



Meeting Minutes

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.

Meeting Name

Members Present (voting):

- TBD, Chair (non-voting)
- Diane Brady, VP Admin Svcs
- William Garcia, VP SS
- Sylvia Rodriguez, SS Dean
- Nan Ho, Instructional Dean
- Stuart McElderry, CATTs Faculty
- Titian Lish, A&H Faculty
- David Everett, MSEPS Faculty
- Jose Calderon, SS Faculty
- Cindy Balero, Classified
- Jennifer Farber, Classified
- Todd Steffan, Classified
- James Weston, Classified

Members Absent:

- Don Miller, Interim VP Academics
- Jason Craighead, BHAWK Faculty
- TBD, Classified

Visitor:

- Natasha Lang
- Steve Smith

1. Call to Order @ 2:33 p.m. by Diane Brady

2. Review and Approval of Agenda

Agenda was changed to review Charge of Committee and Governance documents before Selection of Committee Chair; Nan Ho; James Weston; unanimous.

3. Review and Approval of Minutes

Diane Brady; Cindy Balero; unanimous.

4. Governance Worksheet Review: Charge

Diane read the Charge of Committee and noted that the committee's charge had not changed. In reviewing the Governance Worksheet, it was noted that the membership had expanded last spring. All members of the committee will be required to sign the Governance Worksheet.

5. Selection of Committee Chair

The committee unanimously selected Titian Lish to be "interim chair" for one meeting. Since the chair is a non-voting position, Titian wanted to ensure that her replacement as a voting faculty member representing Arts & Humanities could be found before accepting the chair position.

6. RAC Calendar

The review of the calendar led to a discussion regarding SERP and if it would have any impact on the process, if the process should be delayed, if it was an opportunity to reorganize, and how a delay would impact the process. The conclusion and understanding of the discussion was that RAC is to address NEW positions and not replacements, so there was no reason to delay the process or wait for the SERP decision. The committee decided to follow the normal timeline but just push all actions back by one month.

7. Non-Instructional Equipment Positions

There was much discussion about the changes to the non-instructional form & rubric that were made last spring. Some concerns were expressed that it weighted too much toward academics, but a change has already been made in the language to address that issue, as reported in the second paragraph on the May 4, 2017 minutes. There was some discussion about the value of requesting positions if we can't hire; however, there is no determination yet that we can't hire anyone and it is still worthwhile to document needs. There was an example from the past when money became available unexpectedly after people had stopped asking.

8. Instructional Equipment

The committee discussed whether the instructional equipment forms needed revision. Looking at the rubric, it was apparent that some work had already been done to improve the form, although several edits to the language were suggested to make it consistent. One issue that was raised was storage needs and costs for both old and new equipment, and it was requested that the forms address that issue. We will work on these minor edits and have revised versions of the forms available for the next meeting.

9. Good of the Order

None.

10. Adjournment @ 3:55 p.m.**11. Next Regular Meeting: October 5, 2017**