

**LAS POSITAS COLLEGE ACADEMIC SENATE
REGULAR MEETING**

Room 1687 – SSA Building
December 11, 2013 – 2:30 p.m.

APPROVED MINUTES

PRESENT: Mona Abdoun, Rajeev Chopra, Elena Cole, Heike Gecox, Cindy Keune,
Michelle Gonzales, Kevin Lopez (ASLPC Rep), Thomas Orf

GUESTS: Greg Daubenmire, Olga Salgado (ALSPC Rep)

1.0 GENERAL BUSINESS

1.1 Call to Order – 2:39 p.m.

1.2 Approval of Agenda

MOTION to APPROVE Agenda

MSC: H.Gecox / R.Chopra / **APPROVED**

1.3 Approval of Minutes from November 13, 2013

MOTION to APPROVE Draft Minutes

MSC: R.Chopra / H.Gecox / **APPROVED**

1.4 Public Comments – None

2.0 ACTION ITEMS

2.2 Board Policies

The Senator's reported not having received feedback from their areas.

MOTION made to **APPROVE** Board Policies 4010 through 4235.

MSC: R.Chopra / C.Keune / **APPROVED**

3.0 CONSENT ITEMS

3.1 Integrated Planning and Budget Process

The STEMPS division reported that faculty were in favor of supporting the process. Faculty from the BSBA division were in agreement with the understanding that this would be a work-in-progress for the next two years and then reviewed. It was also suggested that Dr. Janice Noble attend the Senate meetings to report on updates.

MOTION made to **APPROVE** the Integrated Planning and Budget Process with the recognition that it is a work-in-progress.

MSC: R.Chopra / H.Gecox / **APPROVED**

4.0 REPORTS

4.1 Curriculum Committee – There is an issue that has emerged regarding curriculum. December was the deadline for faculty to submit new programs, and curriculum (new, revised, etc.) that require approval by the Curriculum Committee. Since this is also a catalog year, programs not approved cannot be included in the catalog, and there is a backlog of courses faculty have completed that are still waiting for approval. In the past, courses sent back requiring slight modifications were still included in the catalog, but this is not the case. The courses themselves have not been reviewed. It is an articulation issue that has become a huge problem.

Thomas Orf stated that funding is needed to provide assistance for the articulation officer. Currently, this person is split with another responsibility and it has become clear that not enough time is being devoted to either one. The process of submitting programs, and new or revised courses needs to begin earlier in the year to avoid a large number coming through all at the same time. Tom suggested that the Senate move forward with a strong recommendation to fund an assistant to help with reviewing curriculum and moving it forward since more will be coming through making the situation worse.

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

4.3 SLO – A written report can be found at the end of these minutes.

4.4 CEMC – The Committee will meet this Friday and discipline plans that were submitted some time ago are on the agenda to be approved. There is still a small amount of FTEF left and the possibility of how it will be used may not be answered at Friday's meeting.

4.5 BaSk Committee – None

4.6 DE Committee – A written report can be found at the end of these minutes.

4.7 Staff Development Committee – Greg Daubenmire reported that the Committee has approved funding totaling \$5,000 during Fall semester. Committee reports from September 9th and October 14th can be found at the end of these minutes.

4.8 Faculty Association – None

4.9 Student Senate – Kevin Lopez reported on the last two months of ASLPC activities.

November 14 – Club Day

November 15-17 – A selected number of student officers and senators attended a three day retreat. There were a total of 20, which included 6 officers and the Club Advisor.

December 11 – Prep-to-Pass is a way for students needing extra help just before finals. Tutoring can be on an individual or group basis and takes place in the Tutorial Center.

The Event Subcommittee has begun preparing for Spring Semester activities that include two major events – a Talent Show and Masquerade Ball.

The Legislative Subcommittee has been reviewing the Administrative Procedures and Board Policies. The ASLPCs Constitution and By-Laws are also under review and changes are being made to increase the efficiency of the student body.

Students have already begun to return books loaned out through the Textbook Loner Program. The loner program has been advertising the Textbook Systems Scholarship where students can apply for a \$500 textbook scholarship. The money can only be used at the campus bookstore and any remaining funds are placed back into the student senate's account.

