

**LAS POSITAS COLLEGE ACADEMIC SENATE  
REGULAR MEETING**

Room 1687 – SSA Building  
March 12, 2014 – 2:30 p.m.

**APPROVED MINUTES**

**PRESENT:** Toby Bielawski, Rajeev Chopra, Elena Cole, Greg Daubenmire, Debbie Fields, Heike Gecox, Kevin Lopez (ASLPC Rep), Thomas Orf, John Ruys

**GUESTS:** Dr. Janice Noble

---

**1.0 GENERAL BUSINESS**

**1.1 Call to Order** – 2:40 p.m.

**1.2 Approval of Agenda**

**MOTION** to reorder the **AGENDA** and move Item 6.4 after Item 2.1

**MSC: R.Chopra / D.Fields /APPROVED**

**1.3 Approval of Minutes from February 12 and February 26, 2014**

**MOTION** made to **APPROVE** both sets of draft minutes as written.

**MSC: R.Chopra / D.Fields /APPROVED**

**1.4 Public Comments** – None

**2.0 ACTION ITEMS**

**2.1** None

**3.0 CONSENT ITEMS**

**3.1** None

**4.0 REPORTS**

**4.1 BaSk Committee** – No

**4.2 DE Committee** – A written report was submitted and is located at the end of these minutes.

**4.3 Staff Development Committee** – Greg Daubenmire reported that the committee met on Monday and approved four proposals.

The committee is working on accreditation standards, and will be sending out a questionnaire to gather information from faculty related to some of the sections.

The committee is also working on the Governance Worksheet for the Staff Development Committee. It currently reads:

***“Develop policies and processes for awarding staff development funds; review and make recommendations for funding staff development proposals; plan and promote staff development activities.”***

The Charge of the committee was expanded and the following was added:

***“In particular those activities which will satisfy variable flex obligations for full-time faculty; maintain a record of completed flex credit; make recommendations about variable mandatory flex for the following academic year; development and present workshops for newly hired full-time faculty during their first academic year.”***

The membership includes the Chair; 4-Faculty, one from each division; 1-Part-time Faculty; and 1-Classified (including the TLC). Appointments will be made by the Academic and Classified Senates, and the membership term is 2 years.

Senators will be sent a copy to share with the divisions, and comments should be directed to Greg.

**4.4 CEMC** – Thomas Orf reported that the CEMC meeting has been cancelled and the vote regarding the extra FTEF will not take place. Instead, the DEMC will be holding an emergency meeting this Friday, March 21.

Faculty were asked to prepare for a possible additional allocation of 5.73 FTEF or one as high as 7.23. The Chancellor has now said that the allocation will remain at 1.83 CAH that has already been allocated. The DEMC is strongly suggesting that the colleges’ move forward with increasing the FTEF and lifting the base level to the equivalent of the 5.73. This is under the pretense that there is growth money that can be captured and if things are not placed on the schedule then that money would just be left on the table. The State has listed some growth money, and would like to allocate it only to those districts that are growing. The base will need to be met by both LPC and Chabot in order to qualify. The DEMC is behind adding FTEF to the schedule but the Chancellor has been hesitant. The meeting next Friday will be attended by the Chancellor and faculty only, and discussion will center on how to build the schedule without additional FTEF (only a proposed amount of 5.73 FTEF).

A brief discussion continued with the upside and downside of the different scenarios such as if Chabot was not able to make their base, if no additional allocation was received, and how the productivity level was maintained in years past.

**4.5 Faculty Association** – Debbie Fields reported that the following members have been elected as incoming officers for 2014-2015. The Treasurer and Secretary positions will be appointed by the Executive Board as stated in the revised FA Bylaws.

President – Charlotte Lofft  
(LPC) Vice President – LaVaughn Hart  
(LPC) Membership – Debbie Fields  
(LPC) Part-Time Representative – Victoria Austin  
(LPC) At-Large Representative – Thomas Orf

The next meeting of the Faculty Association will be on March 28.

**4.6 Student Senate** – Kevin Lopez reported the following:

March 3 – Students attended the March in March event in Sacramento  
February 13 – Masquerade Ball had fewer attendees than expected  
April 9 – Talent Show held auditions and 10 performers have been selected  
April 23 – Club Day  
April 23-24 – ASLPC Elections

The ASLPC will be assigning the mapped accreditation standards to various student teams. The performance evaluation for each participating member of the senate was recently conducted and resulted in the impeachment of one student officer.

**4.7 Treasurer** – Rajeev Chopra reported that the fund had increased by \$75.00 since his last report. His statement of the Senate account being managed by the LPC Foundation was not correct. The Foundation would have had to apply a substantial fee for managing the funds, so a decision was made to continue with Bank of the West.

Rajeev shared a concern regarding the expenses for the Staff Appreciation. In the past, faculty donations during the Fall and Spring have been able to cover the cost for this event and the student scholarships, with the help of the administrators. This year with the budget situation, the amount of donations received at this point, and no guarantee of additional funding – the senate would still be able to cover both. If this is the case, very little money would be left in the Senate account for next year. Rajeev will do some research and try to find areas to help offset some of the expenses, in order to leave a reasonable amount in the Senate fund for next year.

