

**LAS POSITAS COLLEGE ACADEMIC SENATE  
REGULAR MEETING**

Room 1687 – SSA Building  
February 26, 2014 – 2:30 p.m.

**APPROVED MINUTES**

**PRESENT:** Toby Bielawski, Rajeev Chopra, Elena Cole, Greg Daubenmire, Debbie Fields,  
Heike Gecox, Thomas Orf, John Ruys

**GUESTS:** LaVaughn Hart, Dr. Barry Russell

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**1.0 GENERAL BUSINESS**

**1.1 Call to Order** – 2:32 p.m.

**1.2 Approval of Agenda**

**MOTION** to reorder the **AGENDA** and move Item 6.1 after Item 1.2

**MSC: H.Gecox / G.Daubenmire /APPROVED**

**1.3 Approval of Minutes from February 12, 2014**

Draft minutes to be presented at the next meeting.

**1.4 Public Comments** – None

**2.0 ACTION ITEMS**

**2.1 None**

**3.0 CONSENT ITEMS**

**3.1 IPC Committee Membership** – The membership for the IPC is as follows: Sarah Thompson (ALSS), Scott Miner (STEMPS), Cynthia Ross (BSBA), and John Gonder (CTE). Heike Gecox will check with the VP and/or Dean of Student Services for the name of a representative from Counseling. With an official appointment from the Senate, this list has been approved.

**3.2 Faculty Hiring Committee Membership** – The list of faculty serving on one of the seven hiring committees listed below, was presented to the Senate.

Men's Basketball Coach; Nutrition; Head Women's Soccer Coach; Biology; ESL; Music; and Library.

With an official appointment from the Senate, this list has been approved.

#### **4.0 REPORTS**

**4.1 Curriculum Committee** – LaVaughn Hart distributed a handout with the current status of each of the Associate Degrees for Transfer that LPC has corresponding programs, which need to be developed by December 2015. There are 10 ADTs that have not completed the process; 2 that are pending completion; and 7 that are complete. Since the process on campus for putting this type of documentation through is lengthy, an ADT Workshop is scheduled for March 10th from 12:30-2:30 pm in Room 1687 to assist with the process. Participants are asked to bring questions, and discuss their process, concerns, ideas, and triumphs at this meeting.

**4.2 Program Review** – A written report can be found at the end of these minutes.

**4.3 SLO** – No report.

**4.4 CEMC** – LaVaughn Hart reported that there was a small allocation of FTEF left from the Fall, with an expected additional amount. The college will need to increase their FTEF in order to capture growth money that other districts are not in a position to capture. That amount is estimated to be around \$400,000 to \$500,000 for the district. CEMC is scheduled to meet Friday morning, and DEMC in the afternoon. The final FTEF allocation should be known after the DEMC meetings.

**4.5 Faculty Association** – Debbie Fields reported that election ballots have been distributed and faculty can vote through March 6<sup>th</sup>. The ballot box is located in the information desk area.

**4.6 Student Senate** – No report.

**4.7 Treasurer** – Rajeev Chopra reported a balance of \$1,502.68 as of the end of January. Thus far a total of \$650 has been collected compared to the \$1,100 collected last year. There is enough money to cover the student scholarships and expenses for Staff Appreciation. Previous expenses have included covering Flex Day breakfast, past Senate President gift, Pineapple Awards, etc.

One division faculty member suggested increasing the student scholarship to \$500 since \$300 does not cover much. Depending on how much more is collected, the Senate might want to discuss increasing contributions in some areas. A suggestion to discuss at the next meeting precious Senate expenses and review those areas to see where changes could be made was brought forth. Senators were once again asked to let faculty in their areas that donations are still being accepted.

**4.8 President** – The Area B meeting is scheduled to take place on March 21st at LPC. Senators are encouraged to attend.

**4.9 DBSG** – This committee will meet in less than two weeks. It was stated that since 2009 the colleges have received \$6M less and the District \$6M more. It's the

colleges that rise and fall whereas the District is a constant. The extra money should go directly to the colleges.

Last year a survey was conducted to find out if the District Office was adequately staffed. The results of that survey were asked, and so far no report has been received. There was a concern that if the question stopped being asked, it could be easily be forgotten and overlooked.

## **5.0 DISCUSSION OLD BUSINESS**

**5.1 Feedback on Bachelor Degrees** – The Senators reported that there were no real conclusions just basic questions related to GE requirements, and qualifications for instructors. Senators are to continue gathering feedback from their divisions until future discussions take place.

**5.2 Student Services Board Policies** – The Chapter 5 Student Services Board Policies were presented for discussion. The Senators were to bring back feedback from their divisions, of which there was none.

**MOTION** made to **APPROVE** the Chapter 5 Student Services Board Policies.  
**MSC: D.Fields / R.Chopra / APPROVED**

**5.3 Update on Accreditation** – At the prior meeting the list of accreditation teams was presented, followed by an email with the complete list of names of all those participating. There was no feedback received from the divisions and the faculty names were presented for approval.

