

LOS MEDANOS  
COLLEGE

**Planning Committee  
MINUTES**

February 1, 2024 2:00 – 4:00 pm  
President’s Conference Room SS-409 & Via Zoom

**Committee Chair:** Ryan Pedersen

**Recorder:** BethAnn Stone

**Committee Members Present:** Christina Goff, Scott Hubbard, BethAnn Stone, Tatiana Pak, Tanisha Maxwell, Nicole Trager

<i>Item #</i>	<i>Topic/Activity</i>	<i>Desired Outcome</i>	<i>Information Discussion Action</i>	<i>Lead</i>	<i>Notes</i>
1.	Welcome and Public Comment	➤ Listen to our college community	I	Pedersen	<ul style="list-style-type: none"> <li>• Ryan Pedersen welcomed the committee members to the first meeting of the semester.</li> <li>• No Public Comment given.</li> </ul>
2.	AB2449	➤ Review and approval of AB2449 Teleconference Waiver Forms	I, D, A	Pedersen	<ul style="list-style-type: none"> <li>• No waivers submitted.</li> </ul>
3.	Agenda and Minutes from December 7, 2023	➤ Review and approval	A	Stone	<ul style="list-style-type: none"> <li>• The Committee reviewed and approved the agenda with <i>(N. Trager motioned, T. Maxwell seconded; approved 6-0-0)</i></li> <li>• The Committee reviewed and approved the December 7, 2023 minutes with one (1) correction to item #7, remove “Pedersen” <i>(N. Trager motioned, S. Hubbard seconded; approved 6-0-0).</i></li> </ul>
4.	District Updates	➤ District updates	I, D	Pedersen	<ul style="list-style-type: none"> <li>• Joy Hakola Dardin (DO Research Analyst) retired from the District, currently they are seeking to hire a new Senior Research Analyst.</li> <li>• Annually the College has to complete a Title III and Title IV eligibility process. CCC and LMC are automatically eligible under the current guidelines, however DVC is not. Essentially, 50% of enrollments must be Title III students, meaning our population locally much be disproportionately impacted, and Pell Grant students.</li> <li>• It was noted that our populations are changing, and it is possible in the near future that we may lose that eligibility. It is also noted, that there is a process for an exception waiver (as DVC has done).</li> </ul>
5.	Committee Membership & Spring 2024 Agenda <ul style="list-style-type: none"> <li>• Spring 2024 Membership</li> <li>• Spring 2024 Committee Agenda</li> </ul>	<ul style="list-style-type: none"> <li>➤ Review and discuss committee membership for SP24</li> <li>➤ Review, discuss and revise (if necessary) the agenda of activities/projects for SP24.</li> </ul>	I, D, A	Pedersen/ Stone	<ul style="list-style-type: none"> <li>• Ryan informed the committee that the new Academic Senate Co-Presidents are working on a call-out to identify a new Academic Senate Representative. The committee is still hopeful that one of the co-presidents will join as it has been extremely valuable having Senate leadership part of the committee membership considering how much institutional work the committee engages in.</li> <li>• The committee welcomed new members Scott Hubbard (AS Rep) and Abigail Thinn (LMCAS Rep), at the end of last semester.</li> </ul>

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					<ul style="list-style-type: none"> <li>• As a reminder, the committee approved a change to our meeting time. The committee now meets from 2-4:00 p.m.</li> <li>• The committee reviewed and discussed the spring 2024 semester agenda. The work of the project teams (Institutional Effectiveness &amp; Goal Setting-ISS, Program Review, Use of Survey Data) will continue through this semester.</li> <li>• It was also noted that our current EMP ends in 2025, so next semester we may want to start the work of evaluating our current plan and preparing to develop a new EMP.</li> <li>• It was commented that the Planning Calendar should also be updated this semester.</li> <li>• In addition, LMC will be developing, reviewing, providing input and approving our 2024 Midterm Report to ACCJC.</li> </ul> <p><i>*The committee is seeking an Academic Senate representative to replace the vacancy left by Mark Lewis in December. Members are hopeful one of the new AS Co-Presidents may be appointed, as it has been extremely valuable to have Senate leadership on the committee.</i></p> <p><i>**The committee will continue through this semester with Project Teams, and will work on updating the Planning Calendar. It was noted that the committee will need to develop a process to assess our current EMP next semester and prepare to develop a new EMP.</i></p> <p><i>***The committee noted that this semester the College will go through the development, review, feedback and approval of our 2024 ACCJC Midterm Report.</i></p>
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**INSTITUTIONAL EFFECTIVENESS**

