

# 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.
* Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.
* Coordinate available resources to address current and future professional development needs of faculty, classified professionals, and administrators in support of educational master plan goals.

# Meeting Name

**Members:**

Voting Members:

Frances Hui

Michal Shuldman

Julia McGurk

Katie Eagan

Non-Voting Members:

Michelle Gonzales (Co-Chair)

Ashley McHale (Co-Chair)

Nessa Julian

Thomas Allen

Leanna Jack

Erick Bell

Stuart McElderry

Elizabeth David

Caitlin Yee (LPCSG)

Ana Del Aguila

Jin Tsubota

Basic Skills Committee Minutes

9/25/2018 | 2:30-4:30pm | Room 2411A

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|  | **Agenda Item** |  |
|  | Call to order 2:38pm | Michelle |
|  | Review and Approval of Agenda  MSC: Michal/Frances | Michelle |
|  | Review and Approval of Minutes (4/25/18)  MSC: Julia/Frances | Michelle |
|  | 2017-18 Budget Allocation Review | Ashley |
|  | * Review approved projects * (see Excel – table below) |  |
|  | * Discuss new proposals * 1. Faculty Learning Program STEM * (email 9/24/18 from Michal; attached) * 2. AB 705 implementation coordinator – Katie to follow up on this. * 3. Smart Shops Coordinator - 2 or 3 CAH * 4. BSSOT Reporting – 1 CAH * 5. Ordering Dictionary/Cabinets $4500   Will vote next month – find out when reassign time starts |  |
|  | AB 705 Implementation |  |
|  | * English Plans * Create a new “Eng 1A” course with more hours plus corequisite (higher unit course, 3 lecture 1 lab (6 hours); same teacher) * Working on placement; robust guided self-placement * Following AB 705 implementation guidelines | Michelle |
|  | * Math Plans * Concurrent support for transfer – mirrored * Mirror Basic Skills courses with option for credit by exam * Create Certificates to make noncredit courses CDCP | Ashley |

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|  | * ESL Plans * Our program is different than most colleges – most students progress through ESL, test into English and place into English pathway (often remedial); At LPC, if they pass the highest level, they go immediately into English 1A * Students placing into lowest level may not be in compliance, but most students place with 2 years to complete * Highest ESL is transferable * Noncredit * Learning Community * ESL 25 very similar to Eng 1A | Julia |
|  | Student Equity and Achievement (SEA) Program   * Combined allocation of BSI/Equity/SSSP (These were integrated last year into a “unified plan” * All money will go to district, then district will allocate to the colleges * For this year 2018-2019, allocation is $2,286,555.38, which is $25,000 more than last year * State chancellor’s office is holding trainings/webinars * Equity plan report due December 2019 * A lot of unknowns. * There is a discussion for BaSk and Student Success to merge committees with subcommittee work starting next year. * SEA will have an application process for funds. | Nessa |
|  | Discuss charge and role of BaSk Committee  Keep as is. | Ashley |
|  | Good of the Order   * Flyers from Library Drive service fair indicate tutoring and extra supports for students through the local libraries * English Language class starting in Dublin * ESL – in-service trainings in works; * Conversation Corner in Tutorial Center: 18 students came! * Tutorial may need help from Math/ESL/ English to help allocate tutoring hours to the students who need it; considering a referral system to guarantee hours to students of need. Currently tutoring is first come, first served, and with a finite number of hours, this is not effective. * Library hours Saturday 11am-6pm | Ashley |
|  | Adjournment: 4:18pm | Ashley |
|  | Next Regular Meeting: October 24, 2018 |  |
|  | Future Meetings 2018-2019 |  |
|  | * October 24, 2018 * November 28, 2018 * January 23, 2019 * February 27, 2019 * April 24, 2019 * May 22, 2019 (Finals week?) |  |