With a lot of courses having online access the textbook program has had fewer students participating. The cost of online access is sometimes equal to the cost of the book so the incentive for student to apply for a loner is not there. In order to bring back the sustainability of the loner program, a subcommittee is looking into other activities that would bring in funds. Added are supplies that students can purchase such as lab coats, microscope slides, safety goggles, and latex gloves.

4.10 Treasurer – Rajeev Chopra reported that currently the Senate has \$1,168 in the account. A fundraiser will be held in the Spring and an email will be sent to all faculty. Funds are needed for Staff Appreciation, and the two \$300 student scholarships. Donations were once collected by the Senators but last year the Senate account was switched over to the LPC Foundation. Checks are now to be made out to the LPC Foundation and noted as deposit for the LPC Academic Senate.

4.11 President – Thomas Orf will be attending a conference next February hosted by the State Academic Senate in collaboration with the UC and CSU senates. The main topic will involve discussions related to General Education.

In March LPC will be hosting the Academic Senate Regional meeting and Senators were encouraged to attend. More information will be made available in January.

4.9 DBSG – This Committee has not yet met, although the Chancellor's Workgroup (subgroup of the DBSG) continues to meet on a regular basis. This subgroup is working on revamping the way the current DBSG operates and in January will present their recommendation to the DBSG, which is to form four new committees.

The first committee will be a version of the current DBSG and will oversee things from the District level. The other three will be subcommittees that will report to the DBSG, a Facilities, Technology, and Education. The Facilities and Technology subcommittees will act as liaisons between the two campuses; the Education is entirely new.

The Chancellor formed a subcommittee from the members of the Chancellor's Workgroup at a meeting that Tom was unable to attend. She placed three members in charge of designing each of these new subcommittees. Dave Fouquet was placed in

charge of developing the Facilities Committee, Rajindar Samra in charge of the Technology, and Yvonne Wu Craig in charge of the Education. The Education subcommittee will deal with curriculum issues, replace the District Curriculum Committee, and handle support services. The function of this subcommittee seemed to Tom and some other individuals to be written in a way that indicated lots of policies were going to be dictated and filtered down to the campuses. The presentation generated lots of discussion and reactions from those present. The intent of all three subcommittees was to oversee and work as liaisons, not dictate.

The question was asked as to why the Chancellor wanted to form a subcommittee instead of working with the entire DBSG group? It was explained that the DBSG has 25 members and includes representation from both campuses and the district. Her idea was to have a smaller group with representation from both campuses and the district work on this project and report back to the entire DBSG. Working on the planning structure and a model for the DBSG to follow is part of accreditation, and the driving force for moving forward with what the subcommittee came up as a recommendation. The only concern Tom has is keeping the structure similar to that of DEMC and CEMC because DEMC does not dictate to the colleges. There also needs to be clear documentation and communication that allows the two colleges and the district all know what the other is doing, and work cohesively to make certain that the process flows between all three areas.

5.0 DISCUSSION OLD BUSINESS

5.1 Hiring Prioritization – The Hiring Prioritization Committee reconvened to address the questions raised by their decision for an emergency hire. Heike Gecox reported that the Committee will stand on their decision, and send their recommendations to the President. The Committee will work on the process as far as addressing the concerns that each division voiced as to what constitutes an emergency and what does not, and also work on developing a more standardized process.

6.0 DISCUSSION – NEW BUSINESS

6.1 Scholarships – Rajeev Chopra reported that the Senate fund has approximately \$1,200. More funding is needed to cover the two student scholarships (\$300 each), Staff Appreciation, conferences for Senate officers, and other miscellaneous expenses that occur each year. After a brief discussion there was no question that the Senate wanted to continue supporting what has been done in the past. In early Spring the Senate will send out a reminder asking faculty for donations, and the same information will be announced at the division meetings. Checks can be made payable to the LPC Foundation with a notation that they are for the LPC Academic Senate.

6.2 Accreditation – The Senate has received the accreditation standards that have been assigned for review. 10+1 related standards are especially important and the Senate will need to evaluate all that have been assigned keeping the following in mind – If what is written something that the College has been doing, and explain how it is being done. Time will be dedicated for discussing the standards at each meeting.

