



Chabot-Las Positas Community College District

Chancellor's Council

Tuesday, June 3, 2020

3:00 p.m. – 4:30 p.m.

ConferZoom

Meeting Minutes

Present: Ron Gerhard, Noell Adams, Miguel Colon, Dave Fouquet, William Garcia, David Rodriguez, Susan Sperling, Sarah Thompson, Rachel Ugale, Chasity Whiteside

Guests: Theresa Fleischer Rowland, Bruce Griffin, Owen Letcher, Guisselle Nunez

Absent: Dyrell Foster

Chancellor RGerhard called the meeting to order at 3:00 p.m.

I. Review and Approval of the May 12, 2020 Meeting Minutes

The May 12, 2020 Minutes were approved with two corrections: 1. On page 3: it should state June, July, and August, 2. Where it mentions Chabot won't issue a certificate unless it has 21 units, it should state 12 units. **(Colon/Foster)**

II. Board Policies/Administrative Procedures (standing item)

a. First Reading

1. AP 4050 Articulation

VC Theresa Fleischer Rowland mentioned that this is a legally required policy and there was a lot of time spent on this Administrative Procedure. It was revisited with faculty, the Articulation Officers, CTE managers at both campuses and both VPs of Instruction. RGerhard reminded Council that this is only the first reading. It is hoped that this will be disseminated through to the constituencies for appropriate vetting and discussion.

2. AP XXXX Personal Use of Credit Cards

This AP is yet to be numbered. This one is coming from Business Services. VC Doug Roberts mentioned that we normally do not have an issue with credit card use. This reiterates the fact that people should not be trying to use their credit cards in such a manner that benefits them. We want to minimize any misuse. MColon asked how we avoid receiving a benefit if that is the card normally used. DRoberts mentioned that

P-cards can be issued just for travel. Most of these cards can be set to restrict commodities that could be purchased. The District should be buying the air tickets instead of the employee. If they cancel the flight, they could receive a voucher and the individual would still want to get reimbursed. RGerhard asked if there have been some IRS issues with these types of programs in the past? DRoberts mentioned that the IRS views any time that somebody gets a monetary gain through their employer, it should be taxable. NAdams asked if the employee would take a P-card with them on the trip? DRoberts stated that it would primarily be for the registration and flights. MColon asked if the Deans are ready for booking travel? DRoberts stated that this is a conversation that still needs to be had. RGerhard stated that this is a first reading.

b. Second Reading

RGerhard stated that this is a very lengthy list of second reading items. A number of our colleagues had yet to have the opportunity to bring to their constituencies, so some were brought back for a second, second reading.

1. BP 3050 Institutional Code of Ethics
2. AP 3050 Institutional Code of Ethics
3. BP 3100 Organizational Structure
4. BP 4010 Academic Calendar
5. AP 4010 Academic Calendar
6. BP 4020 Program, Curriculum and Course Development
7. AP 4020 Program and Curriculum Development
8. AP 4022 Course Approval
9. BP 4024 Program Revitalization/Discontinuance
10. AP 4024 Program Revitalization/Discontinuance
11. BP 4025 Philosophy and Criteria for Associate Degree and General Education
12. AP 4025 Philosophy and Criteria for Associate Degree and General Education
13. BP 4027 Travel Study Programs

David Rodriguez stated that Classified Senate was recommending adding at the end of the first paragraph, “fee based travel conducted through the community services and offered to the community at large for personal enrichment are exempt from the application requirements above and may proceed with one time board approval of a travel company vendor.” The idea is that to streamline some processes for that type of

travel program because it is different from the others, but it is still subject to this sort of approval process. Community Education is trying to clarify that. There were some minor edits towards the end of the document as well. RGerhard: Can you give an example? If I am a board member, whether it is part of a credit program or community ed, I think the board would still want to have the same levels of board review and approval. DRodriguez stated that the rationale is that these are from third party vendors that are approved and not all the participants are students and travel could be offered to the community. Community service programs contract with travel companies to offer travel opportunities to the larger tri-valley community, so that in the context of LPC, they are not offered specifically for college students, they are offered through a board approved relationship between community services and a national vendor that does not specialize in student travel. Once the travel vendors are approved, not having to get individual trip approval would streamline the process for this type of service. RGerhard stated that it makes sense, but we need to work on this a bit. Any other recommendations? DRodriguez stated that there were minor word changes on the second page. The second bullet point, it is recommended to say fee-based travel instead of fee-based classes. Also, in the last paragraph, it states contracting agencies contracting agencies. Delete the redundancy. MColon encourages his students to travel and they were going to China in March over spring break. If we have done it as a class, would this apply to that travel? RGerhard stated yes if it is part of a class.

14. BP 4030 Academic Freedom

15. BP 4040 Library and Learning Support Services

16. BP 4050 Articulation

17. BP 4060 Delineations of Functions – Noncredit

18. BP 4070 Auditing and Auditing Fees

19. BP 4100 Graduation Requirements for Degrees and Certificates

NAdams has feedback on BP and AP 4100. There is blue text and red text. The blue text is what we saw Roanna Bennie proposed and the red text is what is being recommended. Near the bottom of page one, where it says, “upon application and completion of all degree requirements, the Associate Degree ... will be posted and dated on the student transcript,” was removed and moved up to the first paragraph. This gets rid of the issue around requiring the student to submit the degree request. The whole paragraph on certificates was removed. Instead, there is much more general verbiage that stuck to what the Title V regulations state. The district grants the appropriate credit certificate to a student who has completed the prescribed curriculum, leading to that certificate as approved by Title V Section 55070. The district grants the appropriate non-credit certificate to student who have successfully completed the prescribed non-credit coursework, leading to the non-credit certificate pursuant to Title V Section 5151. The intention is to include the non-credit

certificates into this board policy, as well as the administrative procedure because both colleges now have state approved non-credit certificates that we would like to begin issuing. There are two options. We could either include the non-credit certificates in this, which is what is preferred, or you could have a separate board policy and administrative procedure. There was a quotation mark for colleges, and it was changed to an apostrophe instead in the 4th paragraph.

