



# Academic Senate Minutes

March 13, 2019 | 2:30 pm | room 1687

## 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, Segal Boaz

**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: Meeting called to order at 2:32 pm and quorum established.

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

1.3 Review and Approval of Minutes: February 27, 2019: MOTION TO APPROVE – moved/seconded/approved

1.5 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.) NONE

## 2. ACTION ITEMS:

2.1 Excused withdrawal/extenuating circumstances withdrawal: Adoption of catalog language for Excused Withdrawal (attachment): MOTION TO APPROVE THE EXCUSED WITHDRAWAL LANGUAGE ONLY: moved/seconded/approved

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

3.1 Curriculum Committee approvals 3.4.10 (attachment)

## 4. REPORTS

4.1 Accreditation Steering Committee – Tina Inzerilla: the committee has exchanged charge drafts with Chabot. She will send the draft to Academic Senate in the next few weeks.

4.2 Distance Education – Christina Lee/Scott Vigallon:

Auto-creating shells: DE is working on auto-creating Canvas shells for all courses. This will remove one extra step for faculty and the additional step of approving classes in Class WEB. Faculty could merge their sections in Canvas instead of asking Scott to do this. Auto-creating has a FERPA setting in place.

Proctorio: They will hold "Smart Shop" Proctorio workshops for students on March 20, 4-5 pm, and April 11, 3-4 pm (both in the Library) and also at Flex Day on March 19th for faculty.

4.3 Faculty Association – Heike Gecox: the next negotiation session is tomorrow.

4.4 Faculty Hiring Prioritization Committee – Heike Gecox: the committee met last Wednesday. There was another emergency replacement for 2 DSPS counselors who resigned. The committee voted to move these positions forward. We may get 1 replacement for this critical program. Question as to how this affects the overall hiring; Roanna will have to speak to this.

There are changes to their charge: they want a standing meeting time after Division meetings on Wednesdays and after the monthly Town Meeting. This will be submitted to the Senate for feedback and approval. The committee has already approved it. Discussion about if Senate approval of hiring is meaningful. Request to get the hiring recommendations to Senate as early as possible. *The charge will sent to divisions and be on the next meeting agenda.*

4.5 Guided Pathways – Tina Inzerilla: GP has three sessions on FLEX day. This Friday is Steering Committee meeting, 1-3 pm in room 2401L.

4.6 Student Senate – Kirstie Burgess: They held the monthly market, and have received a grant for increased quantities – please tell your students. Club Day went well, and there is club advisor training on Flex Day. Friday is the last day to submit election packets. Their Senate is working on a talent show. A prayer space has been designated in the student services area. Scott Miner created an advertising sandwich board (costing \$20) that can be made on campus to be used for advertising events.

4.9 Treasurer – Kimberly Tomlinson: Classified Professionals Appreciation Update – planning has started for the event on April 24, 1-3 pm, in the faculty cafeteria area. (The Senate will meet following the event at 3:30.) They are seeking donations for the event; please let divisions know about this. The theme is “spring renewal” and the president’s office will provide \$1000 for the food. A “save the date” will be sent out this week. They are requesting \$600 from the Senate budget; *this will be an approval item for next meeting.*

Philip Manwell scholarship: we received an additional \$100 for this from a private donation. There is no established scholarship on campus for Dr. Manwell. *We should make a recommendation about this at the next meeting.*

Senate balance after scholarships are allocated: \$1596.

4.10 President – Melissa Korber:

Melissa attended the budget study meeting for the Board of Trustees. She was the only constituent attendee. Ron Gerhard mentioned that he was presenting the budget early due to last year’s Senate letter. It is a balanced budget for both campuses.

There is a new interim Educational Support Services Vice Chancellor. There was a first reading on various changes to board policy including some new ones such as delegation of authority – the chancellor settles lawsuits up to \$50,000 value. Participant support cost: applying for NSF grants. Question about BP 2420 – it is still in draft form from 2010. Is there an opportunity to add this to the new policies? We will also be looking at the shared governance policy.