6.	Focus Group for Participatory Governance Assessment Task Group	➤ Provide information for task group in assessing participatory governance structure and operations	D	Pedersen	<ul style="list-style-type: none"> <li>• Ryan Pedersen facilitated the focus group session as part of the work of the Participatory Governance Assessment Task Group (tasked by SGC to evaluate the institution’s participatory governance structure, process and operations).</li> <li>• The committee had a very robust discussion on the committee’s membership, communications and operations.</li> </ul> <p><i>*The committee had a robust discussion on committee operations during the Participatory Governance Assessment Task Group Focus Group Session.</i></p>
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7.	<p>NACCC Staff Survey</p> <ul style="list-style-type: none"> <li>• 2023 Survey Results</li> <li>• Next Steps</li> </ul>	<ul style="list-style-type: none"> <li>➤ Review and discuss results from 2023 survey</li> <li>➤ Discuss and determine next steps for sharing results with the College</li> </ul>	I, D, A	Pedersen	<ul style="list-style-type: none"> <li>• Ryan Pedersen presented the overview and highlights of the NACCC Staff Survey results. The results should be shared with the college community very soon, and Ryan would like feedback from the committee on how best to share it (i.e. college assembly, senates, e-mail, etc.).</li> <li>• A brief history of the survey was provided. There are three (3) NACCC Surveys – students (conducted in fall 2021), staff (conducted in spring 2023), and faculty (to be done in spring/fall 2024).</li> <li>• 198 Classified Professionals, Staff and Managers were invited to participate in the survey, approximately 90 respondents completed the survey (45.5% of those invited).             <ul style="list-style-type: none"> <li>○ 36 White/Caucasian (40.0%)</li> <li>○ 16 Latine (17.8%)</li> <li>○ 12 Black/African American (13.3%)</li> </ul> </li> <li>• The committee had a robust discussion on the survey results summary. The results summary also included key goals in the content areas of the survey and recommended actions.             <ul style="list-style-type: none"> <li>○ <b>58% of White Staff and 50% of Staff of Color</b> indicated their perspective is mostly/strongly valued in decision-making processes at the workplace.</li> <li>○ <b>83% of Asian Staff, 25% of Black Staff, 53% of White Staff, 69% of Latine Staff, and 40% of Staff identifying as 2 or more races</b> reported they mostly or strongly matter at LMC.</li> <li>○ <b>31% of White Staff and 48% of Staff of Color</b> were satisfied with the overall quality of the racial equity, diversity, and inclusion training at LMC.</li> <li>○ <b>25% of White Staff and 41% of Staff of Color</b> reported ever experienced racism at LMC</li> <li>○ <b>35% of White Staff and 39% of Staff of Color</b> somewhat/strongly agreed that promotions or tenure are given based on employee performance.</li> <li>○ <b>30% of White Staff and 24% of Staff of Color</b> believed campus administration dealt with racism or racist incidents very effectively/extremely effectively.</li> </ul> </li> </ul>
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					<ul style="list-style-type: none"> <li>○ <b>50% of White Staff and 59% of Staff of Color</b> felt moderately/completely welcome in the neighborhood surrounding campus.</li> <li>● The committee recommended that we wait for a College Assembly on the NACCC Survey results until after the NACCC Faculty Survey is complete and the results are received. However, the committee recommended to do a road show to all three (3) Senates, SGC, IDEA and EEO with this summary of the NACCC Staff survey results.</li> <li><b><i>*The P&amp;IE Office will reach out to Senate leadership and the chairs of SGC, IDEA and EEO to share the results of the NACCC Staff Survey.</i></b></li> <li><b><i>**These results will also be posted on the Institutional Data &amp; Research webpage.</i></b></li> </ul>
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**REPORT-OUTS ON WORK/PROJECTS**

8.	Institutional Effectiveness & Goal Setting ● Meeting Updates ● Next Steps	➤ Review and discuss updates and spring 2024 projects/activities ➤ Discuss and determine next steps	I, D, A	Pak	● This item was tabled due to time constraints.
9.	Use of Survey Data ● Meeting Updates ● Next Steps	➤ Review and discuss updates and spring 2024 projects/activities ➤ Discuss and determine next steps	I, D, A	Goff	● This item was tabled due to time constraints.
10.	Program Review ● Meeting Updates ● Next Steps	➤ Review and discuss updates and spring 2024 projects/activities ➤ Discuss and determine next steps	I, D, A	Trager	● This item was tabled due to time constraints.

**CAMPUS COMMUNICATION/CONSTITUENCY REPORTS**

11.	Campus Communication/Constituency Reports a. Academic Senate b. Classified Senate c. SGC d. TLC	Actions and Notable Items to Report from Planning Committee to Constituency; or from Constituency to Planning Committee			
12.	Meeting adjourned at 4:05 p.m. ( <b><i>B. Stone motioned, S. Hubbard seconded; approved (6-0-0)</i></b> )				

Spring 2024 Meeting Dates: March 7<sup>th</sup>, April 4<sup>th</sup>, May 2<sup>nd</sup>

**CLASSIFIED SENATE MINUTES**  
**Monday, February 26, 2024 3:00 – 4:30 pm**  
**SS4-412/BRT-135 & ZOOM**

**Members Present:**

**Council:** BethAnn Stone – *President*, Cesar Reyes – *Vice President*, Sheri Woltz – *Treasurer*, Aaron Nakaji – *Secretary*, Sandra Mills - *Union Rep*, Courtney Diputado – *Council Member*, Lawrence Punsalang – *Council Member*, Irene Sukhu – *Council Member*, Catt Wood – *Council Member*

**Attendees:** Lisa Avery, Myles Crain, Christian Diaz-Galarza, Sharonda Frazier, Christa Leach, Lindsay Litowitz, Mika Mobley, Justin Nogarr, Lyssa Shabusheva, Lindsay Souza, Grace Villegas

