LAS POSITAS COLLEGE ACADEMIC SENATE
REGULAR MEETING
Room 4130, Mertes Center for the Arts Building
February 13, 2013 – 2:30 p.m.

APPROVED MINUTES

PRESENT: Jeremiah Bodnar, Elena Cole, Justin Garoupa, Heike Gecox, Michelle Gonzales, Melissa Korber, Cindy Keune, Kevin Lopez (Student Rep), Ashley McHale, Steve Navarro, John Ruys, Sarah Thompson

GUESTS: Mona Abdoun, Jill Carbone, Teri Henson, Ron Johanson, Rajinder Samra, Scott Vigallon, Lisa Everett, Janice Noble, and other members of the of the Campus Community

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1.0 GENERAL BUSINESS

1.1 Call to Order/Quorum: 2:36 p.m.

1.2 Approval of Agenda
MOTION to **APPROVE** Agenda
MSC: C.Keune / J.Garoupa /**APPROVED**

1.3 Approval of Minutes of Nov. 14, Nov. 28, and Dec. 12, 2012
MOTION to **APPROVE** draft minutes from Nov. 14, Nov. 28, and Dec. 12, 2012
MSC: C.Keune / J.Ruys / **APPROVED**

1.4 Public Comments - None

2.0 ACTION ITEMS

2.1 The LPCAS approves the new charge of the Institutional Effectiveness Committee
MOTION to **APPROVE** IEC Charge
MSC: C.Keune / A.McHale / **APPROVED**

3.0 CONSENT ITEMS – None

MOTION to reorder **Agenda** and move to 4.3
MSC: C.Keune / J.Ruys / **APPROVED**

4.0 REPORTS

4.1 Curriculum Committee – Jeremiah Bodnar reported that with regard to the AA-T/AS-T development goals, an equivalency table of courses that has been gathered thus far was e-mailed to faculty. This list was revised and updated based on the information received from faculty. He also mentioned that repeatability was limited to one time for most classes so if classes are shared between LPC and Chabot those classes need to be considered when developing AA-T/AS-T degrees.

4.2 SLO Committee – None

4.3 BaSK Committee – Lisa Everett reported that Paula Schoenecker been selected to serve as the BaSK committee chair, and will begin her new role on February 20, 2013.

The committee has been working on the repeatability language that has come down from the State, and recommending that faculty in all disciplines publicize this new policy to their students by including this information in their syllabi. It was strongly suggested that faculty reinforce the seriousness of each enrollment attempt, and that faculty publicize resources available to support students in their successful completion of all classes. The suggested language to be used is available on the BaSK website, and has also been emailed to all faculty.

In the next couple of weeks the committee will be looking at the students' view of Class-Web and possibly adding the policy language to make students aware, although any changes to links or organization of links on Class-Wed would be a District wide change. The committee would like to take advantage of add and drop points for students, and is working with Student Services to list recommendations that would be helpful with getting the word out to students, and also providing them with links to support services available to them when registering, adding or dropping classes.

MOTION to reorder **Agenda** and move to **Discussion-New Business Item 6.2** after **Reports Item 4.4.**
MSC: A.McHale / C.Keune / **APPROVED**

4.4 DE Committee – A copy of the LPC Substantive Change Proposal was sent to all members for review prior to the meeting. Scott Vigallon reported that the document had been unanimously approved by the DE Committee and approval from the Senate was needed to move it forward for Board approval. He mentioned areas in the proposal where information is noted several times throughout the document, applied to accreditation requirements. The ACCJC offered to review the document ahead of time and it proved to be written in such a manner that just a few suggestions were offered, leaving no doubt that the document will be accepted by the ACCJC. Scott thanked Rajinder Samra

and Dr. Janice Noble who were instrumental with helping put this document together.

There are a couple of accreditation guidelines that have to do with DE and Board Policy. The DE Committee here at LPC and at Chabot are working together to draft a Board Policy on DE Quality and DE Integrity, and evidence will be implemented throughout Board Polices to show that it is being taken into consideration.

