



Chabot-Las Positas Community College District

Chancellor’s Council

Tuesday, February 13, 2024

3:00 p.m. to 4:30 p.m.

Zoom

Attendees:

<input checked="" type="checkbox"/> Ron Gerhard	<input checked="" type="checkbox"/> Katrin Field	<input checked="" type="checkbox"/> Brody Price
<input checked="" type="checkbox"/> Mona Abdoun	<input checked="" type="checkbox"/> Dyrell Foster	<input checked="" type="checkbox"/> Aubrie Ross
<input type="checkbox"/> Joanne Bishop-Wilbur	<input checked="" type="checkbox"/> Dave Fouquet	<input checked="" type="checkbox"/> Ashley Young
<input checked="" type="checkbox"/> Jamal Cooks	<input checked="" type="checkbox"/> Joel Gagnon	
<input checked="" type="checkbox"/> Virginia Criswell	<input checked="" type="checkbox"/> Theresa Pedrosa	

Guests: Noell Adams, Wyman Fong, Cynthia Gordon da Cruz, Bruce Griffin, Craig Kutil, Owen Letcher, Dionicia Ramos, Kirti Reddy, Rajinder Samra

DRAFT MINUTES

Chancellor Gerhard called the meeting to order at 3:01 p.m.

1. Review and Approval of the February 13, 2024 Agenda

The agenda was approved as presented. **(Pedrosa, Ross) All in favor.**

2. [Review and Approval of the Minutes from the December 5, 2023 Meeting](#)

The minutes from the December 5, 2023 meeting were approved as presented. **(Pedrosa, Foster) Abdoun, Au, Field, Gagnon abstained.**

4. Board Policies and Administrative Procedures

4.1. First Reading of Board Policies

4.1.1. [BP 3710 Securing of Copyright](#)

4.1.2. [BP 3715 Intellectual Property](#)

4.1.3. [BP 4020 Program, Curriculum, and Course Development](#)

4.1.4. [BP 4300 Field Trips and Excursions](#)

4.2. First Reading of Administrative Procedures

4.2.1. [AP 4020 Program and Curriculum Development](#)

Craig Kutil mentioned he had submitted updates for or this procedure, but wasn't aware of why the first two added paragraphs are included. RGerhard mentioned that it may have come through as a recommendation from the League. Looking at the language, this is a template issue and asked if there is an argument why it should not be included. CKutil mentioned that it may not be necessary. The changes that he made had to do with the idea of work experience in general. Traditionally, you get paid with work experience and internships are unpaid. The name change is not cooperative work experience and no difference between how many hours you have to do as a student for paid or unpaid. You can place work experience units on course outlines that also might have a lecture or lab.

It was also mentioned that the curriculum committee of each college is supported by their respective Vice President who shall forward the approved proposals to the Board of Trustees. The vice chancellor's title is an addition and it may not be necessary to go into that type of detail within this procedure. RGerhard agreed that we can leave it "The curriculum committee at each college shall forward the approved proposals to the Board of Trustees for approval." CKutil mentioned it would be ok to keep the portion that states "the curriculum committee is supported by the respective Vice President of Academic Services."

MAbdoun asked about the added first paragraph. Are we talking about racial, ethnic gender, sexual minorities? CKutil does not know why the League would include this portion. It was also mentioned that "dialogue" was misspelled on page 3 of 6.

4.2.2. [AP 4300 Field Trips and Excursions](#)

4.3. Second Reading of Board Policies

4.3.1. [BP 2735 Board Member Travel](#)

4.3.2. [BP 3410 Nondiscrimination](#)

4.3.3. [BP 7120 Recruitment and Selection](#)

4.3.4. [BP 7400 Travel](#)

4.3.5. [BP 7600 Security Officers](#)

KCostello mentioned that the only changes were on BP and AP 7600 to change the title to Campus Safety and Security Officers.

There was a motion to recommend moving forward these five policies to the board. **(Pedrosa/Young). Fields Abstained.**

Joel Gagnon asked about the process to update a policy or procedure that is not in the current rotation. RGerhard stated that any BP or AP can be brought forward to council through the process shown on BP and AP 2410 Board Policy and Administrative Procedure.

4.4. Second Reading of Administrative Procedures

4.4.1. [AP 3410 Nondiscrimination](#)

4.4.2. [AP 7145 Personnel Files](#)

4.4.3. [AP 7600 Security Officers](#)

There was a motion to recommend moving forward to the board. **(Young/Abdoun). Fields Abstained.**

3. [Proactive Awarding](#)

Noell Adams and Cynthia Gordon da Cruz presented the Proactive Awarding presentation.

History of Proactive Awarding at Chabot

NAdams stated that Chabot College began proactive awarding in 2018-19 by awarding the certificate of achievement in either CSU GE Breadth or IGETC to students who were receiving the ADT or transfer GE. The way this process works is a student submits a request for their ADT or transfer GE certification. Our evaluators receive those requests and if they determine the students have met the requirements, they will award the certificate of achievement and they notify the student. This does not have a lot of impact on our SCFF because many of these students are already earning an ADT at the same time that we are awarding them.

In 2021-2022, we wanted to be more intentional with this work. A second part was added by focusing on increasing the number of SCFF counted degrees. The students that were looked at for this part of the proactive awarding efforts were Chabot students who were enrolled in the district in the reporting year and not enrolled in the proceeding reporting year. We made sure they had at least 60 semester units and at least a 2.0 GPA, did not have transfer course work, had not earned an associate degree or higher, and did not already have an active degree request on file with our admissions and records office because they were already going to be handled.

This process occurs once per year prior to the annual MIS submission. Once the list of students developed, batch audits are run through DegreeWorks tools to identify students who have completed 100% of their declared program, associate in liberal arts program, or commonly attained certificate of achievement program. This target population includes students who have not requested anything from us, these proactive awards have much more impact on the SCFF.