**Guest:** Ryan Pedersen

Item	Agenda	Outcomes
<p>1. 2. 3. 4.</p>	<p><b>Welcome</b>  <b>Announcements</b>  <b>Public Comment</b>  <b>Caring Campus</b></p>	<p><b>Welcome:</b> BethAnn Stone welcomed the group at 3:04 pm.</p> <p><b>Announcements:</b> BethAnn Stone announced that Classified Senate is seeking two individuals to act as Graduation Ceremony Name Readers at the Spring 2024 Graduation Ceremony. Classified Professionals who were “Caught Caring,” recent retirees, and recipients of a state, regional, or local award are all considered for Name Readers, and we will need to approve two Name Readers on 3/11/24 at the next Classified Senate meeting. Teresa Ferguson is retiring this year and BethAnn will reach out to her about participating, and Irene Sukhu and Lawrence Punsalang will email the people who were “Caught Caring.”</p> <p>BethAnn Stone announced that President Pamela Ralston’s “Coffee, Classified Professionals, and Conversations with the President” sessions are continuing this semester, which will take place at both LMC campuses and online. The upcoming session will be held in-person on Tuesday, 3/13/24 from 11:30 a.m. – 12:30 p.m. at the Brentwood Center. Next, there is a Zoom-only session on Wednesday, 4/17/24, followed by a Pittsburg campus session on Wednesday, 5/22/24. For your reference, the complete list of dates, times, and locations has been included as an attachment to BethAnn’s 2/15/24 Classified Senate Meeting summary email.</p> <p>BethAnn Stone announced that Chancellor Mojdeh Mehdizadeh has invited Classified Professionals, Management, and Faculty to meet with her one-on-one at each District campus. These chats are in-person only and will last ten (10) minutes each. Participants must sign up in advance by contacting Pat Kaya at pkaya@4cd.edu. Chancellor Mehdizadeh will be at the LMC Pittsburg Campus on 3/14/24 from 12:00 p.m. - 2:00 p.m. in room L-109 and at the LMC Brentwood Center on 5/1/24 from 12:00 p.m. - 2:00 p.m. in room BRT-135. Please refer to the email from Marisa Greenberg, which has been included as an attachment to BethAnn’s 2/22/24 CS meeting announcement email for your information and reference.</p> <p>BethAnn Stone announced that registration is now open for the Classified Leadership Institute (CLI), presented by the California Community Colleges Classified Senate (4CS) and the Community College League of California (CCLC). Titled “Peace, Love, and Leadership: Moving Forward with Heart and Collaboration,” CLI takes place this year in Riverside, CA from June 5<sup>th</sup> to June 7<sup>th</sup>, 2024. This annual conference brings together Classified Professionals from across the state to share their ideas, tools, and accomplishments and provides workshops and networking opportunities that help participants enhance their professional skills, increase their confidence, and gain knowledge of our California Community Colleges. We will receive partial funding from the Office of Equity &amp; Inclusion to send members to CLI and an online Wufoo form link and a physical sign-up sheet will available to LMC Classified Professionals to apply to attend.</p> <p><b>Public Comment:</b> Catt Wood asked how President Pamela Ralston’s most recent “Coffee, Classified Professionals, and Conversations with the President” session went, and the group discussed the event.</p> <p>Lyssa Shabusheva commented that General Education Committee is currently in discussion regarding the GE minimum unit requirement increase from 21 to 24 units. If you are interested in attending GE Committee, the next meeting is on Wednesday, 2/28/24 from 1:00 p.m. to 2:30 p.m. in CC2-223/BRT 125.</p>