Last year the Senate approved the DE Withdrawal Options. The last sentence in that section read as follows: ***"DE instructors may drop students if they have not submitted work and/or accessed the class for two consecutive weeks."*** This sentence pertained to Fall and Spring Semester but not Summer, so the question came up as to how to handle Summer withdrawals. The DE Committee took into consideration the 6 and 8 week sessions and after discussion came up with a one week time frame that students can be dropped for not submitting work or accessing the class during the Sumer.

Scott next shared the Blackboard Publisher Building Blocks Guidelines drawn up by the DE Committee. Every now and the System Administrators receive requests from faculty who want to install software from their publishers' textbook onto the server, which are referred to at Building Blocks. These blocks provide content; allow connections to websites; etc. Problems may arise with adding these blocks during the semester, and also causes issues for other faculty on this site.

The Senators did not provide any further feedback when asked, so both the DE Withdrawal Options, and the Blackboard Publisher Building Blocks Guidelines will be placed as an Action item on the next agenda.

MOTION to reorder **Agenda** to **Reports Item 4.14** then to **Discussion-Old Business Item 5.2.**
MSC: A.McHale / J.Garoupa / **APPROVED**

4.5 Program Review Committee – Information listed under **Agenda Item Discussion-New Business Item 6.1.**

4.6 CEMC/Senate Subcommittee – None

4.7 Staff Development – None

4.8 Hiring Prioritization – Melissa Korber reported that the rankings from the committee have been sent to the President. The President was advised that the list has already been presented to the Senate and that according to the committee's new charge, if changes are made a written explanation is to come back to the committee. The committee will meet again in March.

4.9 Faculty Association – None

4.10 Student Senate – Kevin Lopez reported that the Student Senate had assisted with College Night, and that Club Day was held today. Both events proved to be successful. The Textbook Loaner Program is going well and the ASLPC is working on expanding the program.

MOTION to reorder **Agenda** to **Discussion-New Business Item 6.3** after **Reports Item 4.11.**
MSC: C.Kutil / A.McHale / **APPROVED**

4.11 Treasurer – Melissa Korber will be sending out a reminder to faculty and also asked Senators to begin collecting donations from faculty. The Senate generally funds two student scholarships of $300.00 each and few faculty have donated, which prompted her to suggest that the Senate reconsider the amount of each scholarship. This item will be discussed under **Discussion-New business Item 6.3.**

4.12 President – Sarah Thompson confirmed that the Chancellor is in the process of reviewing and rewriting all of the Board Policies. A number have already been reviewed and Sarah is more than happen to share the information with anyone who is interested.

MOTION to reorder **Agenda** to **Discussion-New Business Item 6.10** after **Reports Item 4.13.**
MSC: M.Gonzales / C.Kutil / **APPROVED**

4.13 DBSG – Justin Garoupa reported that DBSG has been going over the various resource allocation models, and looking toward a revenue based model rather than an expenditure based model. Discussion was about what should or should not be considered an expense, and no progress resulted in that discussion. It was said that at this meeting there seemed to be a general consensus by all administrative teams of how to transition costs going to some programs (for example Nursing), and how they could be funded or the cost shared. Also, Chabot's foundation number (money that they receive from the State that is based on their size) and how it can be utilized in the allocation model was discussed.

4.14 Credit by Examination Administrative Procedure (AP 5235) – A revised Credit by Examination Board Procedure was approved by the Senate at its last meeting. Dr. Janice Noble presented today a newly drafted Credit by Examination Administrative Procedure that was revised using some sections of the previous Board Policy that were not included in the recently approved version. This document is a result of a subcommittee out of the District Curriculum Committee, and has been in the making for some time. Input was

received from members of the District Curriculum Committee, and faculty at both campuses.

Dr. Noble briefly went over the document and explained the revisions. The sentences in the **Reference** paragraph were changed around. The entire **Section A) Student Eligibility for Credit by Examination** is all Title 5 language. An additional piece was added that is listed as #3 in **Section B) Application and Administration of Credit by Examination** reads as follows: *Courses available for Credit by Examination shall be disclosed on College websites."* **Section C) Awarding of Credit through Credit by Examination** is taken out of Title 5 and is also located in the current policy. **Section D) Limitations of Credit by Examination** #1 is also in the current policy and a Title 5 requirement, and #2 is brand new and reads *"The student will not be permitted to receive a certificate or an associate degree using credit by examination for more than three quarters of the units completed at Chabot-Las Positas Community College District."*

A brief discussion ensured and any feedback should be directly to Dr. Noble, who will take back to the District Curriculum Committee and present at the March 1st meeting.