7.0 GOOD OF THE ORDER

7.1 Announcements –

1. Elena Cole suggested that in the Spring the Senate begin discussing what meaningful participation actually means. She sensed that there are a lot of people on campus that are strained, and some committees are “limping” with less than stellar representation. When people begin to wear out it becomes hard to focus and this evident all around the campus. She suggested sending out a survey with questions such as - What was your experience on a committee, and what was meaningful about being on that committee? Was it worth your time or not? What are our shared governance responsibilities? We all need to use our energy wisely, and many are worn down and departments are understaffed. Her role assisting with accreditation has her having to contact many people on campus about the process. This has made her very aware of how people are feeling, also having to be careful and cautious about not making anyone feel burdened. Finding out what would engage people in a positive manner, regenerating and getting them interested in wanting to get involved, and what would interest them, and make them feel as if their time was well spent is very important.

Elena would like the Senate to pursue this, if not this year perhaps the following. She believes this is a question that should asked of everyone.

2. Heike Gecox announced that the Career, Major, and Employment Fair is scheduled for Wednesday, March 26, 2014 from 10:30 a.m. to 1:30 p.m.

~ Talking Points for this meeting will include:

* The Senate approved the Integrated Planning, Budget and Assessment Process and Board Policies.

* The Senate will be asking for donations for the purpose of continuing to offer two \$300 student scholarships.

7.2 Adjournment – 3:55 p.m.

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ACADEMIC/FACULTY SENATE ROSTER

EXECUTIVE OFFICERS

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

ACADEMIC/FACULTY SENATE ROSTER

ALSS: Michelle Gonzales
STEMPS: Debbie Fields
BSBA: John Ruys
Counseling: Heike Gecox
PT Faculty: Mona Abdoun
ASLPC Rep: Kevin Lopez

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Academic Senate Report - Program Review Committee

For the past 5 weeks, members of the Program Review Committee, joined by additional faculty and staff, have been reading and summarizing your program reviews.

We have learned a lot about our campus programs and about the process.

In the next two months the Program Review Reading and Summarization Teams will be working with the Division Deans to write Division Summaries. These summaries will be presented and discussed at the Division Meetings in February, then forwarded to the Integrated Planning Committee. They will form a core part of the documents used to guide planning and budgeting for 2014-15.

In the spring we will be reporting out to the campus some of the lessons we learned in conducting this process for the first time with the new template. In the spring we will work with the Administration and the new Integrated Planning Committee and we use feedback and our experiences to revise and improve the forms and process, with rollout of the revisions planned for late April or early May.

We want to thank all of the writers for the time and effort they put into writing their program reviews.

In closing, we would like to thank and acknowledge the team members who have put in many hours reading and summarizing the annual program reviews. Together they read and summarized a total of 55 Annual Program Reviews. Those marked (F) are faculty and members of the PRC; those marked (FV) are faculty who volunteered to be readers; those marked (CV) are classified staff who volunteered to be readers

Readers for the STEMPS Division:

Karin Spirn (F), Elizabeth Hopkins (FV), Robin Roy (F), Catherine Suarez (F)

Readers for the ALSS Division:

Teri Henson (F), Michelle Zapata* (FV), Cheryl Warren (F), Angella VenJohn (F), Nadiyah Taylor (F), Mark Tarte (FV)

Readers for the BSBA Division:

Jill Carbone (F), Peter Cardin (CV)

Readers for the Student Services Division:

Teri Henson (F), William Eddy (CV), Jason Morris (F), Justin Garoupa (Dean,V), Tina Inzerilla (FV), James Weston (CV)

Teri Henson and Jill Carbone
Program Review Co-Chairs

SLO Committee Report

December 2, 2013

Tina Inzerilla

Faculty will be asked to review the LPC SLO Assessment Process document and to provide any feedback to Tina Inzerilla.

The latest report of SLO's, assessments, and degree/certificate outcomes that are not complete for all divisions is attached. Faculty will be asked to review the list and plan on completing their disciplines SLO work by the January 20th, 2014.