		<p><b>Caring Campus:</b> Lawrence Punsalang announced that the latest Caring Campus newsletter will be published this Thursday, 2/29/24. The “Who Got Caught Caring” winner for this edition is Christa Leach from Admissions &amp; Records. Lawrence and the group congratulated and applauded Christa for her tremendous work supporting and caring for our students.</p>
<p>5.</p>	<p><b>Approval:</b>  <b>A. Agenda of 2/26/24</b>  <b>B. Minutes of 2/12/24</b>  <b>C. Teleconference Waiver Form</b></p>	<p><b>A. Agenda Action:</b> <b>Motion</b> to approve the 2/26/2024 CS meeting agenda with one revision to move “Item #5C Teleconference Waiver Approval” up to after the agenda approval. <b>M/S:</b> I. Sukhu/L. Punsalang (11-0-0)  <b>B. Minutes Action:</b> <b>Motion</b> to approve the 2/12/2024 CS meeting minutes with one revision to correct the year at the top of the meeting date to read “2024” not “2023”. <b>M/S:</b> C. Wood/C. Diputado (11-0-2; <i>G. Villegas and I. Sukhu abstained</i>)  <b>C. Teleconference Waiver Form:</b> Motion to approve the Teleconference Waiver Form submitted by Catt Wood due to emergency circumstances. <b>M/S:</b> C. Reyes/L. Punsalang (13-0-0)</p>
<p>6.</p>	<p><b>Presentation:</b>  Participatory Governance Assessment Task Group – Focus Group Session</p>	<p><b>A. Participatory Governance Assessment Task Group – Focus Group Session:</b> Irene Sukhu explained that she was presenting today as part of the Participatory Governance Assessment Task Group, which was appointed by SGC to gain a better understanding of the practices of each committee and how LMC can improve its shared governance processes. Irene would like to hear from Classified Senate and what its members perceive as the committee's strengths and challenges in functioning and carrying out the critical work of the college. After the focus groups are completed, the Participatory Governance Assessment Task Group will review the notes from all of the interviews and utilize the feedback to help make recommendations in their final report. Irene presented four groups of survey questions to prompt discussion and feedback from the focus group: Committee Impacts &amp; Achievements, Participatory Governance Structure, Bi-directional &amp; Representative Communication, and Challenges &amp; Needs for Support. The group first discussed the Committee Impacts &amp; Achievements of Classified Senate. Cesar Reyes remarked that Classified Senate acts as a hub and center for communication between the different areas of the college, which in turn helps us understand how we can support and allocate resources to each area. Lyssa Shabusheva agreed and added that Classified Senate is an important communication tool between Classified Professionals and Faculty, Management, and Students. Catt Wood also agreed, saying that Classified Senate succeeds at keeping its members informed on what's going on at LMC with the processes and departments that we wouldn't hear about otherwise. Catt commented that Classified Senate has a significant impact on belonging and retention for Classified Professionals. Job Links 2022 was considered to be a great success. BethAnn Stone thought that the designing of Classified Senate's three-year goals was a notable achievement, since very few Classified Senates have goals or objectives that drive their work. BethAnn also was proud that Classified Senate was able to continue fundraising and awarding student scholarships throughout the pandemic. Holding meetings at the Brentwood Center and organizing a variety of engagement events were also mentioned as Classified Senate's significant achievements. Lawrence Punsalang and Lyssa praised the detailed record keeping and communication of the Classified Senate meeting summary emails and minutes. The next category asked questions about the effectiveness of Classified Senate's Participatory Governance Structure. Sheri Woltz felt that Classified Senate meetings were orderly and structured, with its members understanding the Brown Act rules. Although we have had early semester challenges meeting quorum, we have made quorum at each meeting. BethAnn received feedback from Classified Nexus that some Classified Professionals would be more likely to join meetings (in-person or virtually) if the meetings were held on Friday afternoons from 3:00 p.m. – 4:30 p.m., which will be a topic for Classified Senate to discuss at a future meeting. The group continued to discuss ideas for increasing Classified Senate participation and engaging with members outside of meetings. Classified Senate use of Microsoft Teams and the Classified Senate Survey were also discussed. Irene presented the third category, Bi-directional &amp; Representative Communication, for discussion. Cesar remarked that at SGC and other committees, time is allocated for the different groups, such as Classified Senate, Academic Senate, and LMCAS, to report on their meetings and activities. Report outs from the participatory governance committees are shared at Classified Senate meetings either by the reporter or through BethAnn via a report out emailed to her. Cesar added that this works both ways, since if a committee does not meet, then bi-directional information about Classified Senate won't be shared. BethAnn and</p>

		<p>Catt thought that continued training on Robert’s Rules would help committees understand that meetings can still be held without quorum, only without approvals and actions. Lyssa asked if Classified Senate has a representative to LMCAS and BethAnn replied that we do not. We have representative communication with LMCAS at other shared governance committees such as SGC, and our joint meeting with Academic Senate and LMCAS was successful and well-attended. BethAnn remarked that it has been helpful to have standing items each meeting for the participatory governance groups and she confirmed that the CS agendas and approved meeting minutes are posted on the Classified Senate website. Agendas are also posted to the public announcement boxes on campus. The group continued to discuss the final prompt, Challenges &amp; Needs for Support. BethAnn confirmed that Classified Senate currently has no council or representative vacancies, and Classified Senate council elections are happening this semester. Cesar thought that additional training to help new Classified Professionals navigate the committees is especially important. BethAnn confirmed that Classified Nexus will continue each year, which is a step towards informing our Classified constituency. BethAnn commented that the Participatory Governance Assessment Task Group’s findings may inform the development of a participatory governance handbook by Jennifer Adams. Irene added that a glossary of acronyms is something they are considering for their handbook and final report. Lyssa suggested that the time commitment of attending Classified Senate meetings and scheduling conflicts may be a main challenge or barrier for many Classified Professionals. Classified Professionals who are also Faculty members can’t attend both Classified Senate and Academic Senate meetings due to their concurrent scheduling. Catt agreed, but pointed out that having the option of virtual attendance through Zoom has made meeting attendance and participation easier for people. Please email Irene if you have any ideas to share about improving LMC’s shared governance processes, or you have questions or feedback regarding the Participatory Governance Assessment Task Group and their focus group sessions.</p>
7.	<p><b>Committee Input and Report Outs</b></p>	<p><b>A. District Reports:</b> Classified Senate Coordinating Council (CSCC) has not met since the last Classified Senate meeting. BethAnn Stone reported that DGC met and they discussed the District Governance Survey, which went out to members who participate at the district level in governance and decision making. Cesar Reyes reported that DGC received a budget presentation and the District CFO will be visiting the colleges in April for a Budget Forum road show, with a potential visit to Classified Senate. DGC reviewed policy changes to the study abroad program and codifying its minimum age requirement of 18. Each college main campus will have a permanent drop box for students and the community in general to use. There is a poll of Contra Costa County voters that went out to test bond support, and 55% of voters are needed for the bond to pass. At the \$400 million level, around 60% of voters would support it and at the \$800 million level, there is 58% support. Non-resident tuition fees were increased by just under 5%, which is lower than the state average. Classified Senate also shared with DGC some conversations from our previous meeting pertaining to TAG committee.</p> <p><b>B. Shared Governance Council:</b> Irene Sukhu reported that SGC met and most of their time was spent answering questions in their Participatory Governance Assessment Focus Group Session. SGC also reviewed an Automotive proposal related to their car wrapping program. VPB&amp;AS Carlos Montoya sent out the 2023-24 Spring Resource Allocation Process (RAP) email, with the rubric included. On Wednesday, 2/28/24, Associate Vice Chancellor/CFO Tony Wold is presenting to SGC on the 2024-25 Governor’s Budget proposal.</p> <p><b>C. Strategic Enrollment Management:</b> SEM has not met since the last Classified Senate meeting. Irene Sukhu reported that SEM continues to meet in working groups.</p> <p><b>D. Safety Committee:</b> Lawrence Punsalang reported that Safety Committee oriented their new members and discussed the crack that was discovered in the foundation of the second floor of the college complex. Significant testing was undertaken to determine the cause and extent of the damage, and these results will determine the repairs that are needed and the corresponding timetable. Sheri Woltz added that an engineering committee is determining if extensive reinforcement is required.</p> <p><b>E. Planning Committee:</b> BethAnn Stone reported that Planning Committee discussed their membership and continued work with the three project teams that were developed last fall. These groups are focused on Program Review, Institution-set Standards, and Survey Data. Planning Committee also reviewed the National Assessment of Collegiate Campus Climates (NACCC) survey results and Dean Ryan Pedersen presented Planning Committee’s</p>