**MOTION** made to **APPROVE** the faculty listed on the Accreditation Teams.  
**MSC: G.Daubenmire / T.Bielawski / APPROVED**

Elena Cole attended an Accreditation Institute and it is looking more towards the fact that the college will be writing to the new standards. Even though official word will not be received until June the college should begin preparing.

III.A.6 is a new standard that received a number of comments by the faculty who attended the accreditation institute, and what each college will be held to as part of Standard III. It reads as follows, *“The evaluation of faculty, academic administrators, and other personnel directly responsible for student learning includes, as a component of that evaluation, consideration of the effectiveness of producing that learning. Those employees use the results of the assessment of learning outcomes to improve teaching and learning.”*

What this means is that SLOs will, in some way, be entering into the evaluation process. This is considered a negotiated item and chances are that the FA would not be in agreement. Schools have had different situations in dealing with this, and it is becoming more of a question as to where SLOs are referred to (course outlines,

syllabi, etc.). One college added to their faculty evaluation form a checkbox indicating that the faculty member participated in SLOs (form required negotiated modifications). The ACCJC is still accepting feedback related to any of the new standards until April. This particular one may be one that faculty would like to submit comments about before the deadline.

**5.4 Feedback on Equivalencies** – At the last meeting the Senators were asked to gather feedback from their divisions regarding equivalencies resulting in a tie. There was some conversation about having a tie automatically result in a no vote, which after a brief discussion was thought to be not a good idea. The Senators were still in favor of having a faculty member from each college in that discipline, or in the absence of another faculty member, one from a related discipline break the tie. If a second tie resulted, the equivalency would automatically be denied. This recommendation will be presented at the next College Council meeting.

## **6.0 DISCUSSION – NEW BUSINESS**

**6.1 President's Remarks** – Dr. Barry Russell began by saying that the College Council was moving forward with discussing several items and was at this meeting to share that information.

The IPC will hold its first meeting in March and one item of business will be to set measurable goals, and where the emphasis should be placed in 2014-15. Some ideas presented included expanding the International Student Program, looking at special programs such as PUENTE, MESA, investigate new programs, or build upon existing ones such as the Tutorial Center. Campus wide discussions would take place to gather information about where interest lies. The timeframe would be from March to the end of May 2014 so that the top ideas the campus would like to focus on could begin in Fall of 2015.

Both campuses do not have Educational Master Plans, and the District needs a Strategic Plan. This is something that is associated with the preparation of accreditation and is needed.

Dr. Russell also spoke about LPCs seven hiring committees for faculty positions that are currently being recruited. He mentioned ideas about the hiring process, one of which was to keep the first level procedure the same, but consider adding an “interaction with campus life” to the second level. A brief discussion ensued with experiences at other colleges being exchanged.

Dr. Russell concluded by saying that the goals were to give him ideas of where the campus felt where areas where time, energy, and resources should be placed. This would also assist with preparing the campus for accreditation, which is a huge undertaking in itself.

**6.2 Equivalencies FA Perspective** – There has been some discussion regarding equivalencies and the language written in the Faculty Contract, the Board Policy dated 2009 related to the Minimum Qualifications and Equivalencies for Employment Board Policy dated 2009, and the list of 8 items required from individuals applying for an equivalency.

Charlotte Lofft provided copies of the Board Policy and a one page document developed by the Equivalency Committee. She has asked that the Senates from both colleges review all of these documents and use them as a basis to improve the FSA Equivalency document. Discussion ensued about some of the implications that might result when faculty are granted an equivalency.

Debbie Fields and Greg Daubenmire will work on the policy language and the Equivalency Committee's guidelines, combining both documents to come up with suggested changes, and present their report at the next Senate meeting. Once the Senate agrees on the revisions the document will go back to the divisions for their review. Any suggested changes will be presented to the Senate before moving the document to the FA for the E Board's review and implementation.

## **7.0 GOOD OF THE ORDER**

### **7.1 Announcements –**

- a) Talking Points:
  - \* Approved – Chapter 5 Student Services Board Policies
  - \* Approved – IPC Membership
  - \* Donations for Academic Senate Treasury
  - \* Update on ADTs

### **7.2 Adjournment – 4:27 p.m.**

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## **ACADEMIC/FACULTY SENATE ROSTER**

### **EXECUTIVE OFFICERS**

Senate President:	Thomas Orf
Senate Vice President:	Elena Cole
Senate Secretary:	John Ruys
Senate Treasurer:	Rajeev Chopra
Senate Admin Assist:	Carmen McCauley

### **ACADEMIC/FACULTY SENATE ROSTER**

ALSS:	Toby Bielawski
STEMPS:	Debbie Fields
BSBA:	Vacant
Counseling:	Heike Gecox
ALPC Rep:	Kevin Lopez

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