



**Chabot-Las Positas Community College District
Chancellor's Council**

Tuesday, April 12, 2016

3:00-4:30 pm

District Office, Conference Room 1

cccConfer available

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V.C. Legaspi to chair meeting while Chancellor Jackson attends AACC Annual Convention in Chicago.

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1. Review and Approval of Minutes - (LLegaspi)
 - a. September 29, 2015
 - b. May 12, 2015

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2. Chancellor Updates: Presented at 4/5/16 Board Mtg - (LLegaspi)
 - a. Accreditation Update
 - b. Board Priorities 2016-19

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3. Bond Update - (LLegaspi)

4. Faculty and Staff Personnel Update on Hires - (WFong)

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5. EEO Plan - (DBetts/WFong)

6. Market Research Update - (GNunez)

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7. OEI and Canvas Update - (JMethe)

8. Canvas Negotiations - (JMethe/CLofft)

9. ITS Involvement in Screening/Preventing 67% Law Violations - (JMethe/CLofft)

10. Administrator Evaluations - (MKorber)

11. Board Policy 4020 - (MKorber)

12. Other

Next Meeting: May 10, 2016
3:00-4:30pm
District Office Conference Room 1

Future Agenda Items:

1. Tracking for 67% Law - (CLofft)
2. Academic Calendar Tuesday Only Classes - (DFouquet/CLofft)
3. Classified Professional Leadership Program Update - (JJackson)

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

CHANCELLOR'S COUNCIL

MINUTES

Meeting of April 12, 2016

Attendance: Lorenzo Legaspi (Facilitating)
Jannett Jackson (Teleconference)
Noell Adams (Teleconference)
David Betts
Joanne Bishop-Wilbur
Laurie Dockter
Wyman Fong
Cathy Gould
Charlotte Lofft
Melissa Korber (Teleconference)
Jeannine Methe
Barry Russell (Teleconference)
Susan Sperling (Teleconference)

Handouts: 1) Minutes – September 29, 2015; May 12, 2015
2) Equal Employment Opportunity Plan;
3) Board Priorities – 2013-2016;

I. Review and Approval of Minutes

President Russell made a motion, seconded by Ms. Cathy Gould, to approve the minutes of May 12, 2015 and September 29, 2015.

The minutes were approved by consensus.

II. Chancellor Updates: Presented at 4/5/16 Board Meeting

Accreditation Update

Vice Chancellor Legaspi reported that at the April 5, 2016 Board Meeting, the Board was presented with an update on Accreditation. He noted that Committee Members have been provided copies of the letters from the Accrediting Commission. He noted that for the Colleges, the Commission had recommendations on Student Learning Outcomes; and for the District, the issue of Total Cost of Ownership was raised.

Chancellor Jackson requested that the College Presidents (or representatives) summarize what was presented to the Board.

Ms. Laurie Dockter reported that for Chabot College, the Accreditation Team's recommendation related to the communication of Student Learning Outcomes (SLOs) for all courses and programs, especially those that were college-wide. She noted that this is being communicated and discussed across the entire College.

Dr. Barry Russell reported that for Las Positas College, the recommendations were:

- 1) Academic Freedom Statement should be in College Catalog – he reported that the Academic Senate has reviewed and revised the Academic Freedom Statement, which will be included in the College Catalog currently in publication;
- 2) Student Learning Outcomes – the campus has published a Student Learning Outcomes handbook so that there will be a common statement about SLOs, and what they mean and how they are defined, used and assessed. He also reported that Elena Cole and John Rice are working on a process to provide more professional development on assessment, and using that assessment in informing program reviews which then informs the resource allocation model and the budget.
- 3) The Library needs to develop a process to assess their holdings – he reported the Library has a process that is used. This will be brought to the Team's attention.