MOTION to reorder the **Agenda** and move to **Reports Item 4.1** then to **Discussion-Old Business Item 5.3.**
MSC: J.Ruys / E.Cole / **APPROVED**

5.0 DISCUSSION OLD BUSINESS

5.1 Reviewing Our Committee Structure – Sarah Thompson briefly spoke about the recent activity made in the Planning Task Force Committee. This committee has been looking at the large tasks of the college and thinking of an initial structure for how that would work. Sarah had previously spoken about the idea of a Mega Committee, which now has been somewhat revised by the task force. Being discussed now is forming two integrally related committees. One would be a Planning, Integration, and Accreditation Committee that would replace College Council, what the planning task force is currently doing , take on some of the planning and budgeting that was initially given to RAC, and take on some "orphaned" tasks that were not assigned to anyone group, but given to various individuals. Similar tasks were grouped to come up with the responsibilities of the PIAC (Planning, Integration, and Accreditation Committee).

The Planning Task Force will no longer exist after this semester and the idea is to have, by the end of this year, a proposal that shows an effective way to accomplish the list of tasks. The different models would then be presented to the faculty at a division meeting. The goal is to hopefully have a proposed structure, a process, and a set of goals ready for implementation the following

year. The second committee of the "two integrally related committees" would be the Institutional Effectiveness Committee.

5.2 Credit by Exam – Information listed under **Reports Item 4.14.**

5.3 The Final 100% Goal Worksheet for AA-T/AS-Ts – Sarah Thompson reported that the final goal sheet has been submitted to the State, which indicated that the college has four AA-T/AS-T degrees and are proposing eleven additional. The ALSS division and Geology will be the most heavily impacted and a discussion took place involving ways of providing support. The idea of forming an outside group of volunteers, and drawing up a step by step process, developing a timeline that would include deadline dates, and checks along the way to monitor the curriculum progress was presented. Helping the disciplines complete as much as possible would also benefit Sarah Thompson asked for volunteers and stepping forward was John Ruys, Elena Cole, and Sarah.

Since Marina Liera has an integral part in the AA-T/AS-T process there is concern regarding the additional work that will be placed on her. A large volume of curriculum will need to be reviewed by her as part of the final process. Keeping up with her daily responsibilities and moving curriculum forward to keep on top of the State's deadline was a concern of the faculty.

Dr. Noble agreed to meet with Diana Rodriguez and present some of the ideas that could help Marina with this project, which is expected to last approximately nine months.

MOTION to reorder the **Agenda** and move to **Reports Item 4.5** then to **Discussion-New Business Item 6.1.**
MSC: A.McHale / M.Gonzales / **APPROVED**

6.0 DISCUSSION –NEW BUSINESS

6.1 Program Review Documents – Jill Carbone and Teri Henson presented the draft Annual Program Review Template, Program Review and Planning Cycle, Program Effectiveness Plan, and 2013-14 Program Review Cycle for 2014-15 Budget Cycle. Each document was carefully reviewed and explained. The process of writing for faculty, staff and Administrative Units will begin in March 2013 and continue through September, which is being referred to as "The Kick Off Year." Programs will be read by the PR committee and responses will be given between October and November 2013. The programs will then be submitted to their Deans by the end of December 2013, and the PR committee will conduct a survey to evaluation the PR process. The Deans will present for discussion a summary of programs at the February 2014 division meeting. Feedback will be incorporated and program reviews will then be forwarded to the VPs by the end of the same month.

During March through April 2014, the VPs will write their summaries for presentation to the Planning Committee in April. The three-year cycle will begin in January with one-third of the programs writing their Triennial Program Reviews covering academic years 2012-13, 2013-14, and 2014-2015. As of Spring 2016, all programs will have written a three-year program review and the three-year cycle will start to repeat in academic year 2016-17. Disciplines writing triennial programs in Spring 2014 would write their next triennial in Spring 2017.

