

ACADEMIC SENATE COUNCIL
Applied Arts Building AA-216 2:15 p.m.
Monday, September 18, 2006

Contra Costa College
2600 Mission Bell Drive
San Pablo, California 94806

MINUTES

CALL TO ORDER: The meeting was called to order at 2:15 p.m.

Present: Terence Elliott (Chair), Sally Brooks (LAVA), Dionne Perez (CLASS), Sue Van Hattum (NSAS), Emilie Wilson (MCHS), Matika Moore (ASU)

Absent: Chris Tarp (VP-Student Services), Fritz Pointer (CLASS), Rudy Zeller (FSCC), Robert Chan (Instructional Technology), Rick Ramos (Career and Technical Training), Shondra West (Classified)

INTRODUCTION OF GUESTS: Camille Parker

CONSENT ACTION ITEMS:

Agenda of September 18 was approved.

Minutes of August 21 were approved.

NEW BUSINESS:

Standard III.A.1.c This Standard, written by the Accreditation body, appears as if it might require us to change our evaluation procedures. The language needs to be clarified. When asked if the Accreditation body has the right to write standard that change people's job, Terence responded that the State gave the Accreditation body the right. This Standard needs to explain what is expected. Terence asked the Senate to take it to their divisions and bring back comments of what the standard means to them. The Standard reads as follows:

“Faculty and others directly responsible for student progress toward achieving stated student learning outcomes have, as a component of their evaluation, effectiveness in producing those learning outcomes.”

Equivalency Committee All three campuses serve the same mission but use different processes. The DVC committee's process includes one department faculty and one division faculty signatures before being sent to their ASC. Our process is that the department chair and division dean sign and forwards it to the ASC where the committee consisting of the ASC president, VP of Student Services, and/or Chair of the CIC, review the equivalency before approving or not approving it. The CCC equivalency approval requires at least two of the three ASC signatures. The structuring statement of this committee in the Hiring Guide is as follows:

“Contra Costa College will implement an Academic Senate Equivalency Committee to review department screening committee equivalency decisions. If an equivalency committee is needed for hiring part-time faculty in the summer, faculty will be compensated at a rate on the Personnel Related Services Salary Schedule.”

Department Equivalencies It has been suggested to the Council, by Carol Maga, during a hiring procedure discussion group, to consider having Equivalency statements included in Program Review. This would encourage the departments to review, and possibly update, their equivalency statements. The ASC saw no downside to including the statements in Program Review, and recommends doing so. They also considered having employee pools being included in Program Review.

Shared Governance Committees Terence would like the ASC to develop a process to evaluate shared governance committees. This will be brought back to the agenda for more discussion.

Foreign Degree Statement The method of evaluating the Foreign Degree Statement needs to be updated. The NACES current list needs to be reviewed and updated. The FSCC would like ACI to be added to the list. The statement is included at the end of the job applications, and reads as follows:

“FOREIGN DEGREE AND CREDIT STATEMENT

If applicable, please fill out the equivalency form and submit all supporting documentation with your application packet. All foreign degrees and credits used to meet the minimum qualifications must be evaluated prior to the implementation of the equivalency process. Two firms that provide this service are: International Education Research Foundation at (310)390-6276 or Educational Records Evaluation Service at (916)449-9570. Credits previously accepted by an accredited institution will be accepted with no further evaluation. It is the applicant's responsibility to arrange and pay for the foreign degree evaluation.”

CalPASS The Council discussed how CalPASS could help us collect data for SLO. There is no fee to join. Counsels are needed in each discipline. CalPASS includes K-12, 2-year and 4-year colleges. Schools meet together at these counsels, discuss and share data. It's a great source to bring these bodies together to better prepare students for the future. Math, English, ESL, and Counseling are the four main areas. All CCCC research specialists are on board with this and the District has joined. Reps are needed for these meetings. There are eight meetings per year. The meetings last for about 1.5 hours in the late p.m. ASC suggests that maybe the three campuses can share the meeting commitments. CalPASS has already received a \$1 million grant and expects to receive more. Members who do attend do receive a small stipend and a \$25 gift certificate to a favorite bookstore.

Senate Vice-president Positions The Council will consider revising the Bylaws in regards to these two positions. The ASC clarified that the CIC Chair is now part of the Equivalency Committee. A vice-president is needed who will be available to run the meetings when the ASC president is not. We have no Faculty Development Chair and the Chair of Student Services is not available to attend the ASC meetings. A budget committee faculty rep is needed. (Terrill Mead has since stepped up to serve on this committee. Thank you, Terrill)

UNFINISHED BUSINESS:

Building a Stronger Senate Discussion continued to focus on the roles and responsibilities of the Senate chair positions and subcommittees, reviewing the Senate bylaws, and the "10 + 1" areas with respect to academic and professional matters.

STANDING SENATE COMMITTEE REPORTS:

President's Cabinet No report.

Operations Council No report.

District Governance Council No report.

Governing Board No report.

Planning Council No report.

College Council Camille Parker reported that Tim Clow discussed the Environmental Scan Presentation - the kickoff for our upcoming accreditation. The report is on the Outlook share drive. Student satisfaction survey analysis shows statistically significant responses affirming satisfaction with the college.