Vice Chancellor Legaspi reported on Recommendation No. 5, which is for the District regarding "Total Cost of Ownership." He reported that Mr. Doug Horner provided the review for the Board on this item. Vice Chancellor Legaspi reported that Mr. Horner explained that anytime you build facilities, or acquire equipment, it must be maintained until it is demolished or disposed of. This is Total Cost of Ownership. He reported that the District is working on a plan in terms of staffing with custodial and maintenance, as well as repairs and upkeep of the buildings and equipment.

Chancellor Jackson reported that once this is all documented and put in writing, we will be looking at a timetable and will address this at the Senior Leadership Team Meeting. The timeline is due to the Accrediting Commission March 15, 2017. In addition, just as the Accreditation Report, this will have to go through the Shared Governance process for feedback. It will then go to the Board; and it is her hope to have this for the Board right after the first of the year.

Board Priorities 2016-19

Vice Chancellor Legaspi reported that the Board reviewed their Board Priorities and what they will need to do to update the Priorities for 2016-19. Chancellor Jackson reported that Council is provided copies of the current Priorities which sunset June 30, 2016 as well as excerpts of the Executive Summary from the Strategic Plan and the Action Agenda for Student Success that came out of the Governmental Institute for Student Success (GISS). She reported that the Board will be looking at these documents as well as the Colleges' Educational Master Plans to develop their Priorities for the next three

years. She invited Council Members to share with their Shared Governance groups and to provide feedback to her at the next Council Meeting and prior to her discussions with the Board.

III. **Bond Update**

Vice Chancellor Legaspi reported the District is creating a District website that will provide information regarding the bond. He reported that hopefully the campaign website will be up and running in the next few days. He reported that in regards to the campaign and raising funds, there has been a kick-off meeting that was well attended and people are ready to sign up and volunteer to help. He reported that the campaign is very different than the campaign in 2004 with Measure B; noting that phone banking, and lawn signs are no longer effective. He reported that the consultant is telling us that mailers are the most effective, and timing of the mailers. He reported that if individuals wish to do phone banking and lawn signs, we can certainly do that as well. He reported that the campaign is in full swing and has been very active in terms of raising funds. He reported that the District will provide a mailer which is being paid by the District, noting that this is legal because it is informational only; and does not contain any advocacy.

IV. **Faculty and Staff Personnel Update on Hires**

Vice Chancellor Fong provided updates on two reports, which were shared previously with the College Presidents. The first, a summary of 5 year trends on District-wide full-time hires, noting there was a heavy increase in recruitment and hires from 2011-12..

2011-12, 5 hires;
2012-13, 9 hires;
2013-14, 26 hires;
2014-15, 28 hires;
2015-16, 46 hires.

Dr. Lofft questioned the 50% Law, to which Mr. Fong provided further clarification of the summary handout. Mr. Legaspi reported that the 50% Rule is calculated at the end of the fiscal year and that we've always met the 50% Law. He reported that this will be reviewed to assure the 50% Law is met this year, and if adjustments are needed, it will be adjusted the following year.

The second report he highlighted identified a total of 143 open positions in the hiring process as of this date. He reported that some positions have been requested to be placed on hold by the hiring managers.

Ms. Adams questioned if committee members would receive copies of the two reports. Mr. Fong reported that he would email a copy of the summary of full-time hires to her.

V. **EEO Plan**

Mr. Betts, HR Director of Employment & Labor Relations, reported that Council Members were provided electronic copies of the EEO Plan. He reported that the Plan is a culmination of the work of the EEO Advisory Committee. The District invited representatives from both Faculty Senates, the 3 Classified Senates, Faculty Association (FA), SEIU, 2 Administrators (1 from each College), and students from each of the campuses to participate. He reported that this process began in February. A number of meetings were held and all constituent groups provided feedback to what is now the final draft. He reported that the District is required by Title V to have an EEO Plan; and requires that it is updated every three years. He reported that he does not believe the District has had a Plan in place previously. He reported that after Council review, it will be submitted to the Board for adoption. Chancellor Jackson noted that the deadline for feedback would be by the next Board Meeting; and should be directed through Mr. Betts and HR.