The template will be a fillable PDF and be submitted and reviewed electronically by each group. The PR committee is currently drafting a list of examples and instructions for every part of the template to be used as a guide, along with a glossary of terms that will explain what is an annual review, a triennial review, a self-study, how do all these things connect, etc. At the March Town meeting Rajinder Samra will walk through how to access the five-year data packet that has been placed on the website, and Teri and Jill will show and talk about the parts related to the finalized version of the drafted program review.

A detailed explanation of the four documents associated with PR continued. These documents have been shared with faculty and Senators are asked to discuss the template, timeline and the remainder of the documents at their next division meeting, and bring feedback to the next Senate meeting. This item will be placed as an Action Item on the next Senate agenda.

6.2 Distance Ed Committee Documents – This item covered under **Reports Items 4.4.**

6.3 Student Scholarships – Melissa Korber shared that the Senate generally funds two student scholarships of $300.00 each and that only a few faculty have donated. The members agreed to still move forward with supporting the scholarships, and be presented as an Action Item at the next Senate meeting.

MOTION to **TABLE Discussion-New Business Items 6.4, 6.5, 6.6, and 6.7.**
MSC: C.Kutil / A.McHale / **APPROVED**

6.4 Student Success Task Force Focus for 2013 – Tabled

6.5 Instructional Materials Laws – Tabled

6.6 New ARCC Reports – Tabled

6.7 Evaluation of the Efficiency of Efficacy of our Current Senate Structure – Tabled

6.8 Staff Appreciation – Sarah Thompson asked for volunteers to begin planning for the Staff Appreciation. Elena Cole and Michelle Gonzales stepped up with Melissa Korber assisting as a consultant. It was suggested that instead of the usual party celebration that classified be asked in what other ways would they like to be appreciated. The classified co-presidents will be contacted.

6.9 How to Best Share Information from Non-Instructional Sectors – Sarah Thompson mentioned that one of the things the Planning Task Force is dealing with is finding a way to effectively communicate information to the different sectors of the college. A prime example was the information shared at the last Town Meeting regarding emergency preparedness, where information was known by some and not others. The question was asked if whether the Senate meetings could be considered an arena for non-instructional areas to share information.

Discussion included the function of the Senate and how this did not relate to a 10 + 1 issues. Also, the idea of when mapping the committee/task force structure identifying counterparts that might exist in student services or non-instruction where there should be some type of established relationship between the committee and adjoining service or campus entity of some kind, although some areas might be hard to identify with. Town Meetings were considered a place where anyone could speak so at this point that is where things should stay. If a topic is of great interest then a mediator should be brought in to facilitate the discussion that's in charge, and does not have a have a personal interest in the discussion item.

6.10 The Budget White Sheet-Next Steps-DBSG – Sarah Thompson reported that she also received similar information regarding a consensus among the Executive Administrators and the District, which has never happened before. Due to President Walthers contribution with having drawn up creative solutions to the budget stalemate that has been ongoing for a while the Chancellor, Vice-Chancellors, College Presidents, and College Vice Presidents all were favorable to what was presented. A lot of gratitude goes out to President Walthers for what he did. A Chancellor will be hired before the allocation model takes effect, but just having initial steps in place, and a defined process for how and why changes are being made that are specific, clear, and understandable is a start.

MOTION to reorder the **Agenda** and move to **Discussion-New Business 6.8, 6.9 then Discussion-Old Business 5.1**
MSC: E.Cole /C.Kutil / **APPROVED**

7.0 GOOD OF THE ORDER

7.1 Announcements – None

7.2 2013 Meetings: 2nd and 4th Wednesday – Next Meeting: February 27, 2013

7.3 Adjournment: 4:35 p.m.
MOTION to **ADJOURN**
MSC: C.Kutil / A.McHale / APPROVED

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ACADEMIC/FACULTY SENATE ROSTER

EXECUTIVE OFICERS		ACADEMIC/FACULTY SENATE ROSTER	
Senate President:	Sarah Thompson	ALSS:	Michelle Gonzales
Senate VP:	Elena Cole	STEMPS:	Cindy Keune, Craig Kutil, Ashley McHale, Eric Harpell
Senate Secretary:	Justin Garoupa		
Senate Treasurer:	Melissa Korber	BSBA:	John Ruys, Steve Navarro
Senate Admin Assist:	Carmen McCauley	Counseling:	Heike Gecox
		ASLPC Rep:	Kevin Lopez

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