		<p>Participatory Governance Assessment Focus Group Session.</p> <p><b>F. TAG/Technology Plan Core Group:</b> TAG has not met since the last Classified Senate meeting. Mika Mobley provided a brief update that she is working to gather faculty and student committee members for TAG.</p> <p><b>G. IDEA:</b> Catt Wood and Myles Crain reported that IDEA spent most of their meeting on their focus group and Dean Ryan Pedersen briefly shared about the the National Assessment of Collegiate Campus Climates (NACCC) survey results, which will continue at IDEA’s next meeting.</p> <p><b>H. Sustainability:</b> Sheri Woltz reported that Sustainability was chaired by Facilities Manager Jarrod Holcombe. The group discussed the assignments of how they will gather information and continue the committee’s work.</p> <p><b>I. Professional Development Advisory Committee:</b> Justin Nogarr reported that PDAC approved professional development requests, one of which is the California Virtual Campus-Online Education Initiative (CVC-OEI) workshop series for distance education. Two more Opioid Overdose Prevention and Naloxone (Narcan) online trainings will also pass through LPG and PDAC. PDAC continues to overhaul their website and a page has been created for the Equity in Action workshop series for Classified Professionals. A Classified Nexus page and Pedagogy Innovation Project page are also in development. Please let Justin know if you have any feedback related to PDAC’s site, which may be <a href="#">found here</a>. Justin also shared that the books from the “Graphic: Trauma &amp; Meaning in our Online Lives” focused flex are available online and in physical copies through the Library. Please refer to Jennifer Saito’s 1/29/24 “Join the LMC Employee Book Club!” email for more information about this book and the book club that is currently engaging with it.</p> <p><b>J. EEO Committee:</b> No EEO report out was available at today’s Classified Senate meeting.</p>
8.	Council Business	<p><b>A. Crab Feed 2024 Updates:</b> BethAnn Stone shared updates on the 2024 Crab Feed Scholarship Fundraiser. Ticket sales are going well, with over 100 out of a maximum 150 tickets sold. BethAnn will send out one final ticket sale announcement email before ticket sales close on Friday, 3/1/24. The Crab Feed Committee performed a walkthrough of the Student Union Conference Room with Facilities and we received support from food services for the use of the area’s equipment and resources for storage and food preparation. Grace Villegas and Sheri Woltz have worked in community partnership with Bonami who will donate bread, Coca-Cola and Markstein for beverages, and Tara Sanders who is donating wine from her wine bar. We have student volunteers as our servers for the event, and BethAnn will provide them with pizza and any tips that they earn will go towards their student clubs. Bookstore Manager Bob Estrada is donating LMC logo shirts for them to wear. For more information on the Crab Feed and to view the flyer, please refer to BethAnn’s 2/28/24 “LMC Classified Senate Scholarship Crab Feed...” ticket sale announcement email. If you're interested in volunteering to support this event, please email Lawrence Punsalang as he is our Crab Feed committee lead for volunteers.</p> <p><b>B. Elections Committee:</b> BethAnn Stone shared that the Elections Committee met and revised the elections timeline. We have four Classified Senate Council positions that the Elections Committee will be organizing for spring’s Classified Senate Council elections. Vice President, Secretary, and the two-year term Council Member seats for Lawrence Punsalang and Irene Sukhu are up for election. 3/6/24 through 3/20/24 will be the call for nominations. From 4/1/24 to 4/8/24 the candidates will be received, and balloting begins on 4/10/24 with an email announcing the candidates and their positions. Balloting is done electronically and closes on 4/20/24. Ballots will be counted from 4/20/24 to 5/1/24 and at our last Classified Senate meeting of the term there will be an announcement of the election results and the appointing the new Council Members to start their term, which begins on 7/1/24. To nominate yourself or a Classified Professional colleague for Classified Senate or to learn more about the Spring 2024 CS Elections, please refer to Sandra Mills’s 3/4/24 “Classified Senate 2024 elections” email.</p>
9.	Adjourn Meeting	<p><b>Adjourn at 4:35 pm Action:</b> M/S: C. Reyes/S. Woltz (9-0-0)</p>