Estimated SCFF Financial Impact of Proactive Awarding in 2021-22 & 2022-23

CGordondaCruz stated the numbers shown came from the recalc report and went to the latest report in a given year so we had the most up to date numbers. If you have seen this before, there is a slight difference in the slide, thanks to Rajinder Samra, who pointed out that Pell recipients or a Promise recipient anytime up through the year in which the degree was awarded.

We took the number of proactive awards to begin, but we do not get money for all of the awards, only for the unique headcount of students who have received those awards. From the first column, we then take a subset of the column to say how many unique students earned each of the Awards. In order to count for the SCFF, they have to be enrolled in CLPCCD in the same year. Then Pell recipients were checked, if they have ever received a Pell or Promise. Points are received for both so there can be duplicates in those columns. The last dollar amount comes from multiplying, for example, the ADTs times the dollar amount you get for ADTs, plus 20 times the bonus for Pell recipients, plus 28 times the bonus for Promise recipients. The process was done for the AA/AS degrees and certificates. After adding all of the numbers up, we have a total of \$516,099.

Remember that this is contributing to a 3-year average. We are not actually getting these funds yet because we are on hold harmless, but when we hopefully go off of hold harmless in a couple of years, this could really be adding to the money we are bringing in from the state.

In the following year, the same process was completed and that number was slightly lower at \$478,664.

Potential for Growing These Numbers: New Direction

NAdams stated that since we have had two years to test the process that was first implemented in 2021-22, and it is proven successful, it has been decided to continue the process of proactive awarding, but expanded. This year, we are broadening our focus to increasing the number of SCFF counted degrees and SCFF counted certificates as well. We can get both of these awards counted. We have expanded the target population by removing some criteria. Now, we are looking at students who are enrolled in the district in the reporting year, and they do not have to be leaving. Continuing students makes the population bigger. The number of units that students need to be included in the pool have been reduced. They need to have completed at least 16 semester units to be evaluated through this process. They will need a 2.0 GPA and still excluding students who are already in the evaluation pipeline.

The process is going to be pretty similar. Rather than doing this once per year, we will be running this process after each fall and spring term after the grades have rolled to those terms. This will make the workload more manageable. There will be different kinds of batch audits on this group of students. Another big change is the results will be handed over to the student records evaluators and they will be the ones validating the results, awarding the degrees and certificates, and notifying the students. It will be a team effort.

Recommend Next Steps for Consideration

NAdams discussed the next steps for consideration beyond these improvements that we are already implementing for 2023-24. Some things we can do as an institution, would not only have an impact on what we do in terms of proactive awarding, but are things that we can do in terms of supporting and outreaching to our students.

The first recommendation is that advanced reporting from DegreeWorks is implemented. This was an approved SCFF project back in fall 2019 but has been put on hold since summer of 2021. This will make the reporting and the evaluation of DegreeWorks easier because the tools being used currently are not necessarily built for this and work arounds are needed. We could possibly give more people access to this data because it would be putting this kind of reporting in Argos.

It would be nice to work with ITS to figure out things that we could do within the existing process we have or once the advanced reporting is implemented. What steps can be automated?

Many students do not have a declared major in Banner that actually reflects what they are working on. This would really impact our project if we could find a better way to ensure that students declared major and catalog year in Banner are correct.

Questions

RGerhard pointed out the note on the financial slide which states, "contribution to 3-year average." The total \$478,000 is for 2022-23, 2023-24, and then 2024-25. They are points

that we would not otherwise be able to report and get for those three years. It is really a total of \$1.5 million (rounded) over the three-year period. This is huge. Not only are we giving the student something to recognize them for their accomplishment, but also benefiting the colleges and the district in terms of this work. This is really exciting work and gets people thinking about how the SCFF really impacts us not only at the district and college level, but at a department and discipline level.

Joel Gagnon commented that this is all on top of the work that Admissions and Records is already doing. What is not being captured are students' AP scores or classes from other colleges. We currently add all incoming AP and degree evaluations on the back end. NAdams mentioned that Chabot's policy allows students to request that evaluation of the incoming transfer coursework once they have completed 6 units within our district and they are currently enrolled. The hardest part of an evaluator's job is evaluating transfer coursework. JGagnon agrees that transcript evaluations are harder, but AP score awarding is easy and should be a recommendation.

RGerhard stated that we are still a hold harmless district. Fortunately, based upon the enrollment report we submitted to the state about a month ago, we are now on track to restore year over year enrollment by about 20%. Initiatives like this is going to help us get out of hold harmless and is critical work. It will not only benefit our students, but everyone. The question is how do we support A&R at a district level?

5. College Resolutions/Report Outs

5.1. [Las Positas College Classified Senate Resolution Opposing the Adoption of a Compressed Calendar at CLPCCD](#)

Aubrey Ross presented the resolution that was voted on by LPC Classified Senate.

5.2. Report out from the College Senates / Unions

Mona Abdoun stated that the Chabot College Faculty Senate passed a resolution regarding naming buildings on campus. ([Chabot College Faculty Senate on Renaming of Campus Buildings Recommendations to the Board of Trustees](#))

Dave Fouquet gave an update on an MOU with the district to expand the district's offering of health insurance to part-time faculty. They will have the same premiums as full-time faculty. Starting at open enrollment in July, it will be effective September 1.

DFouquet also mentioned the food service RFP and wondered what it will do to the prices. What can we do to help subsidize food services? MAbdoun mentioned that it would be helpful if the vendor accepted EBT.

6. Future Agenda Items

7. Adjourn

The meeting was adjourned at 4:50 p.m.

The next meeting is March 12, 2024.