



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

Tuesday, September 8, 2020
3:00 p.m. – 4:30 p.m.
ConferZoom

Meeting Minutes

Present: Ron Gerhard, Noell Adams, Miguel Colon, Dave Fouquet, Dyrell Foster, David Rodriguez, Sarah Thompson, Rachel Ugale, Chasity Whiteside, Yvonne Wu Craig

Guests: Theresa Fleischer Rowland, Owen Letcher, Guisselle Nunez, Kirti Reddy

Chancellor RGerhard called the meeting to order at 3:05 p.m.

I. Approval of the Agenda

Adding “approval of the agenda” as number one and SThompson would like to add to the agenda, the issue of a fall break. (**Thompson/Colon**) All in favor.

II. Review and Approval of the July 28, 2020 Meeting Minutes

The July 28, 2020 meeting minutes are approved as presented. (**Foster/Colon**) All in favor.

III. Board Policies/Administrative Procedures (standing item)

a. Draft Schedule for Chapters 4 & 5

TFleischerRowland pulled together a plan schedule of review for Chapter 4 BPs and APs. Currently, working with the College Presidents and Vice President of Student Services on a Chapter 5 outline. RGerhard mentioned this was a request from a past Council meeting in getting a roadmap of when certain BPs and APs could be taken to the constituency group meetings. NAdams asked if the chapter 4 BPs and APs that were reviewed already but were not approved by Council could be added to this list. RGerhard stated that the list can be brought back to Chancellor’s Council with possible dates for additional review.

b. First Reading

- 1. BP 4235 Credit for Prior Learning**
- 2. AP 4235 Credit for Prior Learning**

TFleischerRowland mentioned that Title 5 changed in the spring and the State Chancellor’s Office is getting quite involved with credit for prior learning,

which is a broader term, but includes credit by exam. There is quite a bit of work for the BP and AP. There have been resources: a webinar in mid-August. There was a district wide work group that came together following the webinar. The suggested changes shown came out of the workgroup. The Statewide Academic Senate has taken up this initiative. The colleges Academic Senates are having conversations as well. The district needs to certify by December that we have work a board policy and administrative procedure and we will also be expected to provide disaggregated data report to the state around students benefiting from credit for prior learning. This is an ongoing conversation.

MColon asked if there are any limitations on this or do they have to prove what they are going to do before we let them pursue this. TFleischerRowland mentioned that it is up to the college to work with the academic senate which disciplines will participate and what method or rubric the faculty would be able to evaluate experiential learning. If we were to adopt the BP and AP, we need to create the infrastructure about how we are going to implement it. MColon wants to see what restrictions the Chancellor's Office is putting on this. It would be helpful to have more guidelines. DFouquet mentioned that some of this work done in the past has been done by instruction faculty. MColon asked a follow up question regarding how much of a burden this may be on faculty. TFleischerRowland encourages checking in with the statewide Academic Senate because a lot of questions have been grappled with and some things have emerged. It is a local decision on which disciplines are going to participate and there will be considerable upfront work. The webinar that the State Chancellor's Office offered is still available for viewing. NAdams mentioned how this is different because waving requirements for students is what has been taking place versus giving credit for equivalent courses. There is not a lot of credit by examination that comes through each year. Under AP 4235, B. 6., it states that "applicable fees and/or tuition may apply." Will it be left up to the colleges if they will charge the fees? TFleischerRowland mentioned that in Title 5, we are allowed to charge for the awarded units. We can charge up to what that could cost the student, but when a faculty member might be assessing joint service transcripts, student creative portfolios, and industry credentials, we are not allowed to charge for those methods. That is a new development with the new regulation. MColon asked if there is petition process for credit for prior learning.

RGerhard reminded council that this is on the agenda as a first reading and will come back to the October meeting for a second reading. Between now and then, it will go to ESSS and several other venues.

c. Second Reading

RGerhard started the discussion of the second reading board policies and administrative procedures. SThompson stated that these are on the agenda for LPC's Academic Senate meeting tomorrow. MColon stated that there were no comments

from the Chabot Academic Senate. NAdams stated there were no comments from the Chabot Classified Senate, but there are a few personal comments.

