



Chabot-Las Positas Community College District

Chancellor’s Council

Tuesday, September 10, 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"/> Theresa Pedrosa
<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"/> Joel Gagnon	<input checked="" type="checkbox"/> Ashley Young
<input checked="" type="checkbox"/> Jamal Cooks	<input checked="" type="checkbox"/> Heike Gecox	
<input checked="" type="checkbox"/> Virginia Criswell	<input checked="" type="checkbox"/> Angelo Mercado	

Guests: Jennifer Druley, Katie Eagan, Wyman Fong, Bruce Griffin, Craig Kutil, Owen Letcher, Dionicia Ramos, Kirti Reddy, David Reed, Elsa Saenz, Rachael Tupper-Eoff, Chasity Whiteside

DRAFT MINUTES

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

1. Review and Approval of the September 10, 2024 Agenda

The agenda was approved as presented. **(Young, Gecox) All in favor.**

2. Review and Approval of the September 10, 2024 Meeting Minutes

The minutes from the September 10, 2024 meeting were approved as presented.

(Gecox/Young) Ross abstained.

3. Information and Discussion Items

3.1. Artificial Intelligence

Ron Gerhard stated that AI was brought up for discussion at Council about a year ago. Most at the time, saw this as connected to curricular conversations and issues. We were waiting to see how our Academic Senates conversation of the topic went and the intent was to come to a point in time to discuss the appropriateness of having a district position or policy regarding permissible use of AI in particular. A few weeks ago, Sarah Thompson put out her Faculty Focused Newsletter that contained some of her own personal experiences. There was a lot of discussion from Chabot Faculty on the matter as well. This has triggered a broader conversation about how some faculty seem to be incorporating it and using it in terms of project-based learning in the classroom. Depending on the subject matter and discipline, some faculty are incorporating it and maybe even using it themselves. And, obviously, some disciplines have strong feelings about not allowing students within their classroom to use it. Senates have been engaged in this conversation and this is brought to council to get some feedback on where we are at today.

Mona Abdoun shared some notes from Senate conversations. There is a group called Jedi workgroup that is discussing things in terms of the teaching aspect of using AI and the student part of using it. It is most likely that the faculty will not reach a consensus.

Some faculty hate it and some are saying it is a tool and our students should learn to use it. We definitely need more professional development, training, and funding to attend conferences on AI. Students probably know how to use it more than faculty. Some have called for AI checkers. Although, faculty has also cautioned that AI checkers may not be accurate. They can also be biased against English language learners. We did talk about revising the plagiarism policy to include AI use but we also want to stay away from a one policy fits all measure because each faculty member should have their own policy that works for them. It is also suggested to stay away from punitive measures.

Ashley Young mentioned LPC's Academic Senate is currently working on developing their own policy. There may be an issue if the district had a policy that it cannot be used.

RGerhard stated that being in the community, one of the things that is asked is how are we teaching students how to use AI so they are experienced in using AI when they get to the workplace.

MAbdoun mentioned that it could become an equity issue. Are we preparing our students for what is after college? Those students that have gone to other universities may also become more knowledgeable of AI.

Katie Eagan mentioned that she agrees that the workplace is coming to expect some conversance with AI. It is not mentioned in our policy draft as such because it is kind of outside of the policy trying to define what cheating and plagiarism are. It is important to make sure the context is appropriate and work with your instructor to make sure you know that you are not using it in an inappropriate context. There is a section about original work. It might be interesting to have a campus or districtwide conversation about how our course outlines would change. It could be more of a curriculum place where the aspect of it gets addressed. It is agreed that we do not want our students to be less prepared in the workforce.

AYoung mentioned that Catherine Torres is leading a Senate committee in working on a policy. There will be some flex day presentations to help people flesh out their own AI policy for their own classrooms. This may also contribute to the one that would be campus wide, which is more general in nature. Then there will be a panel with administrators, students, and faculty to answer questions about what should happen if someone violates the policy. It would be great to have some type of training or workshop on the use of AI.

Ashley McHale mentioned there are a lot of resources out there on training. Craig Kutil mentioned that it should be referred to as a large language model.

4. Board Policies and Administrative Procedures

4.1. Policies and Procedures Reference Updates Only

4.1.1. AP 2710 Conflict of Interest

This item is a reference only update. This procedure has an update to the reference from the Community College League.

4.2. First Reading of Board Policies

The following are board policy updates coming to Council as a first reading. Many of these policy updates are very minor. It is asked to vet them with your constituencies and provide any feedback ahead of the November Chancellor's Council.

- 4.2.1. BP 1200 Mission**
- 4.2.2. BP 2015 Student Members**
- 4.2.3. BP 2200 Board Duties and Responsibilities**
- 4.2.4. BP 2310 Regular Meetings of the Board**
- 4.2.5. BP 2315 Closed Sessions**
- 4.2.6. BP 2355 Decorum**
- 4.2.7. BP 2430 Delegation of Authority to the Chancellor**
- 4.2.8. BP 2432 Chancellor Succession**
- 4.2.9. BP 2435 Evaluation of the Chancellor**
- 4.2.10. BP 2745 Board Self-Evaluation**
- 4.2.11. BP 3501 Campus Security and Access**
- 4.2.12. BP 3530 Weapons on Campus**
- 4.2.13. BP 4027 Travel Study Programs**
- 4.2.14. BP 4300 Field Trips**
- 4.2.15. BP 6740 Citizens' Bond Oversight Committee**

Craig Kutil mentioned that there were some administrative procedures that had gone through for a reference only update that were from the September meeting. AP 4050 still makes mention of things that no longer exist. Kelly Costello mentioned that those reference only updates come to council as information only because they have already been updated and posted on the website. If any of those items need additional updates, they can be brought forward for review. CKutil mentioned that there is another procedure (AP 4100) needing update regarding associate degrees for transfer. It will come sometime after December 2.