## Curriculum Committee Minutes | March 6, 2024

### Present Members:

Louie Giambattista, (*Chair*)

### Voting Faculty Members:

Sepideh Daroogheha (*Math*)

Katherine Nelson (*Career Technical Education*)

Tess Shideler (*Science*)

Adrianna Simone (*General Education Committee Representative*)

Girlie Sison (*Science, Technology, Engineering and Math*)

Alex Sterling (*English*)

Von Wolf (*Brentwood Center*)

### Non-Voting Members:

Rachel Anicetti (*Transfer Representative*)

Nidia Gonzalinajec (*PSLO/CSLO Coordinator*)

Rikki Hall (*Director of Admissions and Records*)

Imelda Lares (*Admission and Records*)

A'kilah Moore (*Vice President of Instruction, Interim*)

Aprill Nogarr (*Dean of Instruction: Arts, Humanities & Philosophy*)

Lyssa Shabusheva (*Note Taker*)

Nicole Trager (*Dean, Instruction, Interim*)

Eileen Valenzuela (*Articulation Officer*)

Grace Villegas (*Curriculum Management Specialist*)

### Absent:

Nila Adina (*Counseling*)

Dennis Franco (*Interim Dean of Instruction: Workforce Development*)

Randi Osburn (*Health, Behavioral and Social Sciences*)

Mike Grillo

Christina Goff (*Librarian*)

### Guests:

Michael Kean

**Meeting called to order: 2:36pm**

**Location: L-109 and BRT-135**

### CURRENT ITEMS

## Curriculum Committee Minutes | March 6, 2024

1. Announcements & Public Comment
  - a. Lyssa- Office of Instruction will have goodies for
2. Voting Members Joining Remotely
  - a. None
3. Approval of the Agenda and Minutes
  - a. Approval of Agenda March 6, 2024
    - i. **Action:** Approved with the edit to remove WELD-010 and PHYS-015 from line item #7 (M/S: Simone/Darogheha ); 6/0/0  
**Unanimous.**
  - b. Approval of the Minutes: February 21, 2024
    - i. **Action** Approved (M/S: Sterling/Wolf); (5/0/1) Darogheha  
**abstains**
4. Standing Item: Articulation Update
  - a. None
5. Consent Agenda
  - a. AS Travel Marketing – deactivation
  - b. COA Travel Marketing – deactivation
  - c. CSC Travel Marketing – deactivation
  - d. CSC Home-Based Travel Specialist Certificate – deactivation
  - e. CSC Cruise Specialist – deactivation
    - a. **Action** Approved (M/S: Wolf/Darogheha); (6/0/0) unanimous
6. New Courses
  - a. PTEC-006, corequisite
    - i. Michael Kean – presented that the course is a separation between lab and lecture and dubbed it “industrial chemistry”. The lab portion has been moved to a different course. This course is non-transferrable, with the option for students to take regular CHEM-006
    - ii. Grace Villegas notes the course needs a Class Max Form
    - iii. Curriculum member inquired if the Chemistry department has been notified of the course proposition. Chairperson of the committee confirmed that protocol has been followed, and the department has been notified
    - iv. A member of the committee asked Michael Kean if other PTEC programs have a comparable course, to which Michael responded that some do, and others do not
    - v. Michael Kean explains the justification for the corequisite is a need for certain amount of mathematical knowledge in order to complete the course (PTEC-009)

