

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

**Monday, September 21, 2015**

**Location: AA216**

**Meeting Called To Order at 2:20 p.m.**

**Committee Members in Attendance:** Beth Goehring (President), Gabriela Segade (VP/CIC), Wayne Organ (LA), Bonnie Holt (LA), Lucile Beatty (LAVA), Alissa Scanlin (SS), Judy Flum (DE), Leslie Alexander (NSAS), and Katie Krolikowski (CTE), Luanna Waters (ASU).

**Committee Members Absent:** Rick Ramos (LAVA) and Andrea Phillips (SS).

**Visitors in Attendance:** Jim Gardner and Sara Boland Drain.

The Committee welcomed Leslie Alexander as the new NSAS division rep and Luanna Waters as the new ASU rep. Luanna invited the committee to attend the ASU meetings that are schedule for every Wednesday in LA204 from 2:15-4:30.

**CONSENT AGENDA ACTION ITEMS**

**September 21 agenda**

**August 17 minutes**

**ACTION:** Bonnie motioned to approve consent agenda action items; Wayne seconded; Beth, Wayne, Bonnie, Lucile, Alissa, and Judy were all in favor; Luanna, Gabriela, and Leslie abstained since they had not attended the meeting. Katie arrived after the items were approved.

**INFORMATION/DISCUSSION**

**Canvas as the New Learning Management System (Judy Flum)** On Wednesday, October 14, in LA 107 from 9–noon, Pat James, the Director of the California Online Education Initiative (OEI) will speak to CCC about the State’s offer of Canvas as a Learning Management System (LMS). Canvas representatives will demonstrate Canvas. This new LMS may increase enrollment by offering courses statewide using the future state exchange. Judy said that for the first 4 years it will be FREE. After that, it may be free, but if not, it would only be 20% (\$80,000) of what the district pays now. CCC’s contract with D2L ends in June 2017. Canvas training would begin in April 2016, allowing CCC 14 months to try it out. A district decision on the new LMS must be made before the end of this semester to make the reservation in January 2016. OEI said that the money saved by transitioning to Canvas, will be distributed districtwide to distance education. The district DE committee needs commitment from all constituency groups by October 19. Judy said that there was a conversion tool to use to transfer course information from D2L to Canvas. More information can be obtained by going to their website [www.canvaslms.com](http://www.canvaslms.com).

**Program Review Validation (Beth/Wayne)** Different timelines need to be set up. It was stated that faculty do program review on their own time and that it is hard to get it done during the teaching semester and submitted by the end of that semester to have it ready for validation before the next semester begins. Many faculty work on the self-study during the breaks and sometimes do not get it submitted until right before the validation teams meet. Validation meetings should be longer and scheduled during Flex Week instead of on All College Day. All program reviews should be done using the new online template. Katie said that the new template does not contain all the sections required for CTE program review. She said that she is on the state CTE and even they do not know what is required. Judy suggested training and instructions on how to validate using the new template. Wayne will go over the program review process and validation at the next meeting.

**New Online Program Review System** Beth recommends to link the new program review template with instructions for use to the Faculty and Staff Resource Webpage. Wayne will complete that link.

**Strategic Directions (Wayne)** There are four strategic directions with 62 strategies that have been divided between 27 identified stewards throughout the college to attend to these. A report is due to the District Ed Planning Committee on November 15. The [Strategic Plan](#) is online so everyone can see what’s being done. This information will be added to a database that will be available for other reports. The Academic Senate president is responsible for directive 1.1D Equitably Improve Student Access, Learning and Success. The objective is to improve the steps for the completion of certificates, degrees, and for transfer readiness to increase the number of students earning certificates, and/or degrees, and who are transfer ready. The section on “Accomplishments” (that have been done is the past year) needs to be completed by October 2. Responsible personnel for 1.1D will include all of the Academic Senate Council members. Accomplishments to be included are: 1) LA degrees were re-evaluated; 2) local graduation requirements were reviewed; new STEM certificate in the LA division. The CIC minutes will be reviewed for approved degrees and certificates and Beth will email faculty regarding these accomplishments. This discussion will be continued on the next agenda.

**Part-time Faculty Participation on College Committees** The issue of part-time faculty participation on college committees is being discussed at the FSCC and Beth was asked to get the senate council’s feedback. Even though CCC welcomes part-timers’ participation, some colleges do not. Some colleges pay their part-timers stipends for committee participation. This idea did not go over well since 32 out of 87 full-time faculty who are neither department chairs, do not participate on any committees. It wouldn’t be right to pay part-timers stipends when so many full-timers are no doing their participatory obligations. Do we enforce full-time faculty committee participation? This discussion will be continued on the next agenda.

**Smoking Policy** The issue of smoking on college campuses is being discussed at the FSCC and Beth was asked to get the senate council's feedback. The police services at all the campuses won't enforce the policy. LMC built nice benches for smoking areas. The Senate Council did not want to consider that idea. Instead, suggestions included installing more and larger signs with the caution about the \$250 fine involved section enlarged which may deter smoking somewhat. Providing benches and/or signs and ashtrays were discussed. Gabriela suggested doing a survey monkey to the college community.

**SLO Assessment Worksheets in Online Program Review Discussion** Since Robbie Kunkel, the SLO Coordinator, was not able to attend today's meeting, this item was tabled. It was confirmed that SLO assessments will not be included in CurricUNET.

**Equivalency Committee Composition** Beth said that there is a problem during the summer months in finding an available Equivalency Committee member to sign off on equivalencies. Currently, the committee is composed of the senate president, vice-president (CIC), and Faculty Affairs Chairperson. Beth would like to revisit the composition of this committee with possibility of adding the past senate president to committee as a fourth position. This would be a great way of utilizing the past president's knowledge concerning equivalencies. The position rotation would coincide with the current president's term completion. This issue will be returned to the next agenda for vote. There will be a discussion about using the state minimum qualifications for faculty in establishing equivalencies rather than using the district minimum qualifications as stated in the CCCC Uniform Hiring Guide.

**CTE Committee** This is a shared governance committee. Discussion regarding composition and charge of this committee will continue to the next agenda.

**Plus/Minus Grading Update** Tabled to next agenda.

**BP 10.57 Security Camera Operating Procedure Update** Tabled to next agenda.

**Incomplete Grade Form Language Update** Tabled to next agenda.

**Compressed Calendar Update** Tabled to next agenda.

**Measure E Planning** Tabled to next agenda.

**Innovation Programs** Tabled to next agenda.

#### **COMMITTEE REPORTS**

**President's Report** Tabled to next agenda.

**Vice-President's Report** Tabled to next agenda.

**College Committee Reports** Tabled to next agenda.

#### **PRESENTATIONS FROM THE PUBLIC/ANNOUNCEMENTS/OPEN DISCUSSION**

**Shared Flagpole Vision** Jim Gardner spoke to the Council regarding his vision for a second flagpole in the Free Speech Plaza that would fly the Comets flag, Department flags, and the Contra Costa County Green Business Program flag, with a plaque below the two poles engraved with, "PRIDE-OWNERSHIP-DEDICATION" to be presented at the Grand Opening for the new buildings. He also envisioned new California and USA flags and would like the cost shared for these visions by the constituency groups so that it would unite the college community. Judy said that the US and California flags can be gotten free. Beth asked Jim for price quote before the Senate could consider it.

#### **Adjournment**

The meeting was adjourned at 4:00 p.m. The next meeting will be October 5.

Respectfully submitted,  
Lynette Kral