

**Academic Senate Council Minutes  
Contra Costa College  
Thursday, March 4, 2021**

\* Documents related to these minutes can be accessed [HERE](#).

**Online Meeting Called To Order at 4:35 p.m.**

**Committee members in attendance:**

**Academic Senate President:** Katie Krolikowski

**CIC/ASC Vice-President:** Mark Wong

**Distance Ed Representative:** Maritez Apigo

**CTE Representative:** Jessica Le

**LA Representatives:** Erica Watson, Randy Carver

**SS Representatives:** Sarah Boland, Lorena Gonzalez

**AACE Representatives:** Michell Naidoo, Brianne Ayala

**NSAS Representatives:** Agustin Palacios

**Members not in attendance:** Andrew Kuo, Leslie Alexander

**Guests in attendance:** Marisol Cantu, Karen Ruskowski, Mayra Padilla, Rene Sporer

**AGENDA ITEMS**

**Agenda of March 4** Brianne motioned to approve; Erica seconded; all in favor; no abstentions.

**Minutes of February 18** Lorena motioned to approve; Michell seconded; all in favor; no abstentions.

**Public Comment**

Lorena Gonzalez, Student Services Academic Senate Member commented on the Articulation Officer Release Time position. She said that CCC's Articulation Officer has always been a Counseling Faculty Member; counseling training, experience and discipline expertise are foundational to articulation work which directly impacts our students' degree attainments and transfer eligibility; and, between Spring and Fall of 2019, without consultation nor inclusion of any Counseling Faculty member, Counseling Department Chair, nor Dean of Student Services, the decision was made by prior CCC Administration and campus leaders that the Articulation Officer position should be open to any CCC faculty member, regardless of Counseling discipline background, training, experience or expertise. Furthermore, the Articulation Officer position, and work, are part of the Counseling Department Program Review, Annual Plan; and, the position reports to the Dean of Students. The Counseling Department Chairs and Counseling Department Faculty members stand firmly united that the CCC Articulation Officer Release Time Position should be housed within our Counseling Department. There is precedent at CCC to ask this of Departmental Specific Release Time Assignments for example with Music Department and Release Time Position for Choir Director. A presentation is being made to CCC VPI Dr. Rodgers to reconsider the Articulation Release Time offering/policy as it currently stands and the Counseling Department requests support of the Academic Senate in this matter. Being that this is public comment, and not available for discussion at this point, feel free to reach out to myself, Sarah Boland, Najia Azizi (Current Department Chair and Artic Officer) as well as Dionne Perez or Andrea Phillips (other current Counseling Department Chairs).

Agustin reminded the senate of the upcoming Pedagogy Conference titled "Effective Pedagogy and Inclusion Across All Disciplines" scheduled for March 19. Keynote speaker is Dr. Victor Rios, and there will be workshops and panels. He encourages everyone to attend.

**ASC Committees and Continuous Improvement**

**Distance Education Update:** Maritez reported that the Online Teaching conference, the largest statewide online teaching conference, had a proctorial as a main sponsor. So she and others decided to boycott conference. The Online Teaching conference, Technet and the Chancellor's Office decided to withdraw their sponsorship with Proctorial. Other colleges are reaching out to Maritez to use the DE Guidance she wrote last year so she is asking for permission and it is being discussed in DE. The DE Committee's bylaws and committee structure are being redone but a foreseen problem is that half the committee has been attending on Zoom and since the DE committee is a Brown Act committee, they may lose have of the committee when the quarantine is completely lifted. They would like the flexibility of attending the meeting from a distance.

**CIC Update** Mark reported that the addendum to the Content Review form passed at CIC and will become part

of the process and the form will be linked to website. eLumen is being used now and seems to be working well.

**Release Time 2021-2022 Process and Openings** Katie reported that over this year we've been trying to get release time to be predictable so there's an easy handoff each semester. All release time positions recruitments will be filled before the new semester using the same process as last spring. Interviews are held by the ASC President and CCC Vice-president or designee, but it was cumbersome so they will try to work with the people involved, but it can't be guaranteed as far as scheduling goes. Maritez would like the DE coordinator to be involved in selection of the DE release time positions since they are leading that team. It would be problematic to do otherwise. Randy and Lorena both support having Maritez on selection team. Katie said that this can be discussed with an agenda item for next meeting.