In response to a question raised by Dr. Lofft, Mr. Betts reported that the FA representative that was involved in the process was Ms. LaVaughn Hart. He reported that the FA Legal Counsel had concerns, which have been addressed and incorporated in the Plan.

Chancellor Jackson reported that this requirement came out of the State Chancellor's Office, and reported that in the absence of an EEO Plan, CLPCCD would not be eligible for funds. She reported that when you do not meet the Faculty Obligation Number, there is a penalty that is paid by Colleges and those penalty dollars have accumulated and districts are not eligible to receive those dollars unless they have an EEO Plan. She reported that the Plan has to be in place by June 1. She also noted that the District was only notified of this requirement in the Fall (November or December 2015).

VI. **Market Research Update**

Mr. Legaspi reported that Ms. Nunez was unable to attend so he would provide a brief update. He reported that the District conducted and completed a market research that identified our students; and we now have much more information in terms of demographics, how we can reach our students, and additional information that will help us market the colleges starting in the summer and fall. He reported that there is a report and would like to agendize this discussion at the next meeting. He reported that the District will be spending funds to target specific students.

VII. **OEI and Canvas Update**

Ms. Methe, CTO, explained OEI and Canvas. She explained that OEI Course Exchange is the process (for those colleges that join the exchange) to allow students to take on-line courses from any of the colleges in the exchange. She reported that the FTES and credit goes to the "home college." She explained that the software component in order to get to

OEI is *Canvas*. *Canvas* is the course management software adopted by the state, which is the online tool that replaces *Blackboard*. She reported that the OEI Taskforce has been focused on understanding what the *Canvas* tool is, understanding what some of the other software tools are, i.e. tutoring tool, assessment, plagiarism, etc. She reported that the Taskforce is getting to the end of the list of items that are included. She reported that the Taskforce recommendation will be presented by the end of April. She reported that at the end of March, the vendor provided a sandbox, which allowed the Taskforce member to review demos and actually log-in and thoroughly explore the software. Each Taskforce member will work with a couple faculty members in their departments to also explore the sandbox. She reported that the other major part over the last few weeks has been talking to colleges (Cabrillo, Sierra, West Valley, Ohlone, and Solano) that have migrated to *Canvas* or that are migrating to *Canvas*. She also reported that they will talk with San Jose-Evergreen, which has decided to adopt *Canvas*. She reported that feedback has been good from the faculty and students of these colleges. She reported that as of March 24, 64 colleges (out of 113) have signed on to migrate to *Canvas*. In response to a question raised, Ms. Methe reported that the contract with Canvas and the Chancellor's Office expires in 2019; however, with the rapid adoption rate, it is expected that the funding will extend beyond 2019.

Ms. Dockter questioned the security, to which Ms. Methe reported that security is the same on *Blackboard* and on *Canvas*.

Ms. Methe reported that the implementation varies between colleges, averaging 6 months to a year. The Chancellor's Office estimates a maximum of 18 months. She reported that the timeline once a college signs up is 9 months to get your first courses live on *Canvas*. Once you do that, you have up to 18 months to migrate off the current software.

VIII. Canvas Negotiations

Dr. Charlotte Lofft reported that the Faculty Association has submitted a demand to negotiate on this issue, and feels strongly about negotiating the maximum amount. Issues to be negotiated include training, back-up support, and various other issues.

Chancellor Jackson reported that she and Dr. Lofft have discussed this issue and both are in agreement that it is a work-place issue. She has asked for an extension for the demand to negotiate until the VC of Educational Services and Student Success is on board (May 1) since it would fall under that area of responsibility. It was also noted that the Taskforce recommendation is expected to be made by the end of April.

IX. ITS Involvement in Screening/Preventing 67% Law Violations

Dr. Lofft reported that she has raised this issue for approximately a year, noting that there had been 67% Law violations at the Colleges. It was brought to her attention that other districts were using a tracking system used by IT. She indicated that the software

program would block an assignment in the third semester if the faculty member has exceeded the 67% rule.

