



ACADEMIC SENATE MINUTES

September 24, 2025 | 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

- ❖ Affirm LPC's unwavering commitment to equity by deepening campus-wide engagement, enhancing professional development, embedding equity-minded practices in decision-making, assessment, and accountability processes; and building capacity to resolve inequities.
- ❖ Increase student success and completion through sustainable college practices, processes, academic support, removal of barriers, and focused professional development.
- ❖ 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: TBD
Faculty Association: Heike Gecox

Voting Members:

Vice President: Ashley McHale
Secretary: Collin Thormoto
Treasurer: Catherine Suarez
A&H: Justin Garoupa, Catherine Suarez
BSSL: Joanna Jen, Felipe Ponce, Collin Thormoto
PATH: Susan deFuniak
STEM: Anita Bhatia, Moh Daoud, David Montelongo,
Student Services: Kimberly Burks, Ryan Eckles
Part Time Representatives: Jeff Judd, Peter Zimmer

- 1. Call to Order:** 2:30 pm
- 2. Review and Approval of Agenda:** Motion to approve (Joanna Jen)/seconded (Ashley McHale)/discussion (none)/approved
- 3. Review and Approval of Minutes (September 10, 2025):** Motion to approve (Collin Thormoto)/seconded (Peter Zimmer)/Discussion (none)/approved (one abstention)
- 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 items not already on the agenda. None*
- 5. Consent Items:** Motion to approve (Justin Garoupa)/seconded (Jeff Judd)/discussion (none)/approved
 - 5.1 Curriculum Approval: 9.15.25
- 6. Action Items:** None
- 7. Old Business**
 - 7.1 Program Proposal Policy**

The hope is to have briefly detailed proposals submitted as consent items to the senate. Clarification that Curriculum does not report changes out to the campus community, they only approve or deny proposals. This agenda item will remain as old business at the next meeting to confirm needed changes to the policy.
 - 7.2 Fall Fundraiser**

This year will be a standard fundraising competition as opposed to last year's raffle. \$1,080 was raised last year for student scholarships and the classified appreciation event. Catherine Suarez is working on an official letter to be sent out. Donations will be accepted via QR code linking to Foundation Office, Venmo, or via check or cash. Each division will be in competition with adjusted goals based on the number of full-time faculty.

A&H goal: \$620
BSSL goal: \$500
PATH goal: \$220
STEM goal: \$660
SS goal: \$260
A Microsoft Form will be used to track donations.

7.3 AI Misuse in Online Classes

Senators reported that discussions at the most recent division meetings centered around increased workload in verifying original work. BSSL discussed having like programs have an email thread or other shared space to share best practices.

There will be a group of individuals who will work together to research AI tools and decide on tools that the district may choose to incorporate. Clarification that this group will not focus on combatting cheating.

Kat King shared additional thoughts about AI and recent DE committee discussions.

- Consideration for students meeting future employer's expectations remains important. There has been a reduction in entry-level positions due to AI across many job fields, even outside of STEM-related fields. Our students can also be considered our customers and we should be mindful of what they need from us to be employable.
- The district, along with a consulting company, hopes to co-design foundational AI learning sessions for faculty, including discipline-specific sessions. Chancellor Gerhard plans to work with senates and the FA to coordinate these trainings.
- LPC faculty representatives will join a cohort focused on regional needs in hopes of creating a "train-the-trainer" model to support colleagues.
- The DE committee is planning future flex day sessions and researching AI tools and checkers. They also acknowledge that our colleges are not staffed appropriately to allow for us to take full advantage of professional development opportunities. They were pleased to learn that the senate has AI-related goals for the year.
- Our district has unique challenges as employees use Microsoft and students use Google.

Questions

- What is the name of the outside consulting company? Ourmedia.
- Do we have enough diversity within the selected group for the train-the-trainer sessions, particularly within humanities disciplines? Diverse suggestions were made and individuals were contacted directly. The individuals within the English department were not interested or could not make the commitment.
- Who made the suggestions? Ashley Y. and Heike were consulted for recommendations, but the list is not finalized. Contact them if you or a colleague may be interested in participating.

7.4 LPC Games Membership

Ashley McHale put out a call for participants – we need a wide array from all divisions. Do we know what the events will be? A lip sync battle has been confirmed but other activities will not be divulged beforehand. Chip advised that the activities will not be physical and will be similar to game show activities. Final names are needed by Tuesday, 9/30 to be announced at the 10/1 Town Hall.

8. New Business

8.1 Winter Intersession & Fraud Reports

Nan Ho provided an update regarding the upcoming intersession. Notable items:

- Winter intersession begins December 20th and concludes January 17th, which is a 4-week session. Our district has never held a session shorter than 5 weeks before. This pace is 4x faster than our current 17.5-week sessions. 36 primary sections will be offered (43 including subsections, e.g.,

Yoga 1, 2, 3, and 4 are considered one primary section). Most offerings will be 3-unit classes but there will be some 1- and 2-unit classes.

