



ACADEMIC SENATE MINUTES

September 13, 2023 | 2:30 – 4:30 pm | Room 21147+ zoom for visitors

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: 9

Non-Voting Members:

President: Ashley Young
President-Elect: vacant
Student Government: Brody Price
Faculty Association: Heike Gecox
Admin.: Rifka Several

Voting Members:

Vice President: Craig Kutil (Fall), Collin Thormoto (Spring)
Secretary: Christina Lee
Treasurer: Ashley McHale
BSSL: Robin Roy, Daniel Cearley
A & H: John Kelly, Catherine Suarez
STEM: David Montelongo, Jennifer Siders, Moh Daoud
PATH: Scott Miner
Student Services: Christina Lee, Julie Nguyen
Part Time Representatives: Jeff Judd, Valerie Connors

1. **Call to Order:** meeting called to order at 2:31 pm.
2. **Confirmation of Senators attending by Zoom:** *NONE*
3. **Review and Approval of Agenda:** motion to approve (Craig Kutil)/seconded (Ashley McHale)/discussion: none/approved
4. **Review and Approval of Minutes (August 23, 2023):** motion to approve (Robin Roy)/seconded (Craig Kutil)/ discussion: none/ approved with one abstention
5. **Public Comments (5 minutes):** *This time is reserved for members of the public to address the Academic Senate. Please limit comments to 5 minutes. In accordance with the Brown Act, the Academic Senate cannot act on these items. In the future the public comments will be limited to 3 minutes. NONE*
6. **Action Items:** *NONE*
7. **Consent Items:**
 - 7.1 August 23 Curriculum Changes (Elizabeth McWhorter) *see attachment*
Motion to approve Consent Item 7.1: moved (Craig Kutil) /seconded (Collin Thormoto)/discussion: Craig Kutil requests pulling KIN 19 items, except for in Distance Education, from the Consent Items as corrections are required before approval/motion to approve the motion with the amendment (Craig Kutil) seconded (Ashley McHale)/discussion: none/ approved as amended
8. **Reports**
 - 7.1 LPC Student Government (Brody Price)
 - 7.2 UndocuAlly (Teri Ann Bengiveno)
 - 7.3 Curriculum Committee (Erik Bell): this Monday is the first meeting of the year using the Meta CurricuNet 2.0 platform. Things that are not in the approval queue for this Fall Semester are moved to Fall 2024. There is communication for faculty to get their curriculum to the committee as soon as possible. Question: how are faculty being notified? Emails will be sent out, and committee members will be asked to report out at division meetings.

7.4 CEMC/DEMC Committees (Ashley Young)

CEMC: discussion at the last meeting on how the vice chancellor is requesting logic/data-based information for future projections. There is a case for spring enrollment being 93% of fall, with a 4% increase yearly. There is not solid data available from other colleges for comparisons.

Dean Ho: the FTES target for the year is 5600, if our spring is 93% of our fall, we would reach 5900 FTES by the end of the year. Rajinder has run scenarios. Our current 435 productivity target district-wide (filling classes) is actually lower than our current productivity rate of 470. Question about which courses are filling quicker - face to face, hybrid or online? This was discussed at the board of trustees meeting. Fast-track, including CTE, is being closely looked at as a popular choice for students. Overview of hold harmless situation, ends in 2025.

7.5 Faculty Association (Heike Gecox): Christina Lee: Jeff Judd is the part-time faculty representative Christina is the grievance officer; there will be an evaluator training on Flex Day. Are updates to evaluation training needed? After 2-3 years, Christina will confirm this.* There will be a general FA meeting via zoom at the end of October.**Confirmation provided by Christina: confirming that evaluation training is every 2 years (14E.2 of the FA contract). This means that any evaluator who did not receive training within the last 2 calendar years (from last date of training) should attend.*

That being said, after the COVID 19 pandemic and all the DE (online) updates including Specific Standards for DE instruction (19E) and Evaluation of Faculty Teaching DE Courses and Performing Other Online Services (19F), every evaluator is more than welcome to attend the evaluation training.

7.6 Professional Development Committee (David Powers): full email report posted on website

- The committee welcomed two new faculty members to the committee, Marina Lira (student services) and Peter Kuo (arts/humanities).
- Fall flex day, October 19: The keynote session will be a panel discussing LGBTQ+ on campus, including students. Proposals for sessions are still being accepted and 16 have been approved so far.
- The professional development committee activity packet for conference funding has been updated with links to Informed K12 forms.
- Variable flex part 1 is due to Rifka by November 15th.
- New faculty are meeting with Stuart McElderry and Heike Gecox this week to discuss the tenure process.
- The Teaching Institute leadership is preparing for the upcoming get together.
- Committee members are needed from PATH, Classified Professionals and LPCSG.