## Curriculum Committee Minutes | March 6, 2024

- i. **Action** Approved PTEC-006 (M/S: Wolf/Darrogheha ); (6/0/0)  
**Unanimous**
  - ii. **Action** Approved Corequisite (M/S: Wolf/Darrogheha ); (6/0/0)  
**Unanimous**
7. Existing Courses
  - a. KINES-100, online addendum
    - i. Committee notes CSLO alignment has changed for this course
    - ii. Pass/No Pass is no longer an option, and it is now a letter grade
    - iii. **Action:** Approved KINES-100 (M/S: Sterling/Wolf); (6/0/0)  
**Unanimous.**
    - iv. **Action:** Approved online addendum (M/S: Sison/Darrogheha); (6/0/0) **Unanimous**
8. Programs
  - a. AS Early Childhood Education Site Supervisor
    - i. **Action:** Approved (M/S: Wolf/Sterling); (6/0/0) **Unanimous**
  - b. AS Early Childhood Education Master Teacher
    - i. **Action:** Approved (M/S: Sterling/Darrogheha); (6/0/0)  
**Unanimous**
  - c. COA Early Childhood Education Site Supervisor
    - i. Curriculum Committee member noted that on Page 7, there was a typo “Associate of Scene”, where it should be Associate of Science”
    - ii. **Action:** Approved (M/S: Simone/Wolf); (6/0/0) **Unanimous**
  - d. COA Early Childhood Education Master Supervisor
    - i. **Action:** Approved (M/S: Sterling/Darrogheha ); (6/0/0)  
**Unanimous**
9. Participatory Governance
  - a. Aprill Nogarr is presenting as part of the Participatory Governance assessment Task Group, to collect feedback on what the Curriculum Committee members see as the committee’s strengths and challenges. Aprill specifies that while a recording of this meeting will be used by the Task Force members, the identities of speakers within the committees will be kept confidential.
  - b. The first section Aprill introduces is “Committee Impacts and Achievements”
    - i. “Curriculum Committee is essential to maintaining course work” - Tess Shideler
    - ii. Girlie Sison mentions that the committee members are very thorough

## Curriculum Committee Minutes | March 6, 2024

- iii. Adriana Simone notes that the Curriculum Committee support enabled LMC to provide more ETHN courses than other colleges in the area
- iv. A Resource member added that there was a meeting in which there were 65 voting instances held (possibly a record), which was an efficient and thorough course review.
- c. The second section is “Participatory Governance Structure”
  - i. A committee member asked Aprill whether this section relates to the dealings of the committee with outside entities, or whether it is internal
  - ii. Adriana Simone notes that her immediate interpretation was specifically regarding collaborative groups, such as GE committee, tech review.
  - iii. Articulation officer was curious whether the Academic Senate had a space specific for Curriculum Committee, and Adrianna, as Co-President, specified that there is time made for report outs every meeting.
  - iv. One of the committee members raised the question whether the eLumen transition has been beneficial, to which other members have agreed that while the transition was difficult and required much learning, it is a far better method than paper.
  - v. One of the members was wary, because they felt there are times that some courses are “rubber stamped”
  - vi. Curriculum Committee’s role, according to one of the members, should be “encouragement towards developing courses”
- d. Next section is titled “Bidirectional & Representative Communication”
  - i. Agenda and Minutes can be found at least 72 hours before the meeting date on the Los Medanos website, under Curriculum Committee page. The agenda is also posted in the Library on Pittsburg Campus and Brentwood. An email with an invitation is sent BCC to all LMC employees on Friday before the meeting is to be held.
- e. The final section is “Challenges and Needs for Support”
  - i. There are 4 vacancies in total now.
  - ii. Members note that some seats are very difficult to fill, as the work of the Curriculum Committee can be daunting to a new person.
  - iii. Members note that previously, membership was much lower, and the current number of seats held is comforting.
  - iv. A resource member questioned whether NEXUS participants are introduced to the Curriculum Committee, to which members

## Curriculum Committee Minutes | March 6, 2024

specified that it has not yet happened for this year, but previously, Chairpersons were invited to NEXUS to share what it is, and how it operates, as well as recruit interested faculty.

v. The chairperson mentions that SGC bylaws have a non-voting position reserved for this Committee for communication.

f. There was an Additional Questions section

i. One of the members of the committee asked the modality of each of the groups that the Task Force is meeting with. Members further added that there is a law applicable concerning the Brown Bag meetings, which requires face-to-face participation

### 10. Governing Board

a. Curriculum and Instruction Procedure 4001 will have a second read next month. It was approved at the end of 2021. Three components are: 1. “how are credit hours calculated?”; 2. “How do we award incremental units?” (Half unit increments); 3. “How the rounding down works”, and a special provision for courses under 1 unit.

i. LMC has 4 categories of labs in the UF Contract, which all have 3:0 ratio

1. Lab by arrangement
2. Lab 1 for sciences
3. Lab 3 for activity
4. Lab

ii. This document also affects COOP Experience courses through Title 5 changes. (4001 on page 5 Section 6)

1. COOP-160s is being removed
2. The course will be able to be taken for up to 14 units, and repeated.

iii. The Chairperson defined the “Credit Hour”

### STANDING ITEMS

#### 1. Report-Outs

- a. GE Committee
  - i. Tabled due to time constraints.
- b. DE Committee
  - i. Tabled due to time constraints.
- c. TLC
  - i. Tabled due to time constraints.

#### 2. Shared Governance Committee

a. No report

#### 3. Academic Senate

a. No report

## **Curriculum Committee Minutes | March 6, 2024**

### 4. **Strategic Enrollment Management**

- a. Full group meeting – 2 work groups met. The Pathways group reported out. The Participatory Governance Task Group was also present at this meeting, and much of the committee feedback was pointed at the need for Guided Pathways to be separate from SEM

**The meeting adjourned at 4:00**

Meeting Dates:

Spring 2024: April 3, 17, May 1, 15

**Present:**

March 13<sup>th</sup>, 2024

**Voting Members:** Adrianna Simone (GE Chair); Robert (Bob) Moore (Science Faculty); Rick Estrada (Math Faculty); Sara Toruno-Conley (English Faculty);

**Non-Voting Members:**

**Guests:** Imelda Lares (A&R), Connie Konsavage (Admissions & Records); Nicole Trager (Dean of Math and Sciences); Marci Lapriore (SGC and English); Rikki Hall (Admissions and Records) Brando Mendoza (LMCAS)

**Absent:** Cindy McGrath (Journalism); A'kilah Moore (Office of Instruction Vice President); Lyssa Shabusheva (Note Taker-OOI)

**Meeting called to order:** 1:05pm                      Location: Room CC2-223 and Online – Zoom Meeting

**CURRENT ITEMS**

**1. Welcome, Public Comment and Announcements:**

Song of Cesar will be this Thursday, 9:30-11:30AM in the Student Union Building, lunch provided

Student Organized FUTSAL Tournament, Wednesday after spring break, 2:30-5pm

**2. Approval of the Agenda**

**Action:** Approved (M/S: Bob/Rick) 5/0/0 unanimous

**3. Approve Meeting Minutes: February 28th, 2024**

**Action:** Approved with one edit to item #3: (M/S: Bob/Rick) 5/0/0 unanimous

**4. Participatory Governance Assessment Task Group: Focus group discussion**

Marci read a statement from SGC. Then, asks GE a series of questions to which members reply:

First question: What impact do you feel your committee has on LMC and how does it support the mission of the college?

GE Members Responses:

Bob says we make local GE clear for students and help GE courses map to GE SLOs. We still need to decide if we should go beyond the state minimum requirement or not. Adrianna reads from our mission statement and says we are interested in continuing to give students access to diversity and equity practices. Someone asks if raising the number of units is equitable for local degrees. It's stated that there is good communication between committees, and we do a good job of approving and looking at CORs, helping faculty who are submitting their CORs for GE mapping. We provide training during FLEX for faculty and work one-on-one with faculty who need help with mapping. We devise instruments for assessing our program. We take on Academic Senate assignments and charges such as looking at all the English courses in the different GE boxes to see if there are too many in those boxes. We did research and determined it wasn't an issue. We try to harmonize GE with Title 5 changes.

Second Question: Noting that GE is not an SGC committee, what are your experiences with the LMC governing structure?

Bob says our output will have to go through SGC eventually, such as with our work around ISLOs. Where do the ISLOs live? Adrianna says we align with TLC which possibly will become a majority faculty committee. Marci asks if there are any structural changes we could make to our committee or TLC. We say no. Marci asks if anyone from GE attends TLC. Adrianna does. Bob says the interfacing between GE and TLC is minimal. Adrianna adds that only when an issue comes up does TLC need our input. In relation to SEM, we have heard talk of looking at GE course offerings. Sara is a member of SEM and everyone on the other committees reports out during GE.

**Third Question: Which members are liaisons to another body?**

Adrianna used to attend SGC, but the hours overlap too much with GE. We tried to get SGC to change their time a bit and we moved our time, but they wouldn't budge. Adrianna attends TLC and Curriculum Committee. GE reports out to Academic Senate. GE is encouraged to attend. It's difficult to attend other senate meetings due to time overlap. Marci asks if GE could attend Classified Senate meetings. We would miss Academic Senate if we did. Nothing in our structure says we need to attend classified senate. From LMCAS, Brandon will be attending GE. He says it's intriguing to hear about what faculty talk about in GE. It's noted that GE membership is supposed to have an LMCAS rep but often there are gaps. GE is not required to attend LMCAS. Our agendas are published via e-mail and eventually put on the GE website. We're very good at posting our minutes, and the Zoom link is posted to the website. Are there any vacant seats? We have 2 vacant seats from Social and Behavioral Sciences, diverse perspectives. Counseling is working to get a replacement for Nila.

**Fourth Question: Any barriers or challenges?**

Making quorum. Vacancies due to members not being able to attend over Zoom.

**Fifth Question: Would we like training?**

Brandon mentions the difficulty in keeping track of all the acronyms. Several of us say we need an acronyms list. Bob says he would like to hear feedback from the general college about their perception of GE. Sara says it would be great to have training offered to incoming chairs for any committee.

**5. GE Title 5 Research: Update on discussions with departments/faculty**

Sara shared Marci's, Morgan's, and LD's feedback from the English department meeting. Marci and Morgan are not in favor of having a diverse perspectives box. LD asks if having certain English classes removed from the box will hurt enrollment. Adrianna's department is split. Those on the Ethnic Studies side benefit from the changes to GE while those in SJS (Social Justice Studies) are concerned about enrollment in their courses if they are removed from the Diverse Perspectives box. Brandon says it would be a good idea to have Ethnic Studies as its own box, but adding units for students might not be so good. He says he's taking a SJS course and it could benefit students. He doesn't know if it should be a requirement for everyone though. Bob brings up the burden of changing the catalog. Rikki says Eileen was in an articulation meeting on Friday and said they had a conference with the chancellor's office, which said the 2025 GE deadline supersedes the Title 5 Ethnic Studies due date. Now the deadline for both is fall 2025.

**Meeting adjourned at 2:31 pm**