

**LAS POSITAS COLLEGE ACADEMIC SENATE
REGULAR MEETING**

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

APPROVED MINUTES

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

GUESTS: LaVaughn Hart

1.0 GENERAL BUSINESS

1.1 Call to Order – 2:42 p.m.

1.2 Approval of Agenda

MOTION made to approve the **AGENDA**

MSC: D.Fields / R.Chopra /APPROVED

1.3 Approval of Minutes from March 12 and March 17, 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 Curriculum Committee – La Vaughn Hart reported that an ADT (Associate Degree for Transfer) Workshop will be held after the Town Meeting as one of the breakout sessions being offered.

At a regional meeting it was mentioned that once the transfer model curriculum that is being developed is released, faculty members have 18 months to develop the ADT, if the college has a program in that area (degree). Failure to develop an ADT within that timeframe will result in having the degree deactivated.

A new SB has been passed and with it came a newly developed area being called Areas of Emphasis Transfer Degrees. This will require faculty who have developed TMCs to develop two TMC in areas considered Areas of Emphasis by next Spring. It is not known what areas would fall into this category because the definition of these areas is not exactly clear, although it is thought to be programs such as Allied Health as in per-nursing. Whichever areas do qualify, and if the college has a program degree that exists in the same TOP Code a TMC would need to be developed. The impact this will have on colleges in the future is not yet known.

The last day for presentations will be at the April 28 Curriculum Committee meeting. Many proposals are in various developmental stages and faculty is encouraged to check on the status of their proposals. Proposals missing the April 28 meeting will then have to wait until Fall 2014. It was mentioned that the rational section of the form will need to contain more than “complying with Title V.” The specific revision will need to be addressed.

4.2 Program Review Committee – The committee is continuing to move things through the process.

4.3 SLO – Faculty were encouraged to continue working on SLOs.

4.4 CEMC – Thomas Orf reported that additional FTEF is coming, and that is in addition to what is already in the schedule. On March 21 the DEMC faculty members met with the Chancellor and her senior management team. At the end of the 3 hour meeting the Chancellor agreed to add an additional 10 FTEF. The College will be spending about \$650K with the anticipation of getting about \$1.5M in growth money.

LaVaughn Hart reported that the FTEF will be spread across the Summer, Fall, and Spring semesters, which equates to approximately 40-50 classes. CEMC will be meeting on Friday to discuss adding additional FTEF, depending on the amount. It will be critical that the college meet the established FTES target because that is where the money will come from to be able to move forward with this plan, and that both campuses balance the productivity at 520 keeping in mind the demands of the students. The base the College reported to the State in October was 16362. After reviewing what the College might be able to get, and seeing where things stand now, the base for 2014-15 was changed to 16450, and above that 2.5% was added for growth. So the new FTEF is based on increasing the base and aiming for an addition 2.5% growth.

It was important that this information reach as many faculty as possible before the Fall semester, and announcing this at the next town Meeting was suggested. Waitlists are not active until 3-days before classes begin, and the impact that this will have with priority registration and Student Ed Plans needs to also be considered. If the college makes these numbers approximately \$600K in growth money would be picked up, which would pay for the additional FTEF, and generate an additional \$1.8M. Thomas

Orf is meeting with Dr. Russell and will ask for a slot of time to announce this at the next Town Meeting.

4.5 Faculty Association – Debbie Fields reported that the FA will be conducting a survey to gather feedback related to possibly starting Spring Semester the Monday before the Martin Luther King Holiday. The survey would also solicit feedback regarding continuing Spring Break around Easter or midway through the semester.

In the recent FA newsletter, the results of a survey taken regarding union dues paid by faculty in the Bay Area indicated that LPC and Chabot's contribution is not enough to sustain legal fees, and activism with respect to important legislative matters, as costs continue to escalate. Some colleges base their dues on a percentage of gross pay while others use a monthly rate. The dues structure is currently being studied, and when complete the FA will seek a vote to increase the dues according to the results of the study.

The next FA General meeting will be held at LPC on April 30 at 2:30 pm.

4.6 Student Senate – Kevin Lopez reported the following:

- ** March 26 – Career, Major, and Employment Fair – The Student Senate assisted at today's event.
- ** April 9 – Talent Show - Rehearsals will begin next week.
- ** April 23 – Club Day – Preparations are complete and the Student Senate is ready for Club Day!
- ** April 2-5 – A group of Student Senators will be flying to Washington DC and attending the NCSL (National Center for Student Leadership) Conference.

The Staff Appreciation Event will be added to the Student Senate's Agenda to discuss how students can help with the planning.

4.7 Treasurer – Rajeev Chopra reported that additional donations to the Senate's fund have been received. He previously reported that the Senate's account will not be managed by the LPC Foundation, and remain with the current banking institution.

4.8 President – Thomas Orf reported that the Academic Senate Area B was held at LPC on 21st. Legislative information was shared with those who attended. The majority of the meeting was devoted to reviewing resolutions related to the ACCJC, and are expected to be presented at the Spring Plenary in April. Some attendees went on a self-guided tour of the campus, and were appreciative of LPC having hosted this event.

4.9 DBSG – Nothing to report.

5.0 DISCUSSION OLD BUSINESS

5.1 Pre-Accreditation Evaluation – Copies of the pre-accreditation assessment report template for Standard IIA6, Standard IIA7a, and Standard IIA7b were distributed. Previous surveys sent to faculty and staff will be updated and new surveys will be sent. The feedback from these surveys will assist with the writing of the self-evaluation and documenting evidence.

Standard IIA6 was briefly discussed since it refers to student learning outcomes. The college does meet this standard, although it seems as if ACCJC is leaning towards using SLOs as a measure of learning. Establishing stronger evidence of meeting this Standard, and approaching it in a more proactive manner would be better than if it were to become a forced issue.

All three standards were briefly reviewed and the Senators were asked to review the **Descriptive Summary of Activities Completed Since Last Accreditation Site Visit in Fall 2010**. These documents have a completion date of April 4, and any additional information should be sent to Elena Cole.

Elena Cole mentioned that it is almost certain that the College will be held to the old standards, although verification has not yet been received. On April 30th meeting in Sacramento will take place related to the new standards, and give colleges the opportunity to provide feedback. Elena has been asked to attend as a faculty representative and would like the Senators to share with faculty this information. She would like to be the voice of the College as a whole and share any concerns regarding the new standards directly to the ACCJC.

5.2 Consolidation of Committees – At the last meeting Thomas Orf reported the Senate has been given the directive to begin consolidating committees. After review of all the committees the following is being suggested:

AS (Academic Senate) – Keep as is

Curriculum – 1-faculty per division and 1-librarian

** Volunteers to help during crunch time **

DE (Distance Ed) – 1-faculty per division and 1-librarian

Facilities – Merge with Sustainability Committee and have 1-faculty per division

Hiring Prioritization – Considered 1/2 of a committee

IEC (Institutional Effectiveness Committee) – Keep as is

IPC (Integrated Planning Committee) – Keep as is

RAC (Resource Allocation Committee) – Keep as is

Program Review – 1-faculty per division and 1-librarian

** Volunteers to help during crunch time **

SLO (Student Learning Outcomes) – 1-faculty per division

Staff Development – Keep as is

Student Success – Merge with BaSk (additional discussion needed)

BaSk (Basic Skills) – 1-faculty per division

Technology – Keep as is

CCN (Campus Change Network) – Deactivated (keep)
EMC (Enrollment Management Committee) – FA Appointed
Health & Safety – Keep as is
Bookstore Committee – Considered 1/2 of a committee
Food Committee – Faculty representation not needed
Scholarship Committee – Considered 1/2 of a committee
Club Advisor – Considered 1/2 of a committee
Graduation – Considered 1/2 of a committee
Sabbatical Leave Committee – FA Appointed
Calendar Committee – FA Appointed
NIKE – Keep as is
DBSG (District Budget Study Group) – District-wide

Tom will be meeting with Dr. Russell to go over what he presented today, and then present to College Council. Any feedback will be shared with the Senate and faculty. Whatever changes are made may not take effect until the end of the Fall Semester, and signups for committees might be delayed.

5.3 Staff Appreciation – Rajeev Chopra is planning to meet with Dr. Russell to seek support with helping fund the Staff Appreciation event. It is scheduled for April 28, and this year will have a 60's Theme. The invitation will be sent out soon and will require an RSVP. Plans are underway to make this event a fun filled afternoon with a return of the Rock Hawks, and other performances by well known local (on-campus) entertainment artists.

6.0 DISCUSSION – NEW BUSINESS

6.1 Equivalencies (San Mateo Document) – Greg Daubenmire and Debbie Fields have volunteered to review the equivalency procedure documents from San Mateo County Community College District. They will report back at the Senate's next meeting.

6.2 Resolution from Chabot Academic Senate – Thomas Orf reported that Chabot had written a resolution advising the Chancellor of the need to add the additional FTEF to the schedule. He was unaware of the resolution and its presentation to the Board that evening. The LPC Senate had only discussed this item and not taken a vote. At the meeting he stated that LPC was in total support of the resolution to add the additional FTEF to the schedule.

LPC held a Special Meeting to vote on whether to accept the Integrated Planning & budget Model. It passed with the stipulation that the process of the model be reviewed at the end of the first cycle, and that there be a continuous review of the process conducted each (academic) year.

7.0 GOOD OF THE ORDER

7.1 Announcements –

a) Rajeev Chopra (Club Advisor) will be accompanying 18 students from the Business Club to the Future Business Leaders of America Conference being held in Southern California. During the weekend the students will be competing with others in almost 45 different events.

b) Talking Points:

- * Staff Accreditation
- * Consolidation of Committees and membership needs
- * Equivalencies

7.2 Adjournment – 4:33 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, Greg Daubenmire
BSBA:	Vacant
Counseling:	Heike Gecox
ALPC Rep:	Kevin Lopez

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