7.7 DE Committee (Scott Vigallon):

- The spring DE success rate was 73%, 2% higher than last year. The retention rate of 86% was the highest ever at LPC since the beginning of online learning. Wanda Butterly sent out an email about assistance with online accessibility.
- HyFlex training will be held in October. Scott is designing a self-paced training course.
- The committee discussed how to let students know via a matrix the courses provided HyFlex. This will be posted online.
- There is a request to the committee regarding enabling student access in Canvas for student club announcements. Question about using JamBoard or Canvas annotations? Are there roles in Canvas to make announcements without the enabling access? Scott can set up a role for this request for announcements, however there are concerns about this type of access. Is an Academic Senate policy

needed for this? As both colleges are affected, it was brought to the District Technology Committee who requested a position paper.

- AI assistance will be coming to Canvas, with new features such as grading essays, putting together syllabi and rubrics, etc. DE will let faculty know about this.

7.8 Planning and Effectiveness Committee (Rajinder Samra) email report posted on website

7.9 LGBTQ+ Presidential Task Force (Robin Roy): they will be presenting the panel keynote for Flex Day, with a follow-up session. The task force is meeting next week. Robin met with Kristy Woods from Guided Pathways who have resources for this student population.

7.10 SEA and MLEA (Katie Eagan)

7.11 District Compressed Calendar Committee (Craig Kutil): they are meeting tomorrow. Another faculty appointee is needed for this committee: Scott Miner will join.

7.11 LPC Technology Committee: has not yet met

7.12 Treasurer (Ashley McHale): remind faculty to donate to Academic Senate at division meetings. Request for Ashley to send out Foundation QR code for donations.

7.13 President (Ashley Young)

Federal Corrections Institution in Dublin: two courses are being offered this semester (business and astronomy). Ashley will remake the Math course being offered. Students are enrolled in courses to finish their program. Students still need to receive their grades as they do not have computer access. Three courses will be offered in the spring; and three classes in the summer. The non-credit business certificates continue to be offered in customer service and entrepreneurship.

9. Old Business

9.1 Academic Senate Goals for 2023-24 (Ashley Young) from last meeting's discussion:

- Credit by Examination subcommittee to collect data and research best practices. To date, there are ongoing issues on equity and models have been explored. Melissa Korber (lead) and Craig Kutil
- AI as part of the student policy on plagiarism subcommittee; need to amend the existing Academic Honesty policy. Katie was working on this previously. Katie Eagan and Catherine Suarez
- Common syllabus updates and implementation: the LGBTQ+ Task Force is working on this: Ashley McHale (lead), John Kelly and Robin Roy
- Equity for part time faculty – what are the issues for them? Jeff Judd and Dan Cearley (leads), Valerie Connors, Christina Lee
- Increasing diverse faculty; this has been an ongoing issue to be addressed by Academic Senate: Collin Thormoto (lead) Julie Nguyen, Christina Lee and David Montelongo

- Faculty professional development to increase student retention and completion (currently handled by the Persistence Project). The Persistence Project will start to be folded into the Caring Campus initiative to institutionalize the practices. The timeline for this is the end of the fall semester. Jeff Judd (lead), Ashley Young, Jennifer Siders and Moh Daoud

Bring these committees to your divisions to ask for additional members of the committees. Division reports will be on the next agenda.

Discussion: faculty emailing absent students; is there a way to handle this easily and consistently? This is a factor in student retention. CRM Advise is coming out which can handle this type of outreach, by email and text. Student Success Team members could possibly use CRM Advise to contact absent students. Observation to not make these letters be “form letters” so students read them. Question about Canvas attendance records? Yes, they are available.

9.2 Division input: Teaching and Learning Center, and any faculty interested in this task force (Ashley Young) Ashley McHale, David Powers, Howard Blumenfeld, Michelle Gonzales and Robin Roy are on the Task force, headed by Dr. Foster. Are there other faculty interested? Email Sheri Moore.

9.3 Division input: Faculty Committee Appointments (Ashley Young) Background: this was brought to the Academic Senate by then-president Sarah Thompson. It was shared out to divisions for input, and the Senate voted on this after this input was requested. This arose from the issues that some but not all faculty contribute a lot of time to committee work, and that this work should be more equitable and involve all faculty.

Comments:

- we need to look at programs that have only one person who is already responsible for SLOS, program review, etc.
- if the committee member receives CAH, that should not “count” for all their responsibility

9.4 New Certificate of Competency: Communicating and Writing in English (Katie Eagan) tabled from last meeting; motion to table (Ashley McHale)/seconded (Christina Lee)/approved

10. New Business: NONE

11. Announcements/Information Items

Christina Lee: funding is available from financial aid for the tuition- free for students enrolling for the first time with full enrollment; next year we can offer it again for new first-time, full-enrollment students.

12. **Adjourn:** motion to approve (Craig Kutil)/seconded (Ashley McHale)/approved

13. **Next Meeting: September 27, 2023**

THE REMAINDER OF THE TIME WAS SPENT WITH SENATE SUB-COMMITTEE MEETINGS