

**ACADEMIC SENATE COUNCIL**  
**Applied Arts Building AA-216 2:15 p.m.**  
**Monday, March 3, 2008**

**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:** Richard Akers (President-Elect), Dionne Perez (FSCC), Sue Van Hattum (NSAS), Joe DeTorres (NSAS), Alissa Scanlin (CLASS), Janelle Hope (ASU), Shondra West (Classified)

**Absent:** Fritz Pointer (VP), Chris Tarp (Student Services), Ellen Geringer (Faculty Development), April Tisby (LAVA), Rick Ramos (Career and Technical Training), Manjot Pannu (MCHS)

**INTRODUCTION OF GUESTS:** Wendy Williams, Carol Maga

### **CONSENT ACTION ITEMS:**

**Agenda** of March 3 was approved.

**Minutes** of February 11 were tabled.

### **NEW BUSINESS:**

**Approval for the Procedure for Steps 2-5 of the SLO Process** – Wendy Williams distributed the SLO Assessment Cycle Procedures and Timeline. The proposal is that the “validation” be done at the division level and that the timing be coincident with the Program Review which would institutionalize the cycle. The SLO report would only go to the Division for validation at the same time Program Review is validated. A copy of GE course SLO would also go the GE/SLO Committee (yet to be established.) It was asked whether faculty could receive flex time for SLO paperwork. Wendy said that other colleges provide stipends for part-time faculty for SLO involvement. Richard Akers is concerned with how teachers are pulled from classroom responsibilities to do SLO paperwork and asking teachers to do something they may not have the skill set to do, such as crunching numbers. This proposal will be returned to the next agenda for approval.

**Fall and Spring Schedules** Carol Maga attended this meeting to answer questions on the C-Contract budget pertaining to the Fall and Spring schedules. She distributed the C-Contract Hourly Faculty Funds document which showed the projected amount over budget as \$1.1 million. The District says that CCC must stay within the budget this year. To reduce the budget, it was chosen to reduce the Fall and Spring schedules. 15-20 FTEF has to be removed from the budget. . Carol also distributed the CCC FTES and FTEF Analysis. The formula for FTES is 3 hours times 30 students divided by 525 (weekly student contact hours). The Productivity Ratio is FTES/FTEF which should be 16 productivity. (36 students per hour) is funded by the State. CCC classes should have 32 students in attendance. The CCC FTES and FTEF Analysis shows that there has not been enrollment growth for the past five years. 2002/03 showed FTES at 6604 and FTEF as 378.91 (17 Productivity) which was before the increase in unit cost, the high school concurrent enrollment programs being discontinued, and the .com crash, compared to 2006/07 FTES at 6089.1 (still behind 500 from 2002-03) and FTEF at 400.526 (higher than 2002-03) which is 15 Productivity. Carol says that CCC needs to reduce course offering, but still increase student attendance even though she feels that CCC is underfunded by \$100,000 - \$300,000.

Comments from the Council were:

- 1) CCC has a lot of colleges to compete with.
- 2) CCC has more graduation requirements than most community colleges in this area.
- 3) More money is being used by higher cost programs such as Nursing, Math, English, and PE.
- 4) The Productivity Ratio needs to be Students/faculty/Management.
- 5) Book substitutes could be offered.
  - a. Most text have 2-year turn-over dates.
  - b. Foundation could be asked for book money.

Richard asked how the 75/25 faculty ratio would affect the C-Contract budget if CCC could use the 62/38 ratio the State allows the community colleges. He asked for the FT/PT ratio for each of the colleges in the CCCCD.

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

**ADJOURNMENT:** For lack of time, the meeting was adjourned at 4 p.m. tabling the rest of the agenda items.

Respectfully submitted,  
Lynette Kral