questions/Comments:

- Ashley McHale: Recalled that there were complaints about the soccer field during the last facilities master plan. Has this been addressed? Cambridge West has not received complaints. Meeting attendees clarified that the soccer field turf was replaced after an initial faulty installation and there have since been no complaints.
- Catherine Suarez: Were complaints regarding the occasional strong odor in 2400 mentioned? It was mentioned in surveys and interviews.
- Julie Nguyen: A cultural community center is currently being established in 2400. Are there plans to move it to the planned student center? Considerations are still being made in regards to which departments will be housed in the student center.
- John Kelly: Increased shaded areas were mentioned in the presentation – does this refer to trees or manmade shade structures? It would be a blend of both. Different options will be shown in future meetings.
- Jennifer Siders provided the following feedback:
 - There is a need for unlit or low-light areas for astronomy events. Having an area with lower lighting or lights that can be turned off would be ideal.
 - An observatory was built on campus but is now essentially unusable due to the bright lights from the neighboring athletic field.
 - Most classrooms in newly-built buildings hold 44 students (or fewer) or are large ~80-seat rooms. STEM classes often hold double sections (two 24-seat sections) so existing classrooms are either slightly too small or too large. It would be ideal to have classrooms that can comfortably seat 48-50 students.

Cambridge West encouraged survey feedback. They will work with campus leadership regarding responses.

10. Good of the Order/Announcements

Julie Nguyen reminded the group about the upcoming Diwali Festival of Lights – October 23rd 12 pm – 2 pm in the quad.

11. Adjournment: Meeting adjourned at 4:15 pm

12. Next Regular Meeting: October 23, 2024

ZOOM LOGIN: This will be the same for every Academic Senate meeting

<https://us06web.zoom.us/j/82457062184>

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