4.3. First Reading of Administrative Procedures

RGerhard stated that most of the changes on the following procedures are minor.

Aubrie Ross asked if we could change he/her to they. RGerhard stated that the change will be made.

4.3.1. AP 3501 Campus Safety and Access

4.3.2. AP 3530 Weapons on Campus

4.3.3. AP 4010 Academic Calendar

4.3.4. AP 4027 Travel Study Programs

There was a lot of input from Las Positas on this. Katie Eagan mentioned that the section about contracting agencies might accidentally suggest that individual faculty members cannot run trips which they have historically done. It states liability insurance shall be provided by the contractor handling program arrangements.

Ashley Young mentioned Katie Eagan's suggestion, which is on page 3, regarding insurance, change the title to remove "contractor" and change the first sentence and part of second sentence to "Liability insurance shall be secured and included in the fee for every program. The district shall be provided with..."

KEagan also mentioned that she is planning a trip and has been looking at insurance with a provider that does trips with most of our neighbors. It is important to make sure that the insurance tracks with this policy. It was asked if there are any changes, is there time to make those changes. The answer is yes, since this is the first reading of the procedure.

4.3.5. AP 4225 Course Repetition

RGerhard stated that this version does not contain Shannon Stanley's suggestions. One thing that is missing in this AP is that we need to state that the course repeat rules only pertain to courses completed within our district. RGerhard suggested that CKutil work with SStanley on drafting that language change.

Theresa Fleischer Rowland was included on the email from SStanley so she should have the language and can work to insert the language. This item has been tabled.

4.3.6. AP 4300 Field Trips and Excursions

There was a lot of time spent on this one. This procedure has been in place for a long time and is different than the practice on our campuses. In theory, for Class I Field Trips, faculty would be expected to obtain verbal authorization from the Dean to take a field trip/excursion across campus. It is suggested that we strike, "Obtaining verbal authorization from the Division Dean."

Mona Abdoun wanted to suggest different language for the word authorization. Some faculty are asked to provide a rationale to the field trip. A field trip is part of the curriculum and faculty would not have to fill out a rationale for the field trip itself. What kind of authorization are we trying to get here? RGerhard asked MAbdoun to forward the language to the Chancellor's Office.

4.3.7. AP 5110 Counseling

On confidentiality of counseling information, it states, "Information of a personal nature disclosed by a student 12 years of age and older, and the process of receiving counseling from a counselor is confidential and shall not become part of the student record without written consent of the person who disclosed the confidential information. However, information shall be disclosed when mandated by applicable law, including but not limited to disclosure as necessary to report child abuse or neglect." The word permitted is being changed because as everyone knows, we are mandated reporters.

4.3.8. AP 6740 Citizens' Bond Oversight Committee

4.4. Second Reading of Board Policies 1.09

4.4.1. BP 5020 Nonresident Tuition

All of the changes are verbatim out of EdCode.

4.4.2. BP 5130 Financial Aid

There were two changes, adding employment programs so it is broader than just work study and scholarship displacement was also added.

4.4.3. BP 5300 Student Equity

There was a motion to approve second readings to move forward to the board.
(Pedrosa/Young) All in favor.

4.5. Second Reading of Administrative Procedures

4.5.1. AP 2410 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.

MAboun asked about technical revisions. RGerhard stated that technical revisions to the policies and procedures are not subject to the review process. An example would be the reference only updates. If the only change is to a legal citation, Government Code, Title 5, Education Code, or even an accreditation citation, but the body of the text does not change, then it is considered a technical revision. They are only being presented to Council as an information item.

4.5.2. AP 4105 Distance and Correspondence Education

4.5.3. AP 4222 Remedial Coursework

4.5.4. AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students

MAbdoun brought up the following sentence in AP 5011. "The District or county office of education shall not receive a state allowance or apportionment for an instructional activity for which the ~~partnering district~~ has been, or shall be, paid an allowance or apportionment." This sentence does not read correctly. RGerhard stated that "partnering district" should not be struck. We will delete that strike through for partnering districts.

ARoss asked if the pronouns will be updated on this too. RGerhard agreed that the pronouns would be changed.

4.5.5. AP 5020 Nonresident Tuition

4.5.6. AP 5055 Enrollment Priorities

4.5.7. AP 5075 Course Adds and Drops

4.5.8. AP 5130 Financial Aid

4.5.9. AP 5300 Student Equity

There was a motion to approve the second reading procedures with the correction to AP 5011. (Young/Ross) All in favor.

5. Report out from the College Senates/Unions

AYoung stated that Ashley McHale will be joining in January to represent the LPC Academic Senate.

MAbdoun asked if the board policies and administrative procedures can be sent earlier so that they can be read prior to the meeting. The BPs and APs will be sent out earlier.

6. Future Agenda Items

There were no recommendations for future agenda items.

7. Adjourn

The meeting was adjourned at 4:08 p.m.

The next meeting is November 12, 2024 and will take place in person at the District Office.