

Academic Senate Council Minutes
Contra Costa College
2600 Mission Bell Drive, San Pablo, California 94806
(510) 235-7800x4215

Council Members in Attendance were:

Academic Senate President: Richard Akers rakers@contracosta.edu

VP/NSAS Rep: Leverett Smith lesmith@contracosta.edu

CLASS Rep: Eric Sanchez esanchez@contracosta.edu

SS Rep: Alissa Scanlin ascanlin@contracosta.edu

NSAS Rep: Randy Watkins rwatkins@contracosta.edu

LAVA Rep: Andrew Kuo akuo@contracosta.edu

SS Rep: Luci Castruita lcastruita@contracosta.edu

Monday, December 7, 2009

Called to Order at 2:15 pm

Location: AA216

Topic/Issue	Outcome
Introduction of Guests	Kenyetta Tribble was in attendance.
Agenda	The agenda was approved.
Minutes of November 16, 2009	The minutes were approved.
Presentations from the Public	There were no presentations from the public.
Announcements	There were no announcements.
Review of Revised CCC Mission Statement (new)	The Council would like to see this document discussed further, but agreed that the word “verified”, which means guaranteed, should be changed to “evaluated” because student success is very broad.
Elimination of Residency Requirements Resolution	The Council approved the motion to send the resolution to eliminate the existing residency requirement that is part of the Credit By Examination policy forward to the President’s Cabinet with the title of the resolution to read “Resolution to Eliminate the Residency Requirement for Credit By Examination”.
Review of the Credit By Examination Policy and Form	The Credit By Examination and the policy was reviewed by the Council. Both need updating. There are many typos. Division Chairperson needs to be changed to Department Chair. Credit/No Credit needs to be changed from Pass/No Pass. The Social Security Number needs to be changed to Student ID number. This will be returned to the next agenda with input from the CTE.
College Policy E5000.4 Request for Field Trip Policy and Form	The Council reviewed the Request for Field Trip policy and form. Request for Field Trip needs to be changed to Notification of Field Trip. Form: The word “Relevance” should be removed. Change “approved” to “notified.” Change “Request for Field Trip” to “Department Chair has been notified of local field trip” and “Division Dean has been notified of local field trip” above signature lines. Add an “Approval” checkbox for Out-of-State and/or Out-of-Country field trips. Policy: Third line to be changed to “Instructors must notify the Department Chairs and Division Deans of their plans by filing a “Field Trip” form prior to the excursion.” The form should be made available for faculty online like the maintenance form. This item will be returned to the next agenda.
College Policy 5000.3 Request for Non-Paid Classroom Speaker	The Council reviewed the Request for Non-Paid Classroom Guest Speaker policy and form. The title needs to be changed to Notification of Non-Paid Classroom Guest Lecturer. Form: Replace “speaker” with “lecturer” throughout the form and policy. Change “Request for guest speaker” to “Department Chair has been notified of guest speaker” and “Division Dean has been notified of guest speaker” above signature lines. Policy: First sentence changed to “... upon notification of the division office.” “Secure approval forms from the division office...” to “Provide notification forms to the division office...” Remove everything after “...governing board approval.”
Departmental Reorganization	This reorganization proposal has been around for years. The faculty do not seem to be in support of it. A PowerPoint presentation will be created with the pros and cons

	of combining smaller departments.
Senate President Announcement for 2010-12	The request for nominations went out with no response. The faculty will be notified that Richard will continue for a second term

Senate President Reports

Committee/Meeting	Report
District Governance Council	The DGC reviewed the Allocation Model which is basically the same as across the state, benefiting large institutions, not smaller ones. DVC gave CCC 180 FTES, which will have to be returned when CCC grows. Student parking fees are going up to \$30/semester.
SLO Coordinating Committee	The electronic SLO tracking system was discussed. There will be Program Review and Validation Committee training to incorporate SLO assessment into Program Review and the validation of the assessment. Richard is creating a PowerPoint for this training which will be attached to the Validation Team assignments.
Enrollment Management	Regina Stanback-Stroud gave a presentation of the Enrollment Management at Skyline College. The focus of this meeting was the goals for 2009-11, and what has been accomplished in the past year.
Operations Council	The Field Trip policy and the Smoking Gazebos were discussed.
Governing Board	Teddy Terstegge discussed Emergency Preparedness. Routine Board finance and administration reports were reviewed. The Board agendas and minutes are on the District web site.
FSCC	The allocation model was discussed.
Chancellor's Consultation	Budgets and Distance Education were discussed.

Adjournment was called at 4:00 p.m.	Next meeting will be February 4, 2010.