The SLO Committee appreciates all of the hard work faculty is providing on SLO's, assessments, and degree/certificate outcomes.

Las Positas College SLO Assessment Process

General LPC Guidelines

- Faculty should assess a minimum of 25 percent of their courses each semester over a two year period. Courses with multiple SLOs assess a minimum of one SLO per course.
- Faculty members in each discipline are expected to collaborate on developing SLOs and assessments.
- Faculty members are expected to write SLOs for all degrees and certificates and identify course level SLOs that map to the degree/certificate outcome(s).
- Faculty members are also expected to discuss the results at department meetings and to keep a record of the results and the analysis.
- The analysis of the assessments should be adapted and used for the program review updates.

Ideally

- Discipline faculty meet to review the course outline for a particular course and identify which expected outcomes they would like to create a student learning outcome for.
- Discipline faculty then write the student learning outcome and discuss various ways to assess it.
- One faculty member from the discipline enters the SLO into eLumen.
- Discipline faculty members collaborate on the creation of an assessment for the SLO and identify their expected results.
- Faculty members who teach the course meet to discuss the assessment and when to administer it.
- Once the assessment results are available, the discipline faculty members meet to analyze the results and discuss possible changes that might need to be made to the SLO, to the assessment or to the methods instructors used to teach the material.
- Discipline faculty members document the assessment process by entering the results and the analysis into eLumen.

Courses without ongoing assessments (past 2 years)							
ALSS		STEMPS		BSBA	Student Services		
ANTH12		AJ60		BUSN20	GNST100		
ANTH4		AJ61		BUSN74	GNST21		
ARHS1		AJ62		ECD1503	GNST9		
ARTS23		AJ63		ECD61	LRNS116		
ARTS24		AJ64		ECD64	LRNS117		
ASL2A		AJ69		ECD65	LRNS120		
ASL2B		AJ70		ECD74	PSCN19		
ENG100A		AJ71		ECD96	PSCN24		
ENG104		AJ74		KIN23	PSCN28		
ENG105		AJ79		KIN24	PSCN3		
ENG11		AJ9905		KIN30	PSCN6		
ENG13		AJ9961		KIN31A	PSCN8		
ENG19		AJ9965		KIN38B			
ENG4		AJ9969		KIN41			
ENG44		AJ9979		KIN41B			
ENG45		AJ9980		KIN48B			
ENG7		AJ9982		KINBC1			
FREN1A		AJ9983		KINBD			
FREN1B		AJ9987		KINBK			
FREN2A		AJ9995		KINBKP			
FREN2B		AJ9997		KINFL1			
HIST32		AJ9998		KINFSC			
INTD50		APAU97D		KINHHA			
INTD51		ASTR30		KINPF			
INTD58		AUTO60B		KINSC1			
ITLN1A		AUTO61B		KINSW1			
ITLN1B		AUTO64		KINSW3			
MSCM1		AUTO66		KINSWF1			
MSCM16A		AUTO67A		KINUF			
MSCM16B		AUTO67B		KINUF1			
MSCM32		AUTO69		KINVB1			
MSCM32A		AUTO70A		KINWP1			
MSCM32L		AUTO70B		KINWT1			
MUS10B		AUTO72B		KINYO1			
MUS16		BOTN1		MKTG56			
MUS30		CHEM12B		PE18			
MUS47		CIS46		PE20			
MUS8A		CIS48		PEAB			
MUS8B		CIS55B		PEASA			
PHIL1		CIS55D		PEFNI			
PHIL2		CIS59A		PEGF			
PHIL3		CIS59B		PESWB			