In response, Ms. Methe reported that within the Banner system, the “blocking” can’t be made “real time.” What IT has done, is come up with a report which is run on a regular basis and provided to the Colleges. The report looks at the cumulative amount for the current term and the last 5 terms. It identifies people that are in the two-term limit. The report was run in Fall 2014, Spring 2014, Fall 2015, Spring 2015, and now will be run for Fall 2016. Ms. Methe reported that the report can be run at any time.

X. **Administrator Evaluations**

Ms. Korber reported that the Las Positas College Senate has raised an issue regarding Administrator Evaluations. The concern is that the Administrator Evaluations aren’t parallel with other evaluations in that Administrators get to choose the evaluators.

Vice Chancellor Fong reported that Administrators are provided an evaluation within their second year of service and every three years thereafter. He has heard concerns from Faculty and Classified Professionals that those Administrators who are due for a comprehensive or 360 evaluation, are able to agree on the list of those that participate. In addition, the Administrators’ supervisor/manager also reviews the list. The concern is that the Administrator will choose evaluators that would be amiable to him/her. He reported that the supervising manager could provide input for selecting the evaluators. He also reported that a comprehensive evaluation includes an outside agency conducting a survey.

Dr. Lofft questioned the rationale for hiring an outside agency, to which Vice Chancellor Fong reported it is because there was concern about who would see the evaluations. The evaluations go directly to the outside agency.

Ms. Korber questioned if it was a possibility to have a taskforce of Faculty, as well as Classified Professionals review the policy regarding Administrator Evaluations. She reported that it does not seem to parallel what is actual practice. Vice Chancellor Fong reported that he believes the Chancellor has spoken with the Administrative Association and will need to speak to them further before there is an additional response.

Chancellor Jackson asked that Vice Chancellor Fong take some of the concerns that have been voiced to our Administrator Meeting. She reported that the Administrators feel that they should be able to choose evaluators that would be more cognizant of what they do in their particular jobs. She expressed that there may be some common ground. This can be brought back to this committee at a later date after those discussions with the Administrators. She reported that this agenda item will be kept on the agenda until there is resolution. She suggested that the Presidents of the Faculty Senate and the Presidents of the Classified Senates could meet with Vice Chancellor Fong to more clearly identify the concerns prior to the next Council Meeting.

Additional input was provided by Committee Members expressing the concern that the Administrators choose their own evaluators.

Chancellor Jackson reported that if changes are made to process, it would strictly involve revising the Administrative Procedures, and would not require Board action.

Chancellor Jackson provided background and timelines on the process for Board Policies and Administrative Procedures review in response to a question raised by Ms. Dockter. Ms. Dockter reported that she specifically would like to review the Hiring Procedures. Chancellor Jackson reported that this item could be put on the agenda for the next meeting. Chancellor Jackson noted that the issue of using technology for interviewing (first level) should be reviewed.

XI. **Board Policy 4020 – Curriculum Development**

Ms. Korber reported that there is concern regarding Administrative Procedure 4020 that it doesn't reflect actual practice and needs to be updated. She reported that the Senate would like to recommend review and revision. Chancellor Jackson reported that this Administrative Procedure can be reviewed now, even if it isn't in the current review cycle.

Chancellor Jackson reported that when Vice Chancellor Johns comes on board, she can take a look at it. It can be added to the agenda for the next meeting.

XII. **Other**

President Sperling questioned the levels of the hiring interview process. She expressed that she believes the District should have a policy for this.

Dr. Lofft noted that the issues of "Tracking for the 67% Law" and "Academic Calendar Tuesday Only Classes" can be removed from the future agenda items.

XIII. **Future Agenda Items**

1. Administrator Evaluations
2. BP – Hiring Procedures
3. AP 4020 – Curriculum Development (K. Johns)
4. Market Research Update

XIV. **Adjournment**

Vice Chancellor Legaspi adjourned the meeting.

XV. **Next Meeting**

May 10, 2016, 3:00 – 4:30 p.m., District Office Conference Room 1.

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