

Academic Senate Council Agenda *DRAFT*
Contra Costa College
2600 Mission Bell Drive, San Pablo, California 94806

Monday, August 29, 2016

2:15 pm - 4:00 pm

Location: GEB 305

THE COMMUNITY IS WELCOME AND ENCOURAGED TO ATTEND

2:15	A.	Call To Order with Introduction of Guests
		Academic Senate President: Beth Goehring VP/CIC: Rick Ramos LA Reps: Wayne Organ, Bonnie Holt SS Reps: Alissa Scanlin, Andrea Phillips LAVA Reps: Lucile Beatty NSAS Reps: Leslie Alexander Distance Ed: Judy Flum CTE: Katie Krolkowski
2:15-2:25	B.	CONSENT AGENDA ACTION ITEMS
	1	August 29 agenda
	2	May 16 minutes
2:25-3:20	C.	NEW BUSINESS (<i>Scroll down for agenda documents</i>)
	1	Guideline Check-off Form for Hiring Screening Process Update
	2	Faculty Schedule Committee Charge
	3	Program Review Schedule
	4	Updated Leave Request Form
	5	Senate Bylaws Revision to Dissolve Faculty Affairs Subcommittee Updated Leave Request Form
	6	Distance Education <ul style="list-style-type: none"> • DE Promotion • District DE Strategic Plan • Progress on Canvas Training
3:20-3:45	D.	OLD BUSINESS/UPDATES
	1	Non-Credit Programs Update
	2	Release Time for Committee Work on Certain Committees Update
3:45-3:55	E.	COMMITTEE REPORTS
3:55-4:00	F.	PRESENTATIONS FROM THE PUBLIC/ANNOUNCEMENTS/OPEN DISCUSSION
4:00	G.	Adjournment – Next meeting will be September 19 in GEB 305

Academic Senate Council Minutes of May 16, 2016 *DRAFT*
Contra Costa College AA216
2600 Mission Bell Drive, San Pablo, California 94806

Call To Order with Introduction of Guests at 2:15 p.m.

Committee Members in Attendance: Beth Goehring (President (by phone), Rick Ramos (VP/CIC), Lucile Beatty (LAVA), Bonnie Holt (LA), and Alissa Scanlin (SS).

Committee Members Absent: Wayne Organ (LA), Andrea Phillips (SS), Seti Sidharta (NSAS), and Judy Flum (DE).

Visitors in Attendance: There were no visitors in attendance.

CONSENT AGENDA ACTION ITEMS

May 16 Agenda

ACTION: Alissa motioned to approve the agenda; Bonnie seconded; Beth, Rick, Bonnie, Alissa, and Lucille were all in favor; no abstentions.

April 18 and May 2 Minutes

ACTION: Bonnie motioned to approve the April 18 minutes; Alissa seconded; Beth, Rick, Bonnie, Alissa, and Lucille were all in favor; no abstentions. Bonnie motioned to approve the May 2 minutes; Lucile seconded; Beth, Rick, Bonnie, Alissa, and Lucille were all in favor; no abstentions.

NEW BUSINESS

Non-Credit Programs The state is requesting non-credit programs to be created. These certificate programs must have a minimum of two courses that can possibly lead to employment, or job advancement. These programs are aimed more at CTE and ESL, not necessarily active participator courses. Faculty who are teaching these courses that lead to certificates will receive their regular pay because the state is giving

the same appropriations for all non-credit course leading to certificates as credit courses do. Lucile asked if the 20-student limit still applied and whether the course could be taught as multiples with non-credit and credit course sections being taught at the same time. Beth will check on this.

Release Time for Committee Work on Certain Committees Department Chairs use to chair the DIC committees. Now it's hard to get one person to act as DIC. It has been suggested to give 0.1 release time, which would equate to 3.5 hours per week to the DIC position with the possible requirement of being the division CIC rep. Beth says that the FSCC has been discussing the issuing of release time to make it equitable between the campuses. It can be a local issue with the decision taking place between the Senate and College presidents. It was brought up that some divisions do not produce as much work for their DIC as others do and some divisions have two-person DIC with less proposals whereas others only have one-person DIC with many more proposals. The Senate Office will review the CIC agendas for comparison.

Revisit Procedure for Electing Senate President An election is held every two years for the positions of Senate president and vice-president (CIC Chair) at the end of the Fall semester preceding the last semester (Spring) of the term. Last year, there was an issue brought forth that the slate of the nominees should be published prior to the ballot being sent out for vote. The bylaws were then revised to state: **Section 4.** Nominees for Senate President and Senate Vice-President must register with the Nominating/Election Committee Chairperson within ten business days of the call for nominations. The nominees' names shall be published to the Senate upon submission to the Nominating/Election Committee Chairperson. The nominees shall provide the Nominating/Election Committee Chairperson with a Statement of Candidacy prior to the publication of the ballot. All Statements of Candidacy shall be published on the ballot. Voting will be closed on the tenth business day following the publication of the ballot.

Bonnie moved that no other submissions be accepted after the ten business days for the call for nominations closes, and that in submitting their declaration for candidacy to the Nominating/Election Committee Chairperson, the nominee also includes the Senate (all faculty) in the notification as a First Read and an Action item on the next agenda; Alissa seconds it; Beth, Rick, Bonnie, Alissa, and Lucile were all in favor; no abstentions.