- The development team has examined this process from each constituent's perspective and are focused on making this a successful and equitable experience. The average course success rate is approximately 77%, which will be the target goal for this first intersession.
- The campus will be closed December 24th – January 1st and consideration has been made regarding contingency plans. In addition to the faculty who will be teaching classes, some administrators and classified professionals will need to be available on specific days within this period for extenuating circumstances. This may include A&R, DSPS, Title IX officer, deans, and notably IT and Kat to ensure Banner and Canvas remain functional, and others. Some services, like the Canvas vendor and NetTutor will have 24/7 assistance available to students.
- Work will need to be done before the intersession begins to ensure communication channels for campus closure days are clearly communicated, students have materials and accommodations established, and that fraudulent enrollment checks have been completed. Financial Aid may need to provide disbursements early.
- Kat is developing training to assist instructors with course redesigns.

Chip Woerner provided information regarding communication plans and student feedback. Notable items:

- Winter intersession was advertised on the back cover of the Summer/Fall 2025 class schedule, which was sent out to approximately 75,000 local residents.
- A student survey was conducted back in May 2025 and approximately 1,000 responses were gathered. 63% of students reported interest in a winter intersession (reasons included convenience and ability to catch up on educational goals), 21% were unsure, and 16% reported it as unappealing (reasons included not needing an additional term to complete goals and the need for a break between semesters).
- Smaller focus group responses indicated that the most preferred method of communication regarding winter intersession is via email.
- LPCSG recommended hosting a table at the next club fair to advertise winter intersession, in addition to social media posts, flyers, emails, etc.

Questions:

- Will continuing students get the opportunity to register for intersession classes prior to new students (who could be fraudulent)? Yes, they will get continuing student priority registration.
- How soon will Counseling Services get the list of course offerings? The list will be sent to deans soon.
- Is there a recommended unit load for students? There is nothing we can do to prevent a student from signing up from a larger than recommended load although there are plans to communicate a practical breakdown of the amount of work required for a 4-week class to students; there is also consideration for a message to be triggered when a student attempts to register for X number of units. Six units translates to 27 hours of instruction, not including homework. This was mentioned to LPCSG and they supported sending an explanatory email.
- Would it be worth also including information regarding the guidance of two hours of outside-of-class assignments for every hour of instruction? Yes, this is a good idea. In this case, a 3-unit class would involve 54 hours of instruction and homework.

VP Ho provided an update on fraud mitigation. Spring 2025 had over 6,000 fraudulent enrollments, Summer 2025 had about 2,300, and Fall 2025 has had about 300. This is partly due to the adoption of LightLeap. Intersession will require faculty to closely monitor interactions to identify any potentially fraudulent students. Question if Chabot College has experienced a similar drop in fraudulent enrollment? They have experienced a similar dip, although they continue to have a higher rate of fraud compared to LPC.

8.2 Divestment Resolution

Ashley McHale explained that the retirement authority board used for pre-2013 retirees invests in companies with questionable ethical practices, like Black Rock, which funds military technology. The resolution is to encourage the district to stop investing retirement funds into these companies. Question if we have asked for feedback from the affected retirees? No. Will it jeopardize future retirements? No, it does not affect any current employee. Heike Gecox expressed that this decision should likely come from those who are affected, i.e., pre-2013 retirees, however we as a college may have a responsibility to comment on unethical practices. How does this fit within 10+1? Possibly under "other professional matters." Ashley M. suggested taking this resolution back to division meetings to get feedback. Ashley Y. explained that a resolution is not legally binding, rather it is a note of opinion. Collin Thormoto added that several other local municipalities have looked into adopting ethical investment policies, so a future resolution apart from this divestment resolution could help guide future board decisions. It is possible that the board simply is not aware of this conflict.

8.3 Textbook Access

As per a memorandum from the state Chancellor's office, burden-free access to instructional material needs to be provided in a timely manner to students. In the absence of a physical bookstore, students have been coming to the library to access class materials while waiting for the delivery of online orders. The library has some reserve items, but not all, and not in sufficient numbers to assist multiple students. The reserves also rely on faculty to put in timely requests. Many publishers do not offer free e-books to libraries, or only single-user access is offered.

Students are also being directed to the library for free printing; the library found some funding for toner and paper but will not be able to replenish once supplies are gone. Other printing sources on campus charge \$0.10 per page, plus initial costs for the printing card, which could lead to a significant financial burden on students. Collin shared that a group of students from a class came to the library recently and reported that the professor required the online lab book to be printed after previously indicating that online access was sufficient. It would be disingenuous to claim that a class is ZTC but later require students to physically print materials. Question if the lab book cannot be sent to the Copy Center for printing due to copyright issues? Unsure. What happened to fillable PDFs? Some lab books are not able to be fillable PDFs, like activities within a textbook. Could faculty be made aware that most publishers can provide free copies upon ordering a textbook? A counterpoint to this solution is that a physical textbook on reserve is irrelevant if the class also requires online modules because everything would be sold as a packaged deal; the student would be forced to purchase the textbook in order to get the modules. Portions of textbooks may be copied without copyright infringement if care is taken; could this information be provided to faculty as a solution? Yes.

