



# ACADEMIC SENATE MINUTES

September 28, 2022 | 2:30 – 4:30 pm | Room 1687 and zoom

## 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

❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.

❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

LPC Academic Senate Quorum: 7

### Non-Voting Members:

President: Tracey Coleman  
Student Government: Lara Weidemeier  
Faculty Association: Heike Gecox  
Admin.: Rifka Several

### Voting Members:

Past President: Sarah Thompson  
Secretary: Collin Thormoto  
Treasurer: Ashley Young  
BSSL: Robin Roy, Daniel Cearley  
A & H: John Kelly, Peter Kuo, Kisha Quesada Turner, Dave Wagner  
STEM: Michael Peterson, Ashley McHale  
PATH: Scott Miner  
Student Services: Christina Lee, Jill Oliveira  
Part Time Representatives: Jeff Judd

**1. Call to Order:** Meeting called to order at 2:42 pm.

**2. Review and Approval of Agenda:** Motion to approve agenda: moved/seconded/approved

**3. Review and Approval of Minutes:** Motion to approve minutes: moved/seconded/approved with one abstention.

**4. Public Comments:** NONE

### **5. Action Items:**

5.1 Approval of New Apprenticeship Program presented at last meeting: Teamsters Construction Technology (*attachments on website*) Motion to approve: moved/seconded/approved with one abstention

### **6. Consent Items**

6.1 Dream Center Coordinator Hiring Committee: Alain Olavarrieta: Motion to approve: moved/seconded/approved

### **7. Reports**

7.1 LPC Student Government (Lara Weidemeier)

7.2 CTE (Melissa Korber): CTE met yesterday with a presentation of an employer interface program. Our outreach specialists are already using this. The next meeting will have approval of this program. They discussed changes to their charge. Update on funding: there are fluxuations on Perkins and Strong Workforce funds, but not extreme. Outreach specialists made reports on their work on campus.

7.4 SLO Committee (John Rosen): The Committee has met twice, and John was appointed chair. They are hosting a flex day session in a workshop format on what is needed for program review. If you have questions on ELumen, they can be answered there. When reports were run for math, history and English, there were problems with ELumen, which shows all courses as face to face, not separating the DE courses. The student count is accurate; it is the placement that needs fixing. PATH and BSSL have no voting members as yet on this committee. John will implement an office hour for SLO items, but he can meet by appointment on ELumen.

7.5 Program Review Committee (Lucas Hasten)

**7.6 CEMC/DEMC (Kristina Whalen):**

- CEMC: LPC enrollment is down 7.5% from last fall. Chabot has the same enrollment as last fall (there may be some data updates). Rajinder's research showed their two largest areas as sheriff's academy and collecting work experience for their apprenticeships, which we are not doing as yet.
- DEMC: DEMC is addressing our FTES target for this year; we want to get our targets in line with our actuals for 2023-34. Kristina is working with Tom Orf on numbers to present to deans and departments. LPC approaches the FTES as fiscally sensitive. Our allocation would let us think about enrollment strategies to fund. Question about Chabot's decline in kinesthesiology courses? Kristina will look into this. Comparisons with other colleges in the area? Peralta is very low, Laney has 14% increase in headcount (one or two units), Modesto 5-6% increase, Contra Costa is down. We want to examine the causes for these upticks and if we can apply them here.

**7.7 DE Committee (Robert August)**

7.8 Faculty Hiring Prioritization (Heike Gecox): They are meeting next week and she will have an update next meeting.

7.9 Accreditation Steering Committee (Kristina Whalen): They met September 20, and conducted a mock site visit. The focus will be on conversation as there was a 300-word limit to written responses. This exercise helped to polish the final document. On Oct. 10 - 11, a small team is visiting on site: the vice chancellor and three faculty peers. Please attend the open forum and exit interview. They are discussing the new 2024 ACCJC standards being drafted. Kristina will share these after the October site meetings.

7.10 Technology Committee (Collin Thormoto): They have not yet met.

7.11 District Technology Committee (Bill Komanetsky): At their meeting, Bill was appointed a tri-chair. There is new HyFlex technology and Bill will be testing this in building 1000 and creating user videos, working with IT and reporting back to district and Chabot. State cybersecurity funding was raised to address hacking and phishing. DE is handling the migration of zoom on Canvas.