- 1. BP 2100 Board Elections**
- 2. AP 4102 Career and Technical Education Programs**
- 3. AP 4103 Work Experience**
- 4. BP 4104 Contract Education**
- 5. AP 4104 Contract Education**
- 6. BP 4105 Distance Education**
- 7. AP 4105 Distance Education**
- 8. BP 4110 Honorary Degrees**
- 9. BP 4220 Standards of Scholarship**
- 10. AP 4222 Remedial Coursework**
- 11. BP 4225 Course Repetition**
- 12. AP 4225 Course Repetition**

NAdams highlighted the section where it says, “the student repeats a course...the previous grade and credit shall be disregarded in the computation of grade point averages.” No pass and not complete are not used in grade point averages anyway so it is not necessarily to put it in there.

TFleischerRowland agreed and asked if it should be reworded. It was suggested to remove the NP and the NC.

NAdams mentioned that NC was used at Chabot. So, it could still apply. In the board policy piece, it says, “students may repeat courses in which substandard grades (less than “C,” and including “NP,” or “NC”) were earned.” RGerhard stated, so we are leaving it there, but striking it from the AP.

- 13. BP 4226 Multiple and Overlapping Enrollments**
- 14. AP 4226 Multiple and Overlapping Enrollments**
- 15. AP 4227 Repeatable Courses**
- 16. AP 4228 Course Repetition – Significant Lapse of Time**
- 17. AP 4229 Course Repetition – Variable Units**

RGerhard stated that we can approve the second readings with the condition upon whatever happens at the academic senate meeting or we can table these until the October 13th Council and then they would go to the October 20th Board meeting. KCostello mentioned that the board review calendar conflicts with this timeline. RGerhard believes the simplest approach would be to keep them on the October board agenda and anything that would need further discussion would be pulled from the agenda after the meeting.

IV. Budget Development Calendar

Rosalie Roque went through the budget development calendar with Council. Because the State Chancellor’s Office made a revision on when the budget would be due, we pushed everything back in the internal calendar. The adopted budget book will now be reviewed

at the October Board meeting. Yesterday was the deadline for position control to be submitted for changes. Something is due each week. Currently, working on balancing the budget. Between September 21st and October 1st, the book will be put together. The book is due to Debra Nascimento on the 13th. First, it will go to PBC and will be advertised for inspection. It will be presented to the Board on October 20th.

DFouquet asked if the budget is best case or worst case in terms of federal dollars coming through. RGerhard mentioned that it is a big unknown with the current state budget. The state budget has within it an assumption that the state is going to get somewhere around \$700 million more in a fourth-round federal stimulus to the State of California. Whether the fourth round of stimulus comes in or not will not impact the state budget and therefore will not impact our district budget. What impact it will have though is on the cash flow side. If the federal stimulus comes in around where the governor is anticipating, that means that we as a district will have to borrow about \$10 million for cash flow. If the federal stimulus does not come in, we will have to borrow about \$21 million dollars for cash flow between January to June 2021.

RGerhard thanked RRoque for presenting.

V. Spring 2021 Planning

RGerhard stated that spring of 2021 is moving forward in a remote modality. Two weeks ago, an announcement went out that we are planning for spring of 2021 to be predominantly distance education. MColon asked if the surrounding colleges have announced their plans. RGerhard mentioned they may not have announced yet, but they will have similar spring semesters.

DFouquet recently received a request from a colleague at another community college in Alameda County regarding their faculty union. They are worried about the potential of there being a condition by which we would be forced to have a complete shutdown on even the essential pipeline. Are there contingencies plans? OLetcher mentioned that there are contingency plans. All the essential service sector classes that are currently being offered some resumed in April and some in May. We do have individual plans for individual central sector classes that have been developed mostly by faculty are in association with the faculty and the deans in those areas. The case right now where the state currently lies is, we would not go backwards from the state guideline perspective. We could go backwards from a county guideline perspective and that would be driven by the number of internal cases on our campus. It would first be one class would likely go to distance education if there were a number of students that tested positive or experienced symptoms. If there was a large percentage of any one campus coming to class, that is when we may have to close for 14 days or potentially longer. We have not had a large percentage of students test positive or cases driven from on campus activities. For instance, if we had a student test positive that attends a certain class, that class could be required to go distance education for a period of time and it would not impact another class that was at a different date/time or in a different room.