20. AP 4100 Graduation Requirements for Degrees and Certificates

NAdams gave feedback on the AP as well. The changes made make it a little easier for someone to read. The first section would be called degrees, the next section called credit certificates, the third section would be non-credit certificates and the fourth would be something about transfer and prior learning credit. The line that says, students may petition to have non-credit courses counted toward satisfaction of requirements for an associate degree, was crossed out. It is true that the statement is included in one of the sections of Title V referenced here, but that section of Title V says that that part becomes inoperative, effective 2009. The way student can petition for non-credit coursework credit to apply to a degree or to a certificate is by using the prior learning credit process, which would be our credit by examination process. Under certificate of achievement, a student must successfully complete a prescribed course of study or curriculum that typically consists of sixteen or more semester units of degree applicable credit coursework pursuant to Title V Section 55070. The certificate of achievement may also consist of eight to less than sixteen semester units of degree applicable credit coursework. That was not in there before and it should be because at Chabot, there is a certificate of achievement that is state approved for 13 units.

The next paragraph was about content and assessment of standards for the certificates and it was moved down to the bottom of the credit certificate section because it applies to all certificates.

Next, a section on non-credit certificates was added. Language was taken from Title V. We can now issue the certificates of completion. They are state approved, they are in our curriculum inventory and we can also do this certificate competency. Both are non-credit programs. I do not know if we have a certificate of competency, but I would not want to limit ourselves in case we decide to have one in the future. A piece was added to address the part that was included before about credit being granted for non-credit courses.

Also did some wordsmithing and said that the district can count towards the associate degree and to our certificates credit for prior learning and advanced placement examination. Then I referred people to see administrative procedure 4235, which explains our credit by examination process and that explains how we award credit for prior learning and how we award credit for advanced placement. RGerhard asked if these recommendations were shared with the Academic Senates or TFleischerRowland. They were not.

RGerhard suggested that given the significance of the recommendations that Council will need more time on the three items that have significant recommendations. MColon asked why the academic senate in BP 4050 is being removed. RGerhard stated that will be an easy fix and can be moved forward if everyone agrees. MColon also asked if there is a District Curriculum Council, which is stated in 4025. SThompson stated that we do not have one. MColon also asked BP 47 auditing and auditing fees, we state auditing of courses is not permitted. There are a bunch of students that would love to audit classes. There must be a way for us to allow for auditing and give the student the opportunity to come back and jump back into the classroom. TFleischerRowland stated that given the current situation, course repetition is suspended. SThompson stated that we do not receive apportionment for audits. MColon suggested that we charge for audits. RGerhard mentioned that he does not believe we can charge for audits under the state student handbook. DRoberts will investigate it. NAdams was hoping that maybe some of the non-credit courses that we end up offering would provide students another opportunity to continue to develop their skills in that area. SThompson stated that Mission College allows audits. RGerhard reminded the group that Mission College is basic aid. MColon would like to explore the option of allowing audits.

RGerhard pulled off BP 4027, BP 4100, AP 4100, and BP 4070 for a second reading. For AP 4025, the recommendation is that there is nothing missing if the entire paragraph is struck that refers to a District Curriculum Council. TFleischerRowland agrees. RGerhard also mentioned that in BP 4050 language was added back. It was asked if there are any other questions or comments.

There was a motion to approve those BPs and APs as amended and excluding BP 4027, BP 4100, AP 4100, and BP 4070. **(Colon/Thompson) Fouquet abstained.**

III. COVID-19 Update

RGerhard gave a COVID-19 update. We are moving forward with our fall schedule predominantly in a distance education mode. This was thoroughly discussed by a task force made up of college representatives and district representatives. We do not know how long the shelter-in-place will last. The State of California is envisioning Community Colleges opening again for face to face instruction as part of the phase three for reopening. A few communications came out regarding some of the other issues that have been going on in our community.

VC Owen Letcher gave an update on the task force. College VPs and Deans are going through the planning process and figuring out our overarching goals. There are some concerns out there regarding fall and hard to convert courses. Continuing to work with individuals for fall planning for social distancing. NAdams asked about how long it takes to get a plan approved. OLetcher mentioned it depends on the program. DFouquet asked about transmission of COVID-19 in the HVAC systems. OLetcher mentioned that to the limit available to maintain the proper cooling, we are trying to maintain the cooling level and have the airflow increased. The county recommends face covering interior and exterior within six feet. It will be a limiting factor to come back for fall.

IV. Future Agenda Items

RGerhard stated that if there are agenda items, email KCostello.

V. Next Meeting: TBD

The next meeting was suggested as July 28th. There was discussion regarding changing the time of the meeting. KCostello shared the doodle poll and there was not a day that we could get everyone. The day that was most available was July 28th from 3-4:30 p.m. and it was decided to move forward with a meeting.

RGerhard stated that there may be a budget update at that point in time.

DRodriguez announced that LPC's Classified Senate had their elections and he will continue.

The meeting concluded at 4:20 p.m.