Guideline Check-off Form for Hiring Screening Process Beth said that there are still problems with the Screening Committee not understanding the process regarding minimum qualifications and equivalency. Since minimum qualifications and equivalency issues may not be recognized and may be missed by the screening committee, a meeting of the Equivalency Committee should immediately be called to review the application packets that have been reviewed and forwarded by the committee to make sure that the minimum qualifications have been met, and/or that the applicant's qualifications meet equivalency.

Comparison Between Management/Faculty/Classified Hires Tabled

OLD BUSINESS

Chancellor Helen Benjamin's Retirement There was no further discussion or feedback on this item.

Website Survey Results Tabled

COMMITTEE REPORTS No reports were available.

PRESENTATIONS FROM THE PUBLIC/ANNOUNCEMENTS/OPEN DISCUSSION

There were no presentations from the public. Beth asked that pictures of the Senate Council members be taken to be used at All College Day.

Adjournment – Meeting adjourned at 4:00 p.m. Next meeting will be August 15 in GEB 1st Floor Conference Room.

Respectfully submitted.

Lynette Kral

Check off list to establish minimum qualifications during hiring

(fill in the discipline and state MQ's for this position)

Discipline

State MQ's

Master's in physical education, exercise science, education with an emphasis in physical education, kinesiology, physiology of exercise, or adaptive physical education, OR Bachelor's in any of the above AND Master's in any life science, dance, physiology, health education, recreation administration, or physical therapy OR the equivalent.

- 1) Identify the key degree titles (in yellow) before the "OR" --- those are the PRIMARY discipline titles.
- 2) Go to the applicants' transcripts and read the title of the applicants' degree. place their degree titles in the text boxes below.

Master's degree

Bachelor's degree

Associate's degree (if applicable)

- 3) Does the applicants' degree title match EXACTLY to one of the primary discipline titles (in yellow)?

YES the applicant meets state MQ's and may be reviewed by the screening committee

NO if NO, continue this evaluation proceed to step 4

- 4) Does the applicant have a Bachelor's degree whose title matches EXACTLY one of the primary degree titles? YES _____ NO _____

DVC ACADEMIC SENATE SCHEDULING COMMITTEE

CHARGE/FUNCTION:

- Collegially work with management on the development of Fall, Spring and Summer classes.
- Make recommendations to management about the schedule of classes.
- Make recommendations for class cuts and for growth of classes.
- Ensure the values/priorities of the college are reflected in the schedule of classes.

DUTIES: Communication in conjunction with management to department chairs/area coordinators and deans concerning the schedule process, criteria and instructions for cutting, growing or changing class offerings.

MEMBERSHIP:

Expertise based, global perspective and cooperative orientation will be the basis for member selection.

Members appointed by the Academic Senate President and approved by the Academic Senate Council

- 1 Faculty from each division (11 total)
- 1 DVC faculty serving on the UF executive board.
- 1 Academic Senate President
- 1 Academic Senate Vice-President

VOTING: All committee members may vote.

REPORTING STATUS: Academic Senate Council

APPOINTMENT DATES AND TERMS OF OFFICE:

3 year terms – may be reappointed

Approved 5/8/12

Administration of Justice* (U)	Academic Program
African American Studies	Academic Program
Automotive Technology* (F)	Academic Program
Computer Information Systems/Computer Science/Business Office Technology* (U)	Academic Program
Culinary (U)	Academic Program
Emergency Medical Sciences* (F)	Academic Program
Health & Human Services* (F)	Academic Program
Humanities & Philosophy	Academic Program
Journalism* (F)	Academic Program
La Raza Studies	Academic Program
Media Art* (U)	Academic Program
Medical Assisting* (F)	Academic Program
Instruction Office	Administration
Liberal Arts Division Office	Administration
Marketing & Media Design	Administration
Workforce & Economic Development	Administration
Athletics	Student Services
DSPS	Student Services
Per Anhk	Student Services
Welcome Services	Student Services



CONTRA COSTA COLLEGE REQUEST FOR LEAVE

Leaves must have one week advanced approval (except emergencies).

EMPLOYEE FIRST NAME	EMPLOYEE LAST NAME	DATE
SUPERVISOR/MANAGER NAME	DEPARTMENT	

I request leave for the following (check one):

<input type="checkbox"/> Sick Leave (3 days or more requires a doctor's note)	<input type="checkbox"/> Fieldtrip (Attach documentation)
<input type="checkbox"/> Personal Necessity Leave	<input type="checkbox"/> Meeting or Conference Leave (Attach documentation)
<input type="checkbox"/> Vacation Leave	<input type="checkbox"/> Jury or Witness Leave (Attach documentation)
<input type="checkbox"/> Other (insert explanation below):	<input type="checkbox"/> Bereavement Leave
Explanation:	
DATE(S) FOR LEAVE REQUEST	INDICATE NUMBER OF HOURS (if less than full day)
REASON FOR LEAVE (not necessary for personal leave)	
<i>For meeting/conference leave requests where expense reimbursement is anticipated, complete the following:</i>	
ESTIMATED COST	GL #

For Faculty: Please indicate what arrangement you have for your class/lab/office hour.
 Please note: Request for substitutes must be approved by the department chair and subs must be processed CCC faculty.
 The first class is missed is usually cancelled unless an exception is granted by the division dean.

COURSE	DATE	TIME	CANCEL	SUB	SUBSTITUTE NAME	DEPT. CHAIR INITIALS
OFFICE HOURS	DATE	TIME	CANCEL	RESCHEDULE	RESCHEDULED TIME/DATE	

EMPLOYEE SIGNATURE	DATE

<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED	
SUPERVISOR/MANAGER SIGNATURE		DATE