## 5. OLD BUSINESS

5.1 Auto Awarding Degrees (Proactive Awarding): Update – Melissa brought this up at the Funding Formula Committee; does the name matter? Chabot prefers “proactive” and this will be the term going forward. This will not go into the catalog at this point. Joel found out from the financial aid department that there are no repercussions to student financial aid and repayment terms for these degrees. *The language for approval will be presented at the next meeting as an action item.*

5.2 Adoption of ICS (Incident Command System) Structure/Definitions: This is the administrator training for campus emergencies. We do not have to approve this.

5.3 Future of College Leadership Response: Current and Qualifications (letter to board of trustees): This is still being drafted.

5.4 Reassigned Time for Academic Senate: *Take this draft to divisions.*

5.5 Course Alleviation Proposal (Joel Gagnon): The outgoing chancellor identified that our academic renewal policy was very restrictive; students can't bring other college courses back for alleviation of non-passing grades at LPC. Our policy is not in accordance with what other colleges do, and our students do not have transcripts that match other colleges. This is not a board policy; the administrative procedure remained in draft form and was not approved; should it “live” in the catalog without the bureaucratic approval? This might be done automatically at the front-end transcript review (in Admissions and Records). Chabot is willing to adopt this along with us. Melissa recommends an administrative procedure for board approval. Melissa would bring this to chancellor's council, along with Joel. It needs to be written as an AP.

5.6 Use of the term “instructors”: Chabot raised this years ago; there was no disagreement. The same is happening here – no resistance. Four year colleges have the language of “professors” in place. Most people in our survey liked it. One point is putting everyone at the same level to help when looking for positions. Another point is that it is a gender neutral term for students (“Professor Korber”). It is more professional. One suggestion:

Professor - full-time tenured

Associate professor – full time tenure track

Assistant professor – part time faculty

There were some who were very opposed; they want a differentiation between 4-year institutions. There was a split between “adjunct” and “part time” – is there a better term for these instructors? Should we do research into what other CCs and colleges call their instructors (and who made the decision)? We can self-identify as “professor.”

Recommendation on how to approach this: Ashley will provide information on DVCs process. Melissa could write a resolution or a letter to administrators and district regarding preferred titles. Melissa will bring this up in her meeting with Roanna for feedback.

## 6. NEW BUSINESS

6.1 AP 4020 Program and Curriculum Development – proposed revisions: will take to chancellor’s council.

6.2 BP 4100 Graduation Requirements for Degrees: will take to chancellor’s council.

6.3 eLumens concerns: the data is not as accurate as expected. When there is an amendment to a SLO, it creates a new one and does not delete the old SLO. Ann Hight will give more information in the future.

6.4 Student Success Committee change to charge: This will involve the merging of two committees who will still report to Academic Senate.

6.5 New program proposal: Film Studies – Elizabeth Wing Brooks: She is working with a wide range of programs to create an AA degree/certificate of achievement program in Film Studies. She is aware of creating a student pathway for this degree. Who will write the program review? Is it interdisciplinary? The proposal uses existing FTES. It will help with classes that apply for multiple AAs to be offered more frequently. *This will be on the agenda for approval (Elizabeth will send the outline.)*

6.6 Bylaws and Constitution Ballot—Melissa Korber: this can’t be voted by online method; if this piece is approved then an online ballot can be used for officer elections.

6.7 Shared Governance Board Policy—Melissa Korber: Melissa has worked with Chabot and LPC senates to update this policy, including representation in committees, especially the senate’s role in assigning members for hiring committees. Living documents are referred to in the policy (as these change the board policy doesn’t have to be updated). *Take this to divisions.*

## 7. **GOOD OF THE ORDER:** Announcements/Comments:

7.1 Melissa was contacted regarding a non-passing grade dispute, where the extenuating circumstances were applied, and the grade was changed to “W” without notifying the faculty member. This issue will be written up by the faculty member for discussion. Discussion on the role of faculty in contacting students. This is a FA issue, and Heike will work on the resolution.

8. **ADJOURNMENT:** MOTION TO ADJOURN: moved/seconded/approved. Meeting adjourned at 4:50 pm.

9. **NEXT MEETING – April 10, 2019**