Catherine Suarez shared that many publishers offer a two-week grace period so students can access materials while waiting to get the physical book. Additionally, some offer payment installments. Faculty should prioritize publishing houses that offer these equitable solutions. Heike reported that counselors do

their best to encourage students to research course materials upon registering to proactively make ordering plans.

Collin suggested bringing feedback and additional concerns back to him.

9. Wellness Break (5 minutes)

A motion was made to amend the agenda to move agenda item 10.7 to the first report. Motion to approve (Ashley McHale)/seconded (Catherine Suarez)/all in favor – motion passed

10.7 Faculty Hiring Prioritization (Heike Gecox): The committee will meet on October 10th to discuss submitted positions. A full-time faculty member was hired this semester due to a 67% load violation, although the district will find funding so it will not come from this year's new faculty funding budget. Adjunct faculty may teach a maximum of 67% equivalent to a full-time faculty member; if they go above this threshold two semesters within a 6-semester period, the district is required to offer a full-time second-year contract position to the adjunct faculty member. How was this discovered? Either the individual came to the union or someone caught it on the load sheet. Chabot has a load tracking system. What is Chabot's method? They have a maintained spreadsheet, although specific details are not known. Is summer separate? Yes. Heike clarified that this is not relevant in cases of sabbatical replacements.

10. Reports (5 minutes each)

10.1 LPC Student Government (TBD): None

10.2 A.I. Honesty (Catherine Suarez): Let Catherine know if you are interested in participating in an AI subcommittee. What will the committee do? This will be established once a subcommittee is formed and meets to confirm goals but an example is researching cleaner ways to detect cheating. How often would this committee meet and which day(s)? This also will be determined once the subcommittee forms but Catherine suggests meeting via Zoom on a Friday. Is there an independent AI-focused professional development committee already established within the college? No, but there will be the previously-mentioned district-wide group.

10.3 CEMC/DEMC (Ashley McHale): None

10.4 Curriculum (Craig Kutil): Phase 3 of CCN is upcoming. Expect to see templates in Spring or Fall 2026. The proposed Honors Program degree will likely be a certificate instead. There are plans to offer a Liberal Arts and Sciences program specifically in Kinesiology and Health.

10.5 Distance Education (Kat King): The first round of Zoom recording deletion will be October 2nd. Question if the best practice is to move all recordings to a desktop? Refer to Kat's email for guidance but this can work as an emergency measure for now. The committee reviewed Spring 2025 DE success rates and found a small bump in success rates. Some DE success rates outpace some in-person success rates, like async/sync combo classes that had an 85% success rate. A multidisciplinary cohort will be funded to align online courses with the new rubric. The committee will discuss vetting instruction technology resources at the next meeting.

10.6 District Technology (Jeff Judd): The district has sunsetted LTI 1.1. Faculty may notice that they are unable to upload items to Canvas that were previously able to be uploaded. In these cases, contact Kat.

MyPortal support build outs are taking place for a big migration in October. The district is unsatisfied with current helpdesk software and is looking for a new provider. An email was sent out earlier today regarding self-reset of passwords.

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

10.9 Honors (Irena Keller): None

10.10 Professional Development (David Powers): Variable flex part 1 is due November 15th. The final flex day schedule is still being developed but there will be several sessions regarding AI.

10.11 Treasurer (Catherine Suarez): The current balance is \$80.

10.12 President (Ashley Young): A hiring committee will be established for the new fire technology faculty position. Let Ashley know if you are interested. Hiring committee training will be held on Zoom on an upcoming Friday.

10.13 Divisions

- A&H (Justin Garoupa, Catherine Suarez): None
- BSSL (Joanna Jen, Felipe Ponce, Collin Thormoto): None
- PATH (Susan deFuniak): None
- STEM (Anita Bhatia, Moh Daoud, David Montelongo): None
- Student Services (Kimberly Burks, Ryan Eckles): The division has concerns regarding how the HSI grant elimination will affect our campus. Ashley Young will reach out to administrators involved in the grant and ask them to present at the next senate meeting.
- Part Time Representatives (Jeff Judd, Peter Zimmer): None

11. Good of the Order/Announcements: None

12. Adjourned: 4:29 pm

13. Next Regular Meeting: October 8, 2025

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

<https://us06web.zoom.us/j/87800866487>

Dial: +1 669 900 6833

Meeting ID: 878 0086 6487