

**Los Medanos College**  
**Minutes of the Academic Senate**

Date: Monday, March 10, 2014

Time: 3:00 p.m. – 5:00 p.m.

Location: L109

**Members Present:** Silvester Henderson, Louie Giambattista, Erich Holtmann, Alex Sample, Mark Lewis, Janice Townsend, Theodora Adkins, Ginny Richards, Sarah Toruno-Conley, Laurie Huffman, Christine Park, Kyle Chuah, Julie Ashmore, Janith Norman, Estelle Davi, Sophia Ramirez, Julie Ashmore and Abbey Duldulao (Recorder Secretary)

**Members Absent:** Pam Perfumo, Alex Sterling, Cynthia McGrath

**Guests:** William Cruz (PTEC), Tue Rust (IDEA-Rep#2) and Students of Milton Clarke – POLYSCI 10: B. Redmon, Sam Ogorchock and Hugo Torres

Item	Topic	Action Items: <b>Bolded Texts</b>
<b><u>1.</u></b>	<b><u>Call to Order (S. Henderson):</u></b> The meeting was called to order at 3:07 p.m.	
<b><u>2.</u></b>	<b><u>Public Comment and Announcement (S. Henderson):</u></b> <ul style="list-style-type: none"> <li>• S. Henderson introduced our special guest students from POLYSCI 10 course.</li> </ul>	
<b><u>3.</u></b>	<b><u>President’s Opening Comments:</u></b> <ul style="list-style-type: none"> <li>• S. Henderson announced he received an enormous amount of information and comments regarding this week’s agenda topics and asked the senate to be mindful of discussions and if time does not permit to send him an email for further feedback of interest subject.</li> </ul>	
<b><u>4.</u></b>	<b><u>Senate Announcements and Reports (S. Henderson):</u></b> <ul style="list-style-type: none"> <li>• Welcomed two new Senators:               <ol style="list-style-type: none"> <li>1. Louie Giambattista - At-large Career and Technical Education Full-Time and Scholarship Committee (Offline Process) – Temporary Replacement for Frances Moy</li> <li>2. Nila Adina – At-Large Student Services Part-Time</li> </ol> </li> <li>• AAT Degree - English and Journalism have been approved.</li> <li>• Chancellor Helen Benjamin is going on a two month (Aug &amp; Nov 2014) Sabbatical Leave and will temporary be replaced by Dr. William McKinley.</li> </ul>	
<b><u>5.</u></b>	<b><u>Approval of Previous Minutes – 2/10/14 (S. Henderson):</u></b> <b>Motion to approve the minutes of February 10, 2014 - Approved (M/S; J. Norman/J. Ashmore) Unanimous</b>	
<b><u>6.</u></b>	<b><u>Agenda Reading and Approval (S. Henderson):</u></b> <b>Motion to approve the agenda of March 10, 2014 – Approved with change (M/S; J. Norman/J. Ashmore) Unanimous</b>	

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<b>AGENDA ITEMS -----</b>		
<b><u>7.</u></b>	<p><b><u>Advanced Placement Exam Policy (Marie Karp):</u></b></p> <ul style="list-style-type: none"> <li>• M. Karp put forth attention to agenda supporting document, LMC Catalog General College Information on page 17, Advance Placement (AP) Chart reflects LMC’s policy about acceptance of advance placement or AP exams equivalents.</li> <li>• M. Karp and J. Townsend developed the attached Advance Placement Policy Chart by asking each faculty department to look at the exams and assist in determining equivalents at LMC and what is accepted of units we should accept for advance placement. The chart is yearly updated based reflecting new courses offered.</li> <li>• M. Karp proposed for approval to make corrections of the Advance Placement Chart for catalog 2014-2015 academic year and update the policy. She pointed out to emails from Instructors and they’re recommendations of additional courses that should be included in the chart. The example courses recommended will be added to next year’s catalog, deleted courses will be removed from the chart and some minor changes:               <ol style="list-style-type: none"> <li>1. COMSC A: COMSC 44 &amp; COMSC 122 and COMSC AB: COMSC 44 + 48, COMSC 44 + 132, COMSC 122 + 132</li> <li>2. HIST 36 &amp; 37 to be added and HIST 29 &amp; 30 to be removed.</li> <li>3. Errors on Statistics – left “g” off of Analytical Thinking and World History – “units” misalignment on “score” column.</li> </ol> </li> <li>• S. Henderson opened the floor for comments and feedback prior to motions for voting.</li> <li>• L. Huffman commented, 50% of 100 students only actually used AP last year and recommended for M. Karp to write to all faculties again to inform their students that this is an option they can take and involve community leaders for support to assist many students’ smoother transitions into AP. One of the great ways to get students in and out more quickly is to offer more AP similar to what we’ve done in our department with credit by exam which is extremely popular. We’re doing credit by exam almost every week now.</li> <li>• Senators posed questions regarding the AP scoring system. M. Karp explained the scoring system accepted by CSUs and students receiving 1 or 2 will not be accepted. M. Karp translated the chart into semester units because LMC deals with semester units vs. CSU’s core units. M. Karp suggested for LMC to give students units because a lot of students use their AP credits mainly for transferring.</li> <li>• <b>Motion to approve updating Advance Placement Chart/Policy for Catalog 2014-2015: Approved (M/S; J. Townsend/L. Huffman) Unanimous</b></li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Due to advance in schedule, S. Henderson tabled item #8 after #9.</b></li> </ul>	

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9.	<p><b><u>PDAC – Campus &amp; District Faculty Rep Senate Appointment (FT or PT Compensation) – (S. Henderson):</u></b>  <b><u>*CC Professional Development Program Legislation (Info Assembly Bill #2258)</u></b></p> <ul style="list-style-type: none"> <li>• S. Henderson requested for conversation about senate’s feedback of Adjunct serving in Professional Development and what type of compensation if we’re not able to obtain Full-Timer.</li> <li>• T. Adkins suggested to get full-time faculty first because they have professional obligations in the department and asked department chairs for any recommendations of full-timers who aren’t serving and strongly suggest to serve on that committee and if not, then go to part-time faculty.</li> <li>• E. Holtmann asked if an adjunct serve on PDAC and be compensated are there compensation for others as well?</li> <li>• S. Henderson shared his discussion with LMC President, Bob Kratochvil and will continue to discuss the subject with Bob in future meetings. He added because we have a strong culture of adjuncts who are dedicated and many of them have the personality and skills to continue of our student success in terms of serving on committees and have an input. If we consider to have adjunct to serve in some committees that we should compensate them. Many adjuncts go to Bob about wanting to have more involvement about campus life. S. Henderson posed a question to Bob of how many full-timers we have on campus vs. adjuncts and used that as percentages to consider our meeting structure.</li> <li>• M. Lewis commented, “On any given semester, we have approximately 100 full-timers and 250 adjuncts” and added he is in favor of adjunct serving in a committee and leading a group but with consideration of continuity issues of adjunct at-will employees. If an adjunct is leading a group and is not rehired within their department then by contract they can no longer lead that group. If we’re going to place an adjunct faculty member into a leadership position in a group, that adjunct faculty has got to have rehire rights. They have to have been here at least long enough to establish rehire rights so they’re not likely to be dismissed within that leadership role.</li> <li>• J. Norman expressed her support and agrees with M. Lewis’ comment and added Professional Development adjuncts are by-right professionals and could bring that type of aspect and perspective. The ability to come back on campus is not guaranteed for adjuncts unless we have some kind of preference status and there is a class that is available for them to teach which most likely there will be or at least one. J. Norman further expressed her appreciation to senate of the idea and willingness to discuss the subject, she commented, “It makes us feel, like you’re trying to be more inclusive!”</li> <li>• J. Townsend expressed adjunct faculty should not be paid for serving in committees unless they are in leadership role of a committee. If they want to work full-time, they should gain experience and know the college by serving in committees and this would help them get experience.</li> <li>• G. Richards commented, “In the past the senate by-laws have paid adjuncts’ to committees when funds were permitted so there was a history then but I think you’re talking about in reality now.”</li> <li>• S. Henderson requested from senate to table this subject for more in-depth conversation with relation to adjuncts in a committee lead position. He shared his conversation with a union representative and received an email confirming adjuncts can serve or lead of a committee, in any committee that does not make policies for full-timers.</li> <li>• <b>S. Henderson will find more information from Administration of how many full-timers and part-timers in terms of FTE positions. This will help us with variations in terms of serving in committees.</b></li> <li>• <b>L. Huffman suggested to S. Henderson to further research within our sister colleges to see what they’re policies are with adjuncts in these positions.</b></li> </ul>	

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8.	<p><b><u>Standard IV Leadership and Governance (R. Livingston):</u></b></p> <ul style="list-style-type: none"> <li>• R. Livingston made a comment, “Besides compliance, if this works like it supposed to then we really should be improving the college. Each standard has come up with some things that the group thinks could be done perhaps before the team gets here that would make LMC a better place in which to learn and work. Standard IV has also done that. Standard IV committee is concern in general that faculty, classified staff, managers and students are not engage in governance of the college. I’m here to talk about communication. Standard IV committees that we, across the board, not singling out any faculty, that we need to do a better job in communicating. Standard IV committee has come up with a phrase, ‘We need better by-directional communication.’ Standard IV committee recommends a different structure communication process to improve and make us more compliant with Standard IV involving employee involvement in governance. One more thing, sometimes students, faculty and classified will meet but nothing to report in their group. Governance should be responsive to your concerns. The agenda should be structured to where you have communications from Share Governance and the SGC talk about what they’re doing so you can direct your representatives on how to best address the issues that they’re doing.” R. Livingston asked for questions or comments.</li> <li>• T. Rust suggested instead of having reporting is to have committees come with questions or have committees come with a topic for discussion and report back from Academic Senate with solid outcome ideas and make changes.</li> <li>• J. Townsend expressed, “We’re going backwards by dialogues currently not being practiced as it was implemented in the past and how we need more reporting. It is important that we hear from SGC and our Senators can take back to us. I think with PDAC, IDEA, Sustainability and all those, even if we heard from them ones a semester which is more than we are now, especially before they go to SGC to give their report out, where they get charges. If would be really helpful if they came here and make their own recommendations for their own charges or other additional charges and talk it over with Academic Senate. I think we do need to do our better about structuring and seeing connections with SGC as Academic Senate.</li> <li>• S. Henderson asked, “Was there any conversation in Standard IV committee about the enormous amount of paperwork culture of all institutions and how do you keep the same integrity that Janice is talking about and still be more effective and efficient. I just look at our agenda, I may receive 15 items within a week or two for the next agenda and it is almost impossible to put everything down in the midst of having so many different committees. Was there any conversations as to how can we be more effective in terms of getting information out but still be more sensitive to the culture of the enormous amount of communication as required for the institution so that we can maintain the integrity that Janice is talking about. Either our meetings can be extended or the agendas have to be shortened.</li> <li>• L. Huffman commented, “I think we are your biggest culprit for Curriculum Committee because the priority is to get those courses through and if there are specific discussions that happened beyond, they take up considerate amount of time. I know DVC meet ones a week and we meet every other week. I don’t remember the last time we had enough time to even do a “shout out” to the bottom part of our agenda. So to flip my agenda to do that at the cost of not having a course pass that needs to meet specific time tables. Curriculum Committee is probably the hardest one. If you have any ideas in that respect.</li> <li>• E. Holtmann agrees with Janice comments and included District Governance Council with that. The reports or input need to be structured around action items not discussion, not information and what action items we want push in SGC and what SGC wants the Senate to take.</li> </ul>	

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8.	<ul style="list-style-type: none"> <li>• R, Livingston commented on Senate’s great ideas and highlighted how important it still is to have discussions noted on minutes as well as action items for the purpose of everyone being informed for those who are not present at meetings.</li> <li>• T. Adkins suggested, “First having some accountability on previous request before receiving more ideas on other subjects until previous requests were satisfied or completed. Second, what happens to faculty who doesn’t go to FLEX or who do not meet their contract obligation. What does a manager do, are there any repercussions because if there are not, then we really have to rely on adjuncts. The third comment is, we don’t have enough full-time tenured faculty, isn’t there some type of a ratio between the number of full-time and part-time and what is that?”</li> <li>• R. Livingston commented, “Communication between groups should be happening throughout the year, if this is not being done then it should. When we hire full time faculty it is not to get better people in classrooms because we have wonderful adjuncts. It’s to do other work that’s required and we do need to hire more.”</li> <li>• J. Norman added, let’s consider a blog in some form and where we can look at what was done and what we can say to contribute.</li> <li>• T. Rust we really don’t have enough full-timers. In the Math Department we have 11 full-time faculties and only 3 are teaching a full load for the fall and others are in many different groups and committees.</li> <li>• G. Richards requested for a place holders in the agenda because there are times when we get squeezed out of the agenda.</li> <li>• E. Davi commented, “I think we need to have some reassign time. What is equivalent for full-time faculty what reassign time is? How many of those positions that people hold and maybe we don’t need to continue the reassign time. “</li> <li>• <b>S. Henderson added, “I asked Bob in our last meeting if he would give me a list of how much reassign time within our campus and we are going to go back to talking about it.</b> I want to go back to what Ginny said and I just want to bring this point of conversation. When an agenda is set, I have to be mindful of so many different considerations. When an agenda is set and an agenda has been made and we made a commitment to someone else even though many of us from different outside source, we can’t go back to another person you’ve made a commitment to, ‘Well, your item is not as important.’ So this is the reason why we ask you to be tactful and mindful of our Senate Recording Secretary, Abbey is worked 6 hours a week and getting all of the constraints, we keep an accurate log and I’m aware of all the items and try to respond within 24 hour amount of time. At the same token, in 60% Academic Senate President and then sitting on 8 committees and still teaching 4 classes and being Co-Chair of my own department and doing fund raising. It’s just a certain amount of time so when we set an agenda, it is not that we’re not flexible with the agenda but it’s not as simple at times and it’s not that we’re not being flexible and I just want to make that statement but I did heard one thing that’s important is to hear from committees and give representation on their charges.”</li> <li>• <b>S. Henderson added to have the charge from various minutes to have different committees leads to come in throughout the year.</b></li> <li>• <b>J. Townsend added, “It should be a bi-directional communication rather than just information to be in compliance with governance.”</b></li> </ul>	

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10.	<p><b><u>Leadership Positions for Vote FALL 2014 (2 Year Term) – S. Henderson:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Motion to approve Louie Giambattista to serve as Chair of Curriculum Committee – Approved (M/S; K. Chuah/A. Sample) Unanimous</b> <ul style="list-style-type: none"> <li>- L. Giambattista - “I’m basically doing it because nobody else wants to do it but I will be happy to do it. I’d prefer if someone else step up since I’m the Academic Senate Vice President and I firmly believe of one of the things brought up on these issues that we should have more people doing different things and I prefer somebody else to do it but I think I could do a good job. I wouldn’t do it if I didn’t think I could do but I’d really prefer to have somebody else step up but I’ll do it because it such an important part of what we do around here. I feel that it will be a good experience for me to do it so I’m going to give it a try, if nobody else will volunteer!” S. Henderson-“You’re the volunteer.”</li> </ul> </li> <li>• <b>Motion to approve Tue Rust to serve as TLC Chair – Approved (M/S; K. Chuah/J. Norman) Unanimous</b> <ul style="list-style-type: none"> <li>- T. Rust – “I came here as an adjunct. The first experience I had was doing a six hour holistic final exam grading of MATH 25 class. Shortly after, I went to the first Basic Skills Initiative Leadership Institute (BSILI) run by Nancy Ybarra and other from San Francisco. I learn a good deal about assessment. Then I served in the TLC Chair with Nancy and it was great to see the closing the loop that she was able to do and understanding on future inquiries. I believe serving as TLC Chair, I can preserve the integrity of the assessment process and that would be my number one goal as TLC Chair, but I am also very much interested in large scale impact/equitable impact. I’m interested in focusing on academic aspect of college to make large scale impact. Assessment is right in the middle of all that, it’s mandatory. The only structured institutional way we have so far and TLC Chair facilitates this assessment. That puts the TLC Chair in a very interesting position where they can have a greater chance to have a large scale equitable impact. That would be my second as equal I can make it to preserving the integrity of assessment policies and it’s what I hope to do as TLC Chair for the next two years.”</li> </ul> </li> </ul>	
11.	<p><b><u>Leadership Vacancies (GE Coordinator &amp; Assessment Coordinator) – FALL 2014/Assignments Hours: Part-timers/Present Candidates/Hours TBD:</u></b></p> <ul style="list-style-type: none"> <li>• S. Henderson requested for the senate to consider for conversation to allow an adjunct to lead because this position is not necessary is making the decisions but they are upholding principles that has already been established. We have an applicant that came forth and expressed their interest which is Julie Ashmore for the Assessment Coordinator. If we cannot find a full timer to hold the Assessment Coordinator then we can consider a part-time adjunct for this position and will be paid at a non-instructional rate. <ul style="list-style-type: none"> <li>- T. Adkins would like to be noted, “I have to keep saying this as a business person, still allowing people who are supposed to so certain thing, management from doing their job which is making sure that the people that they manage do what they’re supposed to do.” S. Henderson assured T. Adkins, “We’re going to record that and make a note of that.” T. Adkins said, “I’m hoping it’s recorded.” S. Henderson said, “Yes.”</li> </ul> </li> <li>• <b>S. Henderson mentioned that these two points will be discussed for the next senate meeting on March 24, 2014 regarding both positions: GE Coordinator and Assessment Coordinator. S. Henderson will be sending out another notice for any party interested to come forward. “We are making every attempt to get the word out but I would like for you to do is to not wait until the last minute.”</b></li> <li>• <b>L. Huffman made recommendation for Alex Sterling and speak to GE Lead position because I think he has some concerns.</b></li> <li>• <b>Motion to approve Assessment Coordinator position at 5 Hours a week, if no full-timer to consider, for adjunct at non-instructional rate.</b> <ul style="list-style-type: none"> <li>- <b>Approved (M/S; J. Townsend/K. Chuah) Not-Unanimous</b>  <b>Abstained by: G. Richards, S. Ramirez, T. Adkins and S. Toruno-Conley for Alex Sterling.</b></li> </ul> </li> </ul>	

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<u>12.</u>	<p><b><u>Education Presentation – PTEC (William Cruz):</u></b></p> <ul style="list-style-type: none"> <li>• William Cruz did an educational presentation regarding PTEC Program.</li> <li>• “Misconception of what Process Technology is, well, I’m going to say what Process Technology is not. It is not a factory job.</li> <li>• Process Technician is someone who operates heavy equipment, 18 wheeler with Operations license, run our refineries, chemical plant, supply our water and many of the products we use every day.</li> <li>• The kind of knowledge that Process Technicians require these days is extensive; Physics, Chemistry, Engineering principles and the responsibility that they receive is tremendous. They keep us safe here they have Dow Chemical Plant very near, Safety Radius of 50 miles and similar with other refineries. They work huge units such making gasoline and propane. Those are positions that are very well paid.</li> <li>• PTEC program started at LMC in 2006 and our first graduates were in 2009. William Cruz came to be the Director in 2010. Since W. Cruz started, several hundred students had graduated and currently working within Pittsburg, CA area.</li> <li>• The types of courses we offer are in the Science area and looking forward to work with the STEM in Technology side. We are requiring more students to take a lot more Physics and Chemistry to be able to graduate. These jobs are more becoming to be more of white collar worker rather than blue collar worker. PTEC are becoming more prominent in the country.</li> <li>• J. Norman asked, “Does PTEC partner with the business department so we can send out students your way. J. Norman expressed her interest in partnering with PTEC in the near future. William Cruz welcomed the opportunity.</li> </ul>	
<u>13.</u>	<p><b><u>Remaining Leadership Applicant Update – Interested Persons Deadline 4/10/14 – 2<sup>nd</sup> Notice (S. Henderson):</u></b></p> <ul style="list-style-type: none"> <li>• <b>Tabled.</b></li> </ul>	
<u>14.</u>	<p><b><u>Curriculum Committee Chairperson – Campus President Release Time Update (S. Henderson):</u></b></p> <ul style="list-style-type: none"> <li>• S. Henderson updated the senate from his meeting with LMC President; Bob Kratochvil – “He made a commitment Administration is going to fund the difference of Curriculum Chair release time starting FALL 2014. Bob and Kevin have talked about it and feel that it’s an educational concern that would warrant placing money, not sure the release time but it should start for the FALL.</li> <li>• S. Henderson also expressed his appreciation for Laurie Huffman having the spirit to bring this concern to him to go to the administration shows me the real educator when a person is concern about the system and not concern about what they did themselves. Even though it did not affect Laurie, she was very instrumental in helping me to see that this is something worth to advocate for.</li> <li>• <b>S. Henderson will give a further update when this is finalized and he’s having another meeting with Bob Kratochvil about it.</b></li> </ul>	
<u>15.</u>	<p><b><u>Standard of Scholarship – Curriculum and Instruction Procedure 4001 (L. Huffman):</u></b></p> <ul style="list-style-type: none"> <li>• L. Huffman expressed that Credit by Exam is a big deal and we should think more about inviting departments to partake this wonderful opportunity for students. The process is listed on the catalog and students are finding it in the catalog and by word of mouth. Coming in and taking 5 unit courses Credit by Exam.</li> <li>• <b>S. Henderson tabled this for further information via Robin Armour (Admissions &amp; Records) scheduled for April 14, 2014 senate meeting.</b></li> </ul>	

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<b><u>16.</u></b>	<p><b><u>Senators Vacancies; Public Safety, Voc Tech/PTEC and Arts/Humanities/P</u></b></p> <ul style="list-style-type: none"> <li>• S. Henderson stated three vacancies that are still not filled and asked senate how they feel about full-time Senators serving but not being able to stay for the entire meeting because of class schedule. L. Giambattista stated that they're not supposed to schedule classes between 3 – 5 pm on Monday. S. Henderson stated that the class was approved by the administration and we have a say in the senate but we don't have a say in administration.</li> <li>• S. Henderson added, "I just want to bring that as a point of conversation to all of you just in case because I'm going to work very diligently for next year to fill the remaining seats that we have. For some, they might just be able to come for an hour.</li> </ul>	
<b><u>17.</u></b>	<p><b><u>AAT Degree Submission Process Clarification (Senate, Office of Instruction, Curriculum Committee &amp; Shared Governance Council) S. Henderson:</u></b></p> <ul style="list-style-type: none"> <li>• L. Huffman conveyed Curriculum Committee's recommendation; if the senate comes across a snag, instead of spending 20 minutes fixing it, to send it back to Curriculum Committee.</li> <li>• L. Huffman refreshed the status quo started at Department Level, to Office of Instruction Department, to Curriculum Committee, to Senate and then to SGC.</li> </ul>	
<b><u>18.</u></b>	S. Henderson adjourned the meeting by thanking our special guest (Students) and reading a small quote. Meeting was adjourned at 5:00 pm	