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| **Proposals for AY 2018** | **161,770** |  |  |  |
|  |  |  |  |  |
| RAW Center | 7,000 |  | English | Payrolls |
| RAW Center Add'l | 7,620 | (email vote) | English | Payrolls |
| BENEFITS | 1,462 |  |  |  |
| Biology Smart Shops | 1,500 |  | Biology | Payrolls |
| BENEFITS | 150 |  |  |  |
| Library Smart Shops (14) | 1,700 |  | Library | Payrolls |
| ESL - in-service trainings with library | 1,410 |  | Library |  |
| BENEFITS | 311 |  |  |  |
| ESL - BELL reading | 1,746 |  | ESL | Payrolls |
| ESL - BELL visiting local Libraries | 1,500 |  | ESL/Library | Payrolls |
| ESL - in-service trainings with library | 3,375 |  | ESL | Payrolls |
| ESL - library projects | 4,700 | 11321 | ESL | ? |
| BENEFITS | 1,132 |  |  |  |
| Teaching Institute | 1,000 |  | General PD |  |
| Great Teachers Seminar | 0 |  | General PD |  |
| Professional Development | 4,000 |  | General PD |  |
| Tutorial | 42,500 |  | Tutorial |  |
| BENEFITS | 900 |  |  |  |
| Coordination | 20,200 |  | Eng | Payroll |
| BENEFITS | 8,010 |  |  |  |
| STEM FLP | 26,000 |  |  |  |
| ESL Dictionaries | 4,000 |  |  |  |
| Smart Shop 3 CAH | 14,000 |  |  |  |
| BSSOT 2 CAH (split) | 9,350 |  |  |  |
|  |  |  |  |  |
| Total | 163,566 |  |  |  |
| Remaining | -1,796 |  |  |  |

**STEM FLP DESCRIPTION:**

**Active learning strategies support the institutional goal of Las Positas College to decrease achievement gaps for underrepresented minorities while increasing retention and graduation rates. This program gives faculty the pedagogical foundations, tools, and support to implement active learning strategies in their current classroom and create a student centered classroom.**

**Purpose:** To create a Faculty Learning Program through which STEM faculty can learn about the research behind active learning strategies and ways to incorporate these into our classes. Members of the FLP will also engage in discussions to share insights and experiences with each other to benefit our students. Specifically the goals are to:

- Learn about the science behind *how* students learn including:

- why learning is an active process

- how students can build on prior knowledge

- the importance of making content interesting and relevant

- the impact of social environment and conversation on learning

- being aware of student motivation and cognitive engagement

- Exposure to a wide variety of active learning strategies for STEM classrooms that can be used to improve student engagement and information retention

- Redesign your STEM lectures to apply what you learn and integrate new approaches to teaching

- Foster a collaborative environment that allows faculty to have a place to share their success and challenges in applying what they have learned, as well as elicit constructive feedback via peer observation.

**Process/Timeline:  
October:** FLEX Day presentation by one of the master moderators to expose faculty to the FLP program and recruit participants.

**November:** 2-Day mandatory workshop for participants (either Friday/Sat or two Saturdays) led by the master moderators

**January:** LPC moderators will attend 2-day moderator training at UC Berkeley

**Spring Semester:** 5 Modules will be covered, one roughly every 3 weeks. Every module will have two meeting times on the LPC campus to choose from, with a LPC moderator leading the activity. Participants are expected to attend one of the two meeting times for each module.

**Next Academic Year:** Participants with would work in groups of 3-4 with one LPC moderator to present at workshops to share what they have learned with others on campus, either at a FLEX Day presentation, a Teaching Institute presentation, or a workshop on campus.

**Compensation:**Participants who complete the program by attending the 2-day workshop in the fall and all 5 modules in the spring will receive $1032.24 stipend (22 “F” hours, which includes the 2-day workshop, preparation assignments for each module, and the module meetings). If a participant misses 1 module, they would be paid for 17 “F” hours and if they miss 2 modules they would be paid for 11 “F” hours. No compensation will be given to participants who miss 3 or more modules.

**Costs:**FLEX Day presenter (preparation and presentation) $ 300  
2-day Workshop:  
 Presenters (2 instructors, 2 full days plus ½ day prep) $ 4,000  
 Food 1,000   
Materials (binders and photocopies) 40  
1st Module master moderator $ 400  
LPC Moderator Training at UC Berkeley (usually $8500) no charge  
3 LPC moderators (these 3 will take turns running the modules)   
 $1250 each (27 “F” hrs includes prep/run the meetings) $ 3,750  
16 Participants (this should be our maximum limit) $16,516  
 Total $26,006

Fall costs: $9, 490 Spring Costs: $16,516

Possibility if 12 participants take 5 hours as Professional Responsibility: $23,199

If we restrict to 12 participants, and 8 take 5 hours as Prof. Responsibility $20,000