**4.8 President** – One topic at the Chancellor's Council was the equivalency issue. Thomas Orf shared the Senate's recommendation of how to settle a tie vote, which was met with some reluctance. Present at this meeting was a document written by San Mateo College related to equivalencies. It was well written and mentioned having only three committee members. It was suggested that using this document as a foundation was one way to come up with an equivalency policy or guideline for both LPC and Chabot. Both Senate Presidents were asked to share this document with faculty. Senators are asked to present this information at division meetings and

gather feedback for discussion at the next Senate meeting. Both Senate President's are to report back at the next Chancellor's Council meeting.

The Area B meeting is scheduled to take place on March 21st at LPC. There will be a number of resolutions presented. Senators attending will be eligible for flex credit.

#### **4.9 DBSG – Combined with President's report.**

### **5.0 DISCUSSION OLD BUSINESS**

**5.1 Equivalencies** – Discussion suspended until more information becomes available next week.

### **6.0 DISCUSSION – NEW BUSINESS**

**6.1 Pre-Accreditation Evaluation of Senate** – Thomas Orf and Elena Cole have begun the process of completing the pre-accreditation assessment report for the Senate. The following discussion added information to the documents already started by Tom and Elena.

**Standard: IIA6)–The institution assures that students and prospective students receive clear and accurate information about educational courses and programs and transfer policies. The institution describes its degrees and certificates in terms of their purpose, content, course requirements, and expected student learning outcomes. In every class section students receive a course syllabus that specifies learning outcomes consistent with those in the institutions officially approved course outline.**

**This is accomplished by:**

- The Counseling department conducts students surveys;
- Handouts available for information regarding General Education and/or specific certificates;
- Information available in catalog, the catalog addendum, and printed schedule;
- Not all course syllabi include SLOs, and justification as to why or why not will need to be provided. (A recommendation was made to have the Senator's take a short survey at the next division meeting by asking how many faculty members include SLOs in their syllabus.)
- The institution ensures that the information provided for degrees and certificates in terms of their purpose, content, course requirements is clear and accurate by reviewing the information in the catalog, and including updates in the addendum.

**Standard: IIA7a)–Faculty distinguishes between personal conviction and professionally accepted views in a discipline. They present data and information fairly and objectively.**

**This is accomplished by:**

- Faculty Ethics Statement;
- The Institutional & Research Office has results of student surveys regarding Student Ethics. (Located on the Grapevine.)

**Standard: IIA7b)-The institution establishes and publishes clear expectations concerning student academic honesty and consequences for dishonesty.**

**This is accomplished by:**

- This information is printed in the catalog.

Tom and Elena will work with the additional information gathered during this discussion, and present what was incorporated at the next meeting.

**6.2 Consolidation of Committees Directive from College Council** – Thomas Orf reported that the Senate had been given the directive to begin consolidating committees that report to the Senate.

Ways of approaching this process could be:

- 1) Take to the divisions and ask for their input then have the Senate work with what they receive;
- 2) Create a subcommittee that will come up with an idea, share that idea with the divisions, then back to the Senate; or
- 3) Discuss other alternatives.

Tom will review the committee membership of the committee that fall under the Senate, and try to locate any previous information related to consolidating committees before the next Senate meeting. Feedback from the Senator's at the next meeting will be used to fine tune the idea before this information is ready for presentation at division meetings. Senators are asked to mention this item at next week's division meetings, and that recommendations will be presented to them at their April meeting. Changes made to any of the committees will not occur this semester.

**6.3 Staff Appreciation** – Elena Cole mentioned that last year's theme centered on a Pool Party, which unfortunately did not happen due to rain. She has been involved yearly with this event and this year is asking for volunteers to take the lead. A theme, location, time, date, the type of entertainment or activities are just some of what will still need to be determined.

Toby Bielawski and Rajeev Chopra have volunteered and will share the planning of the event this year. Senator's are asked to mention this event at the next division meeting and also ideas from faculty.

**6.4 IPBM (Integrated Planning and budget Model) Approval** – A revised version of the IPBM was shown and the process and flow of information explained. Beginning with the information from the needs identified by various groups who communicate

with the college committees, who pass that information to over to the district-wide committees (Educational Support Services, Facilities and Technology, DEMC and Planning & Budget), who then communicate this information to the Senior Leadership Team and Chancellor's Council, informing the Chancellor who then communicates with the Board of Trustees.

The senate will hold a special meeting on March 17 to vote on the IPBM model that will be presented to the Board on Tuesday, March 18 final approval.

## **7.0 GOOD OF THE ORDER**

### **7.1 Announcements –**

#### **a) Talking Points:**

- \* Staff Accreditation
- \* Consolidation of Committees

b) Major Fair is March 26, 2014. Heike Gecox will be sending out a reminder.

### **7.2 Adjournment – 4:32 p.m.**

\* \* \* \* \*

## **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, Greg Daubenmire  
BSBA: Vacant  
Counseling: Heike Gecox  
ALPC Rep: Kevin Lopez

\* \* \* \* \*

Public Notice—Nondiscrimination: Las Positas College does not discriminate on the basis of ethnicity, religion, age, gender, sexual orientation, color or disability in any of its programs or activities. Las Positas College is committed to providing reasonable accommodations for persons with disabilities. Upon request this publication will be made available in alternate formats.