VI. Fall Break

This agenda item is added. SThompson is concerned with the level of stress that is being observed of faculty and students. The level of intensity of work has amped up so much that some are having breakdowns. There are faculty that are being leaned on to hold programs together that are starting to crumble under the stress. This is the hardest semester in terms of delivering content. Not sure if enrollment numbers have been viewed, but it is the beginning of rolling dropouts because students are beginning to be fatigued and getting behind. It is worrisome that faculty will burn out as well. It is proposed to institute an emergency fall break to at least have that in the near future for people could mentally recoup. I know there are board policies and contractual issues, but it seems to be critically needed.

MColon stated that there is no question that there is an unprecedented level of stress right now. There was no summer break or time to regroup. The summer was spent preparing for fall the whole time. DFouquet mentioned that regarding the reassigned time, there is a worksheet that needs to be filled out and so much of what a coordinator does is unstructured and unplanned. They were so stressed just filling out the form. Are we looking at a possible pause of the schedule? The calendar is negotiated and approved by the board. Maybe there is a dial back or a moratorium on meetings for a week. RGerhard mentioned this is something we ought to consider. Looking at our BPs and trying to figure out a way to do it while ensuring that we maintain our minimum number of instructional days as required by the state.

DRodriguez mentioned that something during this time something that would help is intentionality. There may be opportunities for us to consider how we regroup. From a classified perspective, how much have we sat down and tested out some things and improved on them. How can we be intentional? Because if we are stressed out and not having the time to plan things out, how does that impact the enrollments and persistence of students. There is also the need to look at how we take those strategic and proactive approaches for us to be there for each other for us to be able to be there for our students. SThompson agrees particularly with what we have done and what has been the outcome so far. There is a body of knowledge of what we have had about best practices in distance courses, but the classes were largely serving a subset of our population. It has been effective when serving this subset of students, but some of those methods are effective and others are creating massive amounts of busy work for student who are taking lots of units. The student experience has changed so greatly. We need to do some early intervention in terms of practices. Not sure if we can be intentional with one another because being intentional requires work. If we are going to do any type of intervention with our employees, it will become a lot of work for someone. DFouquet mentioned that his understanding is that we are suggesting something that would lead to less stress. Not sure if distance education synchronous instruction was really a thing pre-COVID but we have a lot of faculty that feel strongly that they need to provide the kind of structure of expecting students to plug in at a certain time.

DFoster stated that he appreciates the comments made. In hearing from other folks around campus, the notion of the summer break was not really a summer break. We currently do not know what our students, faculty, and staff are dealing with in terms of

this pandemic. Is the fall break just a message of self-care? Not only is the stress of work an issue, but it is also important to recognize that life is happening. RGerhard will get back to the Council on the notion of a fall break. MColon reminded council that the next meeting is halfway through the semester. Waiting another month may not be feasible if something is really going to happen. RGerhard stated that if something is going to happen, it does need to be communicated with sufficient time. There is a lot of logistical work that needs to be evaluated in every department of our district. This is something that we would have to transmit and submit to the state as well to basically approve and make sure that we are compliant with the 175-day rule and a number of compliance requirements. Not to say that it cannot be done we just need to make sure we are cautious in our approach to doing this. The question is how quickly can we do this with all the necessary planning that would be required for it and also communicated to students, faculty, classified professionals, confidentials, supervisors, and administrators to allow them to plan their workload appropriately.

VII. Future Agenda Items

If you have any future agenda items, send them to Kelly Costello.

VIII. Next Meeting: October 13, 2020

Meeting adjourned at 4:32 p.m.