Mack discussed the Strategic Planning process -- the one coming up will be from 2007 to 2014. He also discussed the Environmental Scan, saying that it gives information for development of a timeline. Tim has the internal survey. Accreditation self-study groups can handle any additional questions. Mack discussed having an intensive exercise with school districts and community which will include a half-day + lunch on November 3 as a Community Forum. Student faculty and staff forums will be held during October. He will report back to college community on All College Day. Mack wants a series of drafts to collect feedback. Helen made the request for an Educational Plan, in addition to self-studies and the strategic plan. Mack's toying with a format for this and will circulate it. The \$286.5 million bond with \$75 million to CCC is at stake -- time is of the essence. Consultants will help write it up. An Educational Plan facility analysis will determine how we spend our \$75 million. In regards to the Seismic Survey, Mack talked about possibly moving our playing fields to areas that are less safe and moving buildings to the safer areas where playing fields now sit. Discussions are under way about the possibility of buying the Armory from the Army. All of this information will be threaded into the college's long-term plan.

Linda Cherry talked about the college's new look on the website and that all graphics will "speak with one voice." A new letterhead is coming. She also mentioned the upcoming Hall of Fame on October 27. Additionally, there's a blog being created to reach out to students in their language and mode of communication. A MCHS student will be the college's blogger. The purpose is to transmit college information to students.

ASU reps want faculty to support their events. Mack also strongly encouraged the wearing of ID badges by faculty and staff while walking around on campus so to let students know they are visiting our home here. He reiterated what he said on All College Day about having the courage to speak up when students are behaving inappropriately, e.g., using foul language, smoking, etc.

FSCC Rudy Zeller sent in a report stating that issues discussed at the September 7 FSCC meeting were:

Curriculum & Instruction Procedures 4004-This procedure concerns awards made by the CCCD. The FSCC voted to approve this procedure without any amendments.

Curriculum & Instruction procedure 4001- This procedure concerns an addendum on military withdrawal. The FSCC voted to approve this procedure without any amendments.

Request for Equivalency Approval - The FSCC will approve pending DVC Senate approval.

Release Form for Use of Student Works - This was approved by FSCC and will be sent out to faculty for consultation.

Council of Chairs No report.

Faculty Development Committee No report.

Student Services Chris Tarp sent in a report stating that the major activity of the Student Services Committee thus far this semester has been planning for the first draft of Standard 2 in the up-coming Accreditation Self Study. The committee discussed this and identified the easier and harder parts; met with Carol Maga about the timeline; and some of them attended the recent Environmental Scan presentation about student population and college environment. In addition, some of the committee was involved in recommending actions to the College President regarding a student grade grievance.

Instructional Technology Committee September 12 meeting was canceled. The next meeting will be September 26.

Curriculum and Instruction Committee James Duvall sent in a report stating that the CIC has started out briskly with the committee having two scheduled meetings so far. The committee has approved a couple of new courses, one being a new Online course. Furthermore, the committee is working on Accreditation Standard Two and also spearheading the drive to correct the repeatability problems that exist in the college catalog.

Middle College High School Emilie Wilson reported that MCHS welcomes two new administrators, Principal Hattie Smith and Project Coordinator-Vice Principal Monjot Punnu to the school this year. Former principal, Gary Carlone, retired in July 2006 but can still be seen on campus assisting the new regime. On September 20, 2006 the WCCUSD Board of Education will recognize MCHS for having met our School-wide API and all sub group and school wide growth targets. On October 4, 2006 MCHS and CCC will host 25 educators who are intermediaries of the Bill Gates Foundation. The guests will be visiting classrooms and attending workshops regarding the MCHS/CCC collaboration with emphasis on the America Social History Project.

Career and Technical Training No report.

Associated Student Union Matika Moore reported that upcoming ASU events are:

September 18th- Constitution Day/Peace Day room LA100 10:30 am - 12:00 pm

September 19th- Coffee Talk with Liz Rosner room HS-102 11:30 am - 12:30 pm

October 3rd- Living Well Workshop (Domestic Violence, Relationship Violence, Sexual Harassment) room LA 100 12:30 - 2 pm

October 9th- Coffee Talk (Dia de la Raza) recreation room 11:30 am - 12:30 pm

October 12th Rock the Vote in the Knox Center from 6:00 - 8:00 pm TBA

October 18th- Health and Awareness Fair in the Quad 9:00 am - 12:00 pm

October 31st- Fall Festival in the Quad 11:00 am - 1:00 pm

November 8th - Coffee Talk TBA

November 16th- Living Well Workshop- TBA

December 1st- Living Well Workshop (World AIDS Day and STD Awareness) room LA 100 9:00 - 11:00 am

Classified Senate No report.

SENATE ANNOUNCEMENTS and OPEN DISCUSSION: There were no announcements from the Senate.

PRESENTATIONS FROM THE PUBLIC: There were no presentations from the Public.

NEXT MEETING: The next meeting will be October 2.

ADJOURNMENT: The meeting was adjourned at 3:30 p.m.

Respectfully submitted,
Lynette Kral