**ASC Constitution and By-laws:** The ASC discussed ideas for upcoming proposals to consider by-law changes. Katie said that when we updated the bylaws we needed to put it out to all faculty vote which we haven't done yet. Currently, the bylaws say that the DE committee is a workgroup, but that it should be listed as a standing committee. We should look at how the reps are elected to the standing committees standing. The question came up as to whether we wait and send out all revisions for faculty vote, or finish up with the part-time faculty position and language changes, approved to be added to the bylaws. Randy's opinion was to go ahead with the part-time position and language changes and work on the DE revision at a later date. Katie will work with the people who wrote the revision, and work on the process to select the adjunct and to send out for vote of inclusion by spring break. This issue will be returned to the next agenda.

**Participatory Governance Committee Membership and ASC Role 2021-2022 Outcome:** Lorena motioned to table; Mark seconded; all in favor; no abstentions.

## **Participatory Governance and Campus Collaboration**

### **SEAP Budget Proposal**

Mayra presented the acting budget and orientated the senate to the budget document. The funds for the Student Equity Achievement Program (SEAP) have merged the SSSP funds that used to fund of the all the matriculation services, Basic Skills Pot and what used to be called the Equity Pot and now is called the SEAP Budget. We're given two years to spend down the money. Previous year allocation will roll over to 2022. Spent less than half of our budget because of what happened with our irregular leadership, and lack of traveling to conferences. So that is where much of the carry-over came from. She explained what funds went to positions and certain committees and programs and their importance. Mayra asked faculty to come to College Council on March 11 to hear more about carry forward dollars.

### **ASCCC Diversity Equity Inclusion (DEI) Survey Progress Report**

The ASC was informed of progress on completing the survey. The survey consists of 20 questions of which Katie has 16 answered. She has asked many committee chairs for input and have four more questions left that she will ask the ASC to help answer and to fill in gaps in the others at an upcoming meeting.

## **Academic and Professional Matters**

### **Proposed change to Student Code of Conduct**

The ASC was informed of four Student Code of Conduct policy changes in preparation for vote at next ASC meeting. These changes were made at the DGC meeting, so we have to decide if they are ok. Katie will meet with FSCC to make a district wide decision. She asked the ASC to look over the changes if they are interested in the Student Code of Conduct and be prepared to give faculty input on the changes.

### **Syllabus Guidance**

The ASC reviewed the two current syllabus resources (UF evaluation process and a document from the CIC Manual) and discussed what role ASC should play. Katie said that during accreditation the syllabus found weren't really good. Deans are going to be reviewing syllabi this semester. ASC agreed to work on a syllabus guidance this spring. Katie will send out a reminder to review the resources and gather a committee to work on the guidance.

### **Scheduling and Enrollment for Fall 2021**

The ASC discussed the Fall 2021 schedule and Chancellor Reece's Enrollment Recovery proposal. Dr. Reese would like the schedule to be flexible. The decision will be made in May on how we craft our schedule. We have \$11mil to hire a firm to boost our district enrollment. The district has decided that the constituency groups will compose the selection committee to decide on the firm. Katie will be representing the entire faculty, district-wide, on the selection of this firm. First set of decisions will be made March 9. Katie said it is going fast with our much time for process or input so she would like to bring input to this group to help her with the decision. Jessica said we should be harsh when asking questions. Katie asked for ideas on how to use the \$11mil. Agustin asked if

there is a survey of sorts. Katie said no but maybe FSCC or the UF may. She asked if she should push for it? Agustin said maybe a community survey. If that can happen, should the faculty be surveyed by the ASC? After spring break the decision on which consultation firm will be hired. This will be returned to the ASC for input.

**ASC President's Report** Tabled for lack of time.

### **ADJOURNMENT**

The meeting was adjourned at 5:30 p.m. The next scheduled meeting is March 15.

Respectfully submitted,  
Lynette Kral