District technology Plans - Completed, ready for review:

<http://districtazure.clpccd.org/tcc/files/docs/agendas/2022-23/20220909-DRAFT-DO-tech-plan.pdf>

<http://districtazure.clpccd.org/tcc/files/docs/agendas/2022-23/20220909-DRAFT-LPC-tech-plan.pdf>

<http://districtazure.clpccd.org/tcc/files/docs/agendas/2022-23/20220909-DRAFT-CC-tech-plan.pdf>

7.12 Treasurer (Ashley Young): We need to increase donations to our Fall Fundraiser; \$400 has been raised so far. Ashley will send out the student scholarship thank-you letter for inspiration. Sarah and Ashley will work on another wine rack opportunity drawing for donors.

**7.13 Past President Updates (Sarah Thompson :)**

- Audit pilot program: there is a process in place that will go for board approval. IT and A&R have created a manual process for the pilot courses, and then there will be a transition to an online process. There is a delay in marketing, and Sarah and Kristina met with Dio Ramos for district publicity. The faculty providing the pilot program courses are Dan Marschak, Sarah Thompson, Joanna Jen, Elizabeth Wing Brooks, and Marsha Vernoga. This pilot has been renamed "The Life-long Learning Academy." The target audience is retirees, stay at home parents, special interest groups and more. Question about registration: they need to do CCCApply to get a W number and

upload their vaccination card. There are no additional fees. This program will be housed in Community Ed, not Student Services. The landing page will walk them through the process. Question about marketing: the district needs to organize this until we have an on-site LPC marketing person. Paid advertising will be used, at events, Facebook boosts, etc.

- LGBTQ+ implementation: this is now a presidential task force with full representation including students. \$60,000 is available in the state grant to implement the Academic Senate resolution from last year. They are looking for additional members, and this will be announced at next Town Meeting.
- Part-time faculty proposal: Sarah proposed that one of our approaches to workload reduction that will happen with the new contract is that we create a CLIP-like program for part time faculty (CLIP is a program for a yearly cohort of classified professionals that receive training in leadership and advancement). This professional development will help make these part time faculty more attractive for full time hiring. 50% of CA part time faculty have had that status for 20 years or more.

Sarah will send out information on next week's state Academic Senate and FACC Academic Freedom Conference at Berkeley, October 7 – 8. AB1705 is being framed as an academic freedom infringement. LPC staff will get a 20% registration discount. They keynote speaker is a law professor at Bolt.

7.14 President (Tracey Coleman): Introductions of Senate members and guests.

- 2.2 for 2022 Team: there is an Academic Senate team, please join to support our student veterans.
- Amazon has a program for employees to go to college paid by the employer; let your students know.
- LPC is developing a "free college" campaign for next fall.
- \$300,000 in funds are available for student fees owed. Students need to fill out a form and file a FAFSA to qualify.

## 8. Old Business: none

## 9. New Business:

9.1 Board Policies (can only be changed by the board) and Administrative Policies (how the board policies are enacted). APs and BPs for discussion: *(posted on website)*

- BP 1300 Collegial Consultation
- AP 1300 Collegial Consultation

Feedback: this is what we asked for last year; the AP and BP are consistent and facilities is added.

- BP 3250 Institutional Planning

Feedback: none

- BP 4027 Travel Study Programs
- AP 4027 Travel Study Programs

Feedback: Katie Eagan – Peralta has an AP that is extensive; we want a very general AP with more details in the BP. See attached comments.

AP: should the criteria and submission requirements be in the AP? “Detailed itineraries, program and student support” could be the overall statement.

Refer to the program as “travel study” consistently.

Add “disease and natural disasters” to “war and conflict.”

Insurance requirement: This language is to protect the college, so has to remain in the AP. If the travel is a course, the students are covered by the college insurance. Question about vendor providing a certificate of insurance.

Should students have a written contract with specific information and release forms?

Students leaving trips early of coming ahead of time? These are different scenarios for insurance purposes.

Add more information on financial aid/funding.

- AP 4070 Auditing and Auditing Fees

Feedback: Sarah - there are some errors: third paragraph: \$15 fee *per class* not *per unit*. Audit students do not need to pay health and student fees, or verify enrollment for a certain number of units. These corrections will be sent to the trustees.

