

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

**Monday, October 5, 2015**

**Location: AA216**

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

**Committee Members in Attendance:** Beth Goehring (President), Wayne Organ (LA), Bonnie Holt (LA), Lucile Beatty (LAVA), Alissa Scanlin (SS), Judy Flum (DE), Leslie Alexander (NSAS), Andrea Phillips (SS), and Katie Krolikowski (CTE).

**Committee Members Absent:** Luanna Waters (ASU), Gabriela Segade (VP/CIC), and Rick Ramos (LAVA).

**Visitors in Attendance:** Andrew Kuo.

**CONSENT AGENDA ACTION ITEMS**

**October 5 agenda**

**ACTION:** Bonnie motioned to approve agenda; Lucile seconded; Beth, Wayne, Bonnie, Lucile, Alissa, Andrea, and Leslie were all in favor; Judy and Katie arrived after the item was approved.

**September 21 minutes**

**ACTION:** Lucile motioned to approve minutes; Alissa seconded; Beth, Wayne, Bonnie, Lucile, Alissa, Andrea, and Leslie were all in favor; Judy and Katie arrived after the item was approved.

**NON-CONSENT AGENDA ACTION ITEMS**

**Equivalency Committee Composition** Council voted to include a past senate president to the Equivalency Committee as a position.

**ACTION:** Lucile motioned to approve; Wayne seconded; Beth, Wayne, Bonnie, Lucile, Alissa, Andrea, and Leslie were all in favor; Judy and Katie arrived after the item was approved.

**ASC Bylaws Revision** ARTICLE VII: Section 2. Membership of the Equivalency Committee: (a) Members of the Equivalency Committee shall be the Senate President, the Senate Vice President, a Senate Past-President, and the Faculty Affairs Committee Chairperson.

**ACTION:** Wayne motioned to approve; Lucile seconded; Beth, Wayne, Bonnie, Lucile, Alissa, Andrea, and Leslie were all in favor; Judy and Katie arrived after the item was approved.

**INFORMATION/DISCUSSION**

**Program Review and Validation Process for Academic and CTE Programs/ Guidelines for Web Enabled Program Review/ Links to the Faculty and Staff Resource Webpage** Beth compared DVC's CTE Section 2E in their Program Review with what was discussed with the CTE faculty and found that all the requirements suggested were included. Beth will ask the District to upload the Labor Market Analysis data into the database. Attachments cannot be uploaded into the comment section so the document, such as Advisory Board minutes, would need to be linked to the template using Dropbox, or other means, which would be created and housed on the District server, not CCC's. Wayne said that Mojdeh implied that graphics can be inserted in any comment section. Beth thinks that the Section III Summary Form, which is already part of the new template, can be used for Budget Augmentation. There won't be the need for a new budget plan each year. Where does the employment and success data come from? It was agreed that the statement, "Program is of demonstrated effectiveness as measured by employment and completion success of its students." Needs to be included in the template somewhere. Instructions need to state what sections need to be completed for the 2-year cycle. Beth said that the new Program Review template is linked to Faculty Resources now. Beth will have the CTE Section 2E added to the CCC Program Review template.

Wayne said he would present a 45-minute Validation Instruction workshop. It was suggested that All College Day be moved up one day with Validation meetings scheduled same day, and Division meetings done the following day. Program Reviews due Spring would be validated the following Spring All College Day, and Program Reviews due Fall would be validated the following Fall All College Day. Beth will take this suggestion to the President's Cabinet, then to College Council. There might be a problem populating the committees with students.

**SLO Assessment Worksheets in Online Program Review Discussion** The SLOA module has been bought and will be linked to the program review template in December and will access the CurricUNET assessment tool.

**Part/Full-time Faculty Participation on College Committees** Beth is concerned that there are 24 tenured faculty out of the 87 full-time faculty we have, that are not on any committees. Section 7.7.4 of the UF contract says that faculty must participate on committees. The deans should comment on non-participant faculty during evaluations. Committees can include part and full-time faculty.

Contract language:

**7.7 FACULTY RESPONSIBILITIES:**

**7.7.1 Curriculum Development.** This includes the analysis and coordination of textual materials; constant review of current literature in the field, some of which are selected for the college library collection, the preparation of selective, descriptive materials such as outlines and syllabi; conferring with other faculty and administration on curricular problems; and, the attendance and participation in inter and intra-college conferences and advisory committees.

**7.7.2 Hiring of Faculty**

7.7.3 Evaluation of Faculty

7.7.4 Committee Work

**Mentoring Program for First-year Tenure-track Faculty** A teacher mentoring program was created by the Academic Senate in 2008 which was well received by the new faculty at that time. Andrew Kuo would like to see it initiated again for new faculty as part of the Nexus program. It was agreed that Beth will take this issue to President's Cabinet.

**Measure E Planning** Beth said that it was agreed to go with option #4 to tear down the Biology, AA, PS, and LS buildings and rebuild the AA Building to house the sciences. The Biology area would become parking. The Planetarium would remain. The rest of the land would be left for future buildings. The Council is concerned that the Art Building is falling down the hill and was supposed to be moved to the Biology Building. Supposedly, the MCHS, Speech, Math, and Journalism were to be housed in the PS Building when the AA Building is being torn down in an earlier agreement. The Council does not agree that the Biology Building should be torn down and used for parking. Apparently, the neighborhoods have been complaining about the street parking. If the AA Building is three stories, there must be more lab space added.

#### **UPDATES ON PREVIOUS DISCUSSION ITEMS**

**Compressed Calendar** The Compressed Calendar will not be happening in 2016.

**Incomplete Grade Form Language** This issue is still being negotiated since the language in DVC's form includes an area that the student has to be passing before an Incomplete is assigned.

**BP 10.57 Security Camera Operating Procedure** Cameras will be used for police investigations and staff violations, which is being argued. This is now at the UF level.

**Strategic Directions 1.1D** The purpose of this section was how current degrees have been updated. We need to re-evaluate our local degree requirements. The PE, HED, and Information Competency requirement should be looked at again. This conversation needs to be added to the 1.1D Accomplishments section. Also discussed was that our local degree's science requirement is less than transfer requirements. The local degree's math requirement could be non-existent if the student took one year of Algebra II in high school. There were other local degree requirements that didn't make sense. The question was raised as to how many students don't apply for the local AA/AS degrees, and what were their reasons.

**Smoking Policy** Tabled

**Plus/Minus Grading** The Council agrees that they would like Beth to move forward with this issue.

**COLLEGE COMMITTEE REPORTS** – Tabled to next agenda

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

**Robert's Rules of Order** – Tabled to next agenda

**CTE Committee** – Tabled to next agenda

**CurricUNET Support Needed-Urgency for Curriculum Specialist** – Tabled to next agenda

#### **Adjournment**

The meeting was adjourned at 4:00 p.m. The next meeting will be October 19.

Respectfully submitted,  
Lynette Kral