Courses without ongoing assessments (past 2 years)							
ALSS		STEMPS		BSBA		Student Services	
PHIL5		CIS59C		PSYC15			
PHT50		CIS60		PSYC2			
PHTO56		CIS62		PSYC20			
PHTO57		CIS68		PSYC24			
PHTO64A		CIS70					
PHTO68		CIS71					
POLI25		CIS77					
POLI30		CIS8					
RELS1		CIS84					
RELS2		CIS85A					
SOC11		CIS85B					
SOC12		CIS90					
SOC13		CIS9001					
SOC3		CIS9101					
SOC4		CIS9102					
SOC5		CIS9103					
SOC6		CIS9104					
SOC7		CIS94					
SPAN1A		CIS95					
SPAN1B		CIS96					
SPAN2A		CIS9901					
SPAN2B		CIS9902					
THEA10		CIS9903					
THEA11		CIS9983					
THEA12		CIS9984					
THEA14		CIS9987					
THEA1A		CIS9988					
THEA1B		CIS9989					
THEA25		CIS9990					
THEA3		CIS9991					
THEA30		CIS9992					
THEA39		CIS9993					
THEA4		CIS9995					
THEA40		CIS9996					
THEA41		CIS9997					
THEA46		CIS9998					
THEA48		CIS9999					
VCOM153		CNT62B					
VCOM154		CNT67					
VCOM155		CNT69					
VCOM158		CNT70					
VCOM159		CNT72					
VCOM162		CNT7210					

Courses without ongoing assessments (past 2 years)								
ALSS		STEMPS		BSBA		Student Services		
VCOM163		CNT7301						
VCOM164		CNT7401						
VCOM165		CNT7501						
VCOM48		CNT95						
VCOM50		CNT96						
VCOM51		CS20						
VCOM52		CS31						
VCOM53		CS38						
VCOM54		CS41						
VCOM55		CS43						
VCOM56		CS46						
VCOM57		CS47						
VCOM58		CS48						
VCOM59		CS7						
VCOM60		CS9						
VCOM62		CS95						
VCOM63		CS96						
VCOM63IN		ECD204						
VCOM64		ELEC87.1						
VCOM65		ELEC87.2						
VCOM65IN		ELEC87.3						
		ELEC87.4						
		ELEC87.5						
		ELEC87.6						
		ELEC87.7						
		EMS50						
		EMS51						
		EMS52						
		EMS53						
		EMS56						
		EMS61						
		EMS62						
		ENGR15						
		ENGR22						
		ENGR44						
		FST50						
		FST51						
		FST52						
		FST53						
		FST54						
		FST55						
		FST56						
		FST65						

Courses without ongoing assessments (past 2 years)								
ALSS		STEMPS		BSBA		Student Services		
		FST74A						
		FST86A						
		GEOG15						
		GEOL9						
		HLTH57						
		HORT50						
		HORT51						
		HORT52						
		HORT53						
		HORT54						
		HORT55						
		HORT56						
		HORT57						
		HORT58						
		HORT59						
		HORT60						
		HORT62						
		HORT63						
		HORT64						
		HORT65						
		HORT66						
		HORT67						
		HORT81						
		HSCI52						
		MATH65B						
		OSH50						
		OSH60						
		OSH62						
		OSH67						
		PHSI1						
		PHYS10						
		PHYS10L						
		PHYS2A						
		PHYS2B						
		PHYS8A						
		PHYS8B						
		PHYS8C						
		PHYS8D						
		RADS40A						
		RADS40B						
		RADS40C						
		SURG52						
		SURG53						

Courses without ongoing assessments (past 2 years)								
ALSS		STEMPS		BSBA		Student Services		
		VWT10						
		VWT12						
		VWT14						
		VWT20						
		VWT25						
		VWT31						
		VWT32						
		VWT33						
		VWT35						
		VWT38						
		VWT41						
		VWT42						
		VWT44						
		VWT45						
		VWT47						
		VWT48						
		VWT50						
		WLDT71						
		ZOOL9						

Distance Education Committee Report

Report from DE meeting on Nov. 22, 2013
Submitted by Scott Vigallon on Nov. 22, 2013

- **Class-Web page for DE students:** The page was up and ready for the start of the Spring registration period. According to District ITS, 33 students had agreed to the wording of the page on Nov. 12, the first day of priority registration.
- **CVC Online Course Initiative:** On Nov. 12, The Board of Governors awarded Foothill-De Anza Community College District up to \$16.9 million to expand the California Virtual Campus, which is a catalog of online courses from accredited colleges in California. The district will establish an online course exchange in the California Virtual Campus for all California Community College students. The program is designed to increase the number of associate degrees awarded and transfers to four-year colleges by enabling students from any participating college to enroll in and complete a course from another participating college and easily apply that course toward completion of a degree. It is also designed to improve the retention and success of students enrolled in online courses offered through the exchange. The online course exchange is part of the governor's Online Education Initiative. The project includes student support services to address retention and faculty support for course development and conversion. The goal is to increase access to open courses from across the state to provide students with opportunities to faster degree completion. It will include a common course management system. As details of this initiative are released, the committee will be updated.
- **Online tutoring:** Math tutoring finally got underway at the beginning of November. Student Amanda Frank will be doing asynchronous online math tutoring on Fridays. Student Brenna Gomer will do this on Tuesdays. Amanda helped 3 students the first week. Thanks to student rep Ignacio Cortina and funding from the ASLPC, Ask an English Tutor will accept email submissions all week, including weekends from today through December 16. The RAW Center, which oversees Ask an English Tutor, was successful in getting \$600 from the ASLPC to fund 2.5 hours for adjunct instructor Dan Wightman to cover email submissions over weekends. Additional funding will be sought in the future if this pilot is successful.
- **Blackboard purge issue:** In mid-September, Scott worked with Bb to purge courses and users from the system that were older than two years and had no activity. This a routine event, and the old courses were already disabled in our system, and we already had the archives. After lots of communication about the process with Bb, we began purging old users and courses. Neither process finished because of errors. But that wasn't the problem. We found out later that there is some sort of bug in Bb that renders some exams using question pools unusable. Apparently, some exams in current courses were linked to old courses that got purged. The result is that 3 Fall 2013 courses had pools that got deleted, rendering several exams useless. And according to Bb last month, there was no way to recover the pools. Bb sent a list of affected courses, and after two weeks of checking just about every test and pool on that list, we found that aside from those 3 courses, a handful of other past courses were affected to varying degrees. For 2 Fall courses, we got lucky and were able to replicate the exams from archives. For the other Fall course, the archives didn't help, and we had to ask the instructor to create 2 exams over again. Just after the instructor did that, Bb was able to set up a backup server restored to Sept. 23 that had the full exams in it. Bb then sent a different list of courses that showed currently affected courses, along with courses that will be affected once their linked source courses are purged. Scott informed Bb that he will not purge courses again until this problem is solved. Bb is working to solve this problem.
- **Blackboard upgrade:** The TLC has held 5 training sessions on the new tools and features of version 9.1 Service Pack 13, which the district will upgrade to on Jan. 8. Five more sessions are scheduled between now and Dec. 13. An email was sent to all Bb instructors on Nov. 8 detailing the training opportunities.
- **DE goals:** Regarding the goal of investigating the offering of MOOCs, Blackboard is, or will be, offering a platform that we'll be able to use as part of our license. Counseling is interested in using this platform to deliver its online orientation for students new to LPC. When details are released about the new CVC online course exchange, we will find out if it will offer MOOC capabilities.

Report from Staff Development Committee Meeting September 9, 2013

Staff development expects to support conference attendance this academic year. The total conference funding amount is not yet confirmed. Based on what was done for the last few years, it is expected that the total amount per faculty member will be \$250.

Please observe the deadlines for conference proposals. Proposals must be submitted before the conference and by the first Monday of each month.

On Pg 3 of Staff Development Activity Proposal form, for funding request, connection to the activity to your program review needs to be mentioned. The committee encourages faculty to be as explicit as possible when you complete this portion. Reference of sections or pages from your program review will be appreciated.

Please submit an after-conference report within 30 days of the activity date. Claims not submitted within this time frame will not be reimbursed.

If the proposed activities can be related to basic skills, the basic skills committee can be approached for partial or additional funding.

12 variable flex activity hours are required for full-time faculty. Variable flex credit for adjuncts is not necessary.

Remember to submit the appropriate forms both before and after the flex activity. The after-flex activity report must be completed within 2 weeks of completing your Variable Flex activity. If not completed in time and if not well documented, flex credit cannot be given and faculty will be losing sick days. For pre-approved flex activities, make sure your attendance is recorded. When facilitating a pre-approved flex activity, please make a sign-in sheet available.