

**Academic Senate Council Minutes of March 5, 2018
Contra Costa College
2600 Mission Bell Drive, San Pablo, California 94806**

Call To Order with Introduction of Guests at 2:15 p.m. in GEB 305

Committee Members in Attendance: Beth Goehring (President), Mark Wong (VP/CIC), Judy Flum (DE), Katie Krolkowski (CTE), Randy Carver (LA), Bonnie Holt (LA), Randy Watkins (SLO/NSAS), Luci Castruita (SS), and Alissa Scanlin (SS).

Members absent: Jon Celesia (NSAS), Sandra Moore (LAVA), and Aminta Mickles (LAVA).

Visitors in Attendance: Michal Kilivris.

CONSENT AGENDA ACTION ITEMS

March 5 agenda

ACTION: Judy motioned to approve the agenda; Alissa seconded; Beth, Mark, Judy, Katie, Bonnie, Randy C, Randy W, and Alissa were all in favor; there were no abstentions.

February 5 minutes

ACTION: Bonnie motioned to approve the minutes with changes (\$700K benefit with the allotment of approximately \$175K budget per year...); Alissa seconded; Beth, Mark, Judy, Katie, Bonnie, Randy C, Randy W, and Alissa were all in favor; there were no abstentions.

NEW BUSINESS/ PENDING BUSINESS/ UPDATES/DISCUSSION

SLO Assessment (Randy Watkins) Getting on with Assessments: Every faculty should complete a section assessment this semester. Randy went over the steps, forms, and process.

- It would be useful to do all SLOs for one section in order to check teaching effectiveness of content.
- Minimum assessment is by course, not by section.
- It is required that each SLO be assessed every six years.
- The form is available in the SLO training on the Faculty Resource page.
- DO NOT LAUNCH ASSESSMENTS or they will need to be re-entered.
- The language in the questions in Program Review may need to be revisited.
- Randy asked that the Senate members to do their assessments and then encourage their departments to do so. Instead of part-timers going online to do assessments, distribute the paper template, have them complete, and turn in to department chair to do the assessment online.

OEI Application Approval (Judy)

- Adopt the OEI Rubric as a CCC Best Practice for faculty to use and work towards to create quality online courses
- Adopt the OEI “Principles of Quality Online Teaching”

ACTION: Katie motioned to adopt the OEI rubric and principles as Best Practices for faculty to create quality online courses based on the rubric design; Bonnie seconded; Beth, Mark, Judy, Katie, Bonnie, Randy C, Randy W, and Alissa were all in favor; there were no abstentions.

CCC DE Strategic Plan Approval (Judy) The DE Strategic Plan needs to link to CCC and District DE Strategic Plans. The purpose of the DE Strategic Plan is to address the need for providing and improving quality distance education, faculty training, and student support services. Judy did a presentation of the plan and asked for feedback from the Council.

- Language on page 16, Goal 1.1 from “standard” to “best practice”
- Add correct links for reports on page 19 J. References & Sources or Authority.
- Add to 4.1 “Hire or provide a District Instruction Designer to provide templates and training on how to use the template.”
- 5.2 DE Coordinator position will be bumped up to 75% release time.
- Section E has a spelling error – Distant needs to be corrected to Distance.

ACTION: Randy W. motioned to accept the plan with edits; Alissa seconded; Beth, Mark, Judy, Katie, Bonnie, Randy C, Randy W, and Alissa were all in favor; there were no abstentions.

Guided Pathway Structure, Proposed Support (Release Time) Forms, and Job Descriptions of Committee

(Discussion/Approval) Katie has been working on compensation guidelines for release time for eight (8) 1-year term positions.

- Two leadership positions with 40% release time each. They would be directing the Program Pathways Workgroup, Pathway Steering Committee, or be the liaison to the Student Support Pathway Workgroup
- Six other core and integration, or core and co-chair positions with a shared 120% release time.

ACTION: Randy C. motioned for Beth to take these guidelines to Management; Randy W. seconded; Beth, Mark, Judy, Bonnie, Randy C, Randy W, and Alissa were all in favor; Katie abstained.

Reassigned Time Job Template (Beth) Beth has created nine job descriptions for faculty release assignments.

- Adult Ed Block Grant Coordinator
- BSI Coordinator
- College Instruction Chair

- Guided Pathway (5)
- Nexus Coordinator
- Professional Development
- Per Anke Coordinator
- SLO/AUO Coordinator
- Distance Education Coordinator

Scheduling Committee Update (Beth) Beth presented the Scheduling Committee mission statement. Since students are not members of the Scheduling Committee, which is only composed of faculty and management, she has created a student survey for ASU to distribute. Luci would like to send the same survey to the Classified for their input on how scheduling classes and cancellations affect their workload. Students lose childcare and book funds when classes are cancelled because EOPS funding is only for full-time students. Beth will send the survey question out to the Council members to distribute to their students. She would like feedback on the survey by the March 16 Scheduling Committee meeting.

Blocked Schedules Update from discussion between UF and Management was reported that the UF is against mandatory blocked schedules as management had them presented. Changes still need to be negotiated.

Website Blocking issue (Judy) The libraries in the district and others are concerned that part of the security upgrade includes a website blocker (i.e. censorship). It is one thing to block sites that are dangerous to the technology or have viruses and another to block sites for content. For instance, a particular topic was blocked because of the word “breast” in “breast cancer”. The Council was split between wanting no blocks to still wanting certain blocks.

Adding the Starfish Link and Instructions to the Faculty Resource Page Starfish is being added to canvas. Discussion on this issue was tabled for lack of time.

Disciplines List Revisions - Call for Revisions The review process is now an annual process. The deadline for submission of proposals is September 30, 2018. Discussion on this issue was tabled for lack of time.

CCC’s push to make AATs and ASTs OEI eligible Discussion (Beth) New World of Work training on April 12-13
Discussion on this issue was tabled for lack of time.

Non-Credit Committee Chair and Committee Discussion Update (Katie) Career and Noncredit Education Institute in Costa Mesa May 3-5. Discussion on this issue was tabled for lack of time.

Department Bylaws Discussion on this issue was tabled for lack of time.

COMMITTEE REPORