Chabot-Las Positas Community College District
Chancellor's Council
Tuesday, September 10, 2024
3:00 p.m. to 4:30 p.m.
Zoom

Attendees:

☒ Ron Gerhard	☒ Katrin Field	☒ Theresa Pedrosa
☒ Mona Abdoun	☒ Dyrell Foster	☐ Aubrie Ross
☐ Joanne Bishop-Wilbur	☒ Joel Gagnon	☒ Ashley Young
☒ Jamal Cooks	☒ Heike Gecox	
☒ Virginia Criswell	☒ Angelo Mercado	

Guests: Jennifer Druley, Theresa Fleischer Rowland, Bruce Griffin, Jonah Nicholas, Kirti Reddy

---

MINUTES

Chancellor Gerhard started the meeting at 3:00 p.m.

1. **Introductions**
   1.1. **Chancellor's Council Members 2024-25**
   Ron Gerhard presented the list of this year's council members. There is currently a vacancy with representation from the District Classified Senate.

   Introductions were made around the table with special welcomes for Heike Gecox, President of the Faculty Association, and Angelo Mercado, President of the Las Positas College Student Government, since this is their first meeting.

2. **Review and Approval of the September 10, 2024 Agenda**
   The agenda was approved as presented. **(Pedrosa/Gecox) All in favor.**

3. **Review and Approval of the May 14, 2024 Meeting Minutes**
   The minutes from the May 14, 2024 meeting were approved as presented.
   (Pedrosa/Abdoun) Gecox abstained.

4. **Information and Discussion Items**
   4.1. **Council Meeting Dates 2024-2025**
   The December Board Meeting has been changed so there will not be a conflict anymore with the regularly scheduled date. The council meeting will move back to December 10. The April meeting is scheduled for the first week, due to the spring break conflict during the second week of the month.

   There was discussion regarding the location of the meetings. The meetings will be held in a rotating format via in person vs. Zoom. October, December, March and May will be held via Zoom.

   There was a motion to approve the calendar as modified. **(Young/Pedrosa) All in favor.**

4.2. <u>Review of IPBM Structure and Council's Charge</u>

RGerhard discussed Chancellor's Council's purview, purpose, and function within our integrated planning and budgeting IPBM model.

AP 2510 Participation in District and College Governance works as a web being very precise in articulating the rights and responsibilities of faculty senates, the consultation with classified professionals, and the consultation with student senates.

The Board recognizes the Academic/Faculty Senates of the colleges as the bodies that represent the faculty in collegial consultation related to academic and professional matters. "Academic and professional matters" means the following policy development and implementation matters:

- Curriculum, including establishing prerequisites and placing courses within disciplines;
- Degree and certificate requirements;
- Grading policies;
- Educational program development;
- Standards or policies regarding student preparation and success;
- District and college governance structures, as related to faculty roles;
- Faculty roles and involvement in accreditation processes, including self-study and annual reports;
- Policies for faculty professional development activities;
- Processes for program review;
- Processes for institutional planning and budget development; and
- Other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.

There are 10 items as well for Classified Senates:

- Standards, policies, and procedures regarding student support and success, as related to classified professional roles;
- College and district governance structures, as related to classified professional roles;
- Standards, policies, and procedures regarding implementation and integration of technology systems, as related to classified professional roles;
- Professional development policies and activities;
- Processes for program review, as related to classified professional roles; Processes for institutional planning and budget development;
- Classified professional roles and involvement in accreditation processes;
- Classified professional roles and involvement in program planning, development, and staffing;
- Classified professional roles and involvement in facilities planning and development; Any other district or college policy, procedure, or related matters that have or will have a significant effect on classified professionals.

There are also areas in the collective bargaining agreements that go beyond these 10 plus one items where the voices and the positions of senates are valued and feedback and input is asked. That happens within Chancellor's Council.

Student Senates have their list as well.
- Grading policies;
- Codes of student conduct;
- Academic disciplinary policies;
- Curriculum development;
- Courses or programs which should be initiated or discontinued;
- Processes for institutional planning and budget development;
- Standards and policies regarding student preparation and success;
- Student services planning and development;
- Student fees within the authority of the district to adopt; and
- Any other district and college policy, procedure, or related matter that the district governing board determines will have a significant effect on students.

Chancellor's Council is meant to be the forum or venue for all of us to come together to discuss issues and matters at a policy level that fall into these categories. This council should be able to talk about anything. If something comes up that is a matter of interest of the students, whether it be Las Positas or Chabot, or both, this is the right venue to have the conversation.

4.3. **IPBM Committees' Survey Results**
The IPBM survey document was released at the end of the year to members of the various committees in our IPBM structure, or shared governance structure, at the district level. Those committees include: Planning and Budget Committee (PBC), Technology Committee, Facilities Committee, and our Chancellor's Council. The District Enrollment Management Committee is technically not a shared governance committee, as it exists by virtue of the faculty collective bargaining agreement.

The survey results came from last year's results. Question number 3 was discussed as an example. "Constituency group leaders are aware of the member appointment process." 6 strongly agreed, 6 agreed, and 1 responded neutral. Behind every question is a textbox for more feedback.

Overall, I would say by and large, the responses received back indicate that folks are aware of the committee structure, are aware of the roles and responsibilities of each committee, and their charges. Each year, the committees set annual goals at the beginning of the year, and evaluate their progress towards completing those goals.

There were two areas that indicated some disagreement. For example, the first one was question number 9. Membership allows for effective shared governance participation. 7 strongly agreed, 5 agreed, and one respondent disagreed. We want to hear the good, bad and ugly, but unfortunately this individual did not elaborate in the comments section.

Question 13. Members have the opportunity to provide input into the agendas. 7 strongly agreed, 5 agreed, and 1 disagreed. The comment was more so for chancellor's council than for PBC.

If feedback is related to a committee, the committee is asked to evaluate themselves based upon the feedback. This is also an accreditation requirement under standard 4. If there are any questions, they can be brought to the next meeting or directly to the Chancellor's Office.

4.4. <u>**California Community Colleges Cal-GETC Administrative Implementation Guidance Update**</u>
This item is related to the guidance that was sent out by the State Chancellor. This is brought to Chancellor's Council to get the information out to your respective venues and senate meetings. There are hard deadlines in terms of implementation.

Cal-GETC implementation guidance was shown. This is talking about AB 928, reforming general education patterns that go into effect 2025-26. Theresa Fleischer Rowland stated that this is statewide and this needs to be implemented in fall 2025, but there is a lot of systems work. RGerhard stated that this will be a recurring discussion at council. Some deadlines to note include:

- December 2024: ASSIST course submissions due for inaugural Cal-GETC review.
- May 2025: Publication of Cal-GETC courses by ASSIST.org. These courses will be available for public viewing in ASSIST.
- Spring 2026: Cal-GETC courses will be available for display on California community college student transcripts (from Fall 2025 term). This will be the first semester that a transfer student, if using the Cal-GETC pattern, could be reviewed for Cal-GETC certification.

This is currently just information sharing, but we want to make sure it is on everyone's radar. There are hyperlinks within the document for more information.

4.5. <u>**California Community Colleges Curricular Guidance and Information for Common Course Number (CCN) System Implementation (Phase 1)**</u>
The State Chancellor also sent out information on Common Course Numbering. AB 1111 was signed by Governor Newsom a few years back and he has tied it to a few million dollars for implementation. The Intersegmental Committee has been meeting. We are fortunate enough to have Craig Kutil as a faculty representative on the statewide committee. This document is an implementation guideline. They are phasing this roll out over time, with phase 1 including 6 courses:

- ENGLC1000 Academic Reading and Writing
- ENGLC1001 Critical Thinking and Writing
- COMMC1000 Introduction to Public Speaking
- STATC1000 Introduction to Statistics

- POLSC1000 American Government and Politics
- PSYCC1000 Introduction to Psychology

TFleischerRowland stated that this is really great for students because wherever you go, English is going to be English. There will not be a lot of confusion for students.

RGerhard stated that every Wednesday for the month of September, the State Chancellor's Office is holding webinars as a kind of technical support.

CCN Webinars:
- September 4: Curriculum Implementation
- September 11: COCI Submission and Technology Implementation
- September 18: Funding and Reporting Parameters
- September 25: Student Facing Requirements

Ashley Young mentioned that Las Positas and Chabot need to match up their units. Dyrell Foster stated that CKutil was recently at task force meeting and it was discussed that they are not going to touch the unit differences because there are so many other implications for that in terms of articulation. For the first round, it will just be the course outline.

5. **Board Policies and Administrative Procedures**
   5.1. **Policies and Procedures Reference Updates Only**
   Kelly Costello stated that the California Community College League sends us regular updates for our policies and procedures. These 31 items have had reference changes only. Because they do not have any substantial changes, they are being brought to council to signify that they have already been updated. TFleischerRowland stated that many of these reference changes are due to the accreditation standards being changed from Roman numerals to numbers.

   5.1.1. **BP 2010 Board Membership**
   5.1.2. **BP 2340 Agendas**
   5.1.3. **BP 2410 Board Policy and Administrative Procedure**
   5.1.4. **BP 2431 Chancellor Selection**
   5.1.5. **AP 2435 Evaluation of the Chancellor**
   5.1.6. **BP 2510 Participation in District and College Governance**
   5.1.7. **AP 2510 Participation in District and College Governance**
   5.1.8. **BP 2715 Code of Ethics/Standards of Practice**
   5.1.9. **BP 2740 Board Education**
   5.1.10. **AP 3050 Institutional Code of Ethics**
   5.1.11. **BP 3200 Accreditation**
   5.1.12. **AP 3300 Public Records**
   5.1.13. **AP 3720 Computer and Network Use**
   5.1.14. **BP 4020 Program and Curriculum Development**
   5.1.15. **AP 4020 Program and Curriculum Development**

5.1.16. <u>AP 4021</u> Program Revitalization / Discontinuance

5.1.17. <u>BP 4025</u> Philosophy and Criteria for Associate Degree and General Education

5.1.18. <u>AP 4025</u> Philosophy and Criteria for Associate Degree and General Education

5.1.19. <u>BP 4030</u> Academic Freedom

5.1.20. <u>BP 4040</u> Library and Learning Support Services

5.1.21. <u>BP 4050</u> Articulation

5.1.22. <u>AP 4050</u> Articulation

5.1.23. <u>AP 4102</u> Career and Technical Education Programs

5.1.24. <u>AP 5010</u> Admissions

5.1.25. <u>BP 5050</u> Student Success and Support Program

5.1.26. <u>AP 5050</u> Student Success and Support Program

5.1.27. <u>BP 5110</u> Counseling

5.1.28. <u>AP 5500</u> Standards of Student Conduct

5.1.29. <u>AP 5530</u> Student Rights and Grievances

5.1.30. <u>BP 5700</u> Athletics

5.1.31. <u>AP 5700</u> Athletics

5.2. First Reading of Board Policies

5.2.1. <u>BP 4027</u> Travel Study Programs
RGerhard stated that BP 4027 will be tabled.

5.2.2. <u>BP 5020</u> Nonresident Tuition

5.2.3. <u>BP 5130</u> Financial Aid

5.2.4. <u>BP 5300</u> Student Equity

The last three of the policies are up for a first reading and you can see any updates are made through track changes. You are asked to take this back to your constituency groups for feedback. If there are any suggested changes, send to the KCostello.

5.3. First Reading of Administrative Procedures

5.3.1. <u>AP 2410</u> Board Policy and Administrative Procedure
This procedure is being corrected to strike through the mention of Chancellor's Cabinet. Our policies and procedures do not go through cabinet for a review before coming to Chancellor's Cabinet.

5.3.2. <u>AP 4027</u> Travel Study Programs
RGerhard stated that AP 4027 will be tabled.

5.3.3. <u>AP 4105</u> Distance and Correspondence Education

5.3.4. <u>AP 4222</u> Remedial Coursework

5.3.5. <u>AP 4225</u> Course Repetition

5.3.6. <u>AP 5011</u> Admission and Concurrent Enrollment of High School and Other Young Students

5.3.7. <u>AP 5020</u> Nonresident Tuition
5.3.8. <u>AP 5055</u> Enrollment Priorities
5.3.9. <u>AP 5075</u> Course Adds and Drops
5.3.10. <u>AP 5130</u> Financial Aid
5.3.11. <u>AP 5300</u> Student Equity

AP 4027 is being tabled, so there are 10 procedures up for a first reading. These should be taken back to the respective constituency groups for feedback.

5.4. Second Reading of Board Policies
5.4.1. <u>BP 5040</u> Student Records, Directory Information, and Privacy
TFleischerRowland stated that this one should include student names as a third bullet under directory information.

There was a motion to approve BP 5040 with the addition of a third bullet point that says student name. **(Young/Pedrosa) All in favor.**

5.5. Second Reading of Administrative Procedures
5.5.1. <u>AP 5040</u> Student Records, Directory Information, and Privacy
This is the companion to BP 5040. The biggest change is on page 5 of 6 and 6 of 6. We have had a lot of discussion over the last few years in council about modifying our policies to be more supportive of student names and student identity and this change is reflective of that. This one is pretty straightforward because it aligns with the previous policy that we created on preferred names.

There was a motion to approve AP 5040. **(Pedrosa/Gecox). All in favor.**

6. **Report out from the College Senates/Unions**
No reports were given.

7. **Future Agenda Items**
   - Budget (institutional planning, enrollment planning)

8. **Adjourn**
The meeting was adjourned at 4:08 p.m.

The next meeting is October 8, 2024.