These will be on our next meeting agenda for discussion as Consent Calendar items.

### 9.2 OER Updates (Kali Rippel)

Kali is the LPC OER liaison, tasked to report on initiatives and resources available. The designations of low cost and no cost textbooks are in ClassWEB as a first trial of the process. There are some errors – please bring these to your dean as with any ClassWEB error. The state needed reports on definitions and costs, and LPC had this in place ahead of the request. The zero textbook funds of \$115 million were released by chancellor’s office, and we need to claim our portion (\$20,000) for phase 1. The phases are steps to work toward a zero-cost textbook campus.

Questions: in the degree path itself, we would need to identify how we would micromanage OER/zero cost textbook requirements when a faculty-protected academic freedom is being able to choose textbooks they want. Is zero cost sustainable? Accept the grant funds to achieve this as a goal rather than an absolute.

Are there any reservations, or pressures on teachers about this initiative? It takes a long time to build a class around a textbook, which may not be available at zero cost.

### 9.3 Academic Senate Advisory Committee Reports:

- Increasing Enrollment (Sarah Thompson): to understand where we are, our district funding is based 18,000 FTES. Our targets are 16,000 and this year we project 13,000 or less. At DEMC, we look at

how many graduated, where are we losing new recruitment, and who are we losing through attrition. Our primary goal is to help with retention. Based on student input, LPC offered online classes that have high attrition rates. The face to face and HyFlex have a much lower attrition rate. Our marketing should be bringing students back to campus. Sarah will have a counselor attend to work with her students and their ed plan – what they need to enroll in. She is developing language for DE students who stop online attendance to suggest face-to-face classes where they might be more supported. We need to revisit TA/Mentor positions for credit. This program provides good student support.

- Supporting Students Affected by AB1705 (Michael Peterson and Katie Eagan): see attached presentation. MLEA interventions were reviewed:
  - Provision for emergency withdrawal–advocate to amend Title V. Having attempts on transcript will hurt students.
  - Student-facing video and updated website that explain both AB’s in everyday language and show students data
  - Better technology infrastructure for Math’s concurrent support to provide equity for students Zooming in
  - Funding for English community of practice, 1A and 1AEX
  - Surveying of students in English and math
  - Funding for calling NGR’ed and dropped students
  - Development of new statewide ESL assessments
  - Return of ESL program planning sessions
  - Exploration of CBE, Competency-Based Education
  - Revamping of tutoring support websites
  - Explore educational assistance classes, allowed by AB1705
  
- Making LPC a Destination Campus (Daniel Cearley and Robin Roy): they are discussing what we are doing already to draw students, and what have we done in the past. We used to have an “open house” to bring the community to LPC to learn about the college as a whole. What are other schools doing? Ideas include:
  - Developing You Tube pop-up lessons to interest students.
  - The Academic Senate might sponsor meet and greet events – meet your professors.
  - Partner with student government on their events to reach students.
  - We can give extra credit for students attending any campus event.
  - Suggestion for student surveys and focus groups on what students would want to implement and how they answer “what makes us special?” and “what makes us NOT a destination campus?”
  - Highlight our programs in EMT, fire science, winery, drone technology.
  
- Maximizing our Budget and Resources (Tracey Coleman): no report
  
- Implementation of Change to Student Forms and Procedures (Jill Oliveira): Guided Pathways changed this area name to Student Services Group. They are looking at these items to work on:
  - videos on how to apply
  - onboarding support

- program planning updates
- counselors transitioning to Pathway Success teams
- common calendars – students have one calendar with all events; looking at software
- rebranding the steps to success welcome center to include help with applications, counselors, ed plan, financial aid – a true HELP CENTER
- pop up center for filling out graduation requirements
- major selection process in CCCApply
- more marketing and outreach
- collect stories from staff and faculty who attended LPC
- put time commitments for each step in applications so students can plan the process
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## 10. Announcements/Information Items

- Ashley McHale: the AGS Honors Society Club needs student members; she will send out a notification.
- A new student information change form is available online: students can select their preferred name, which updates in Canvas.

**11. Adjourn:** Motion to adjourn: moved/seconded/approved. Meeting adjourned at 4:39 pm.

**12. Next Meeting: October 12; hybrid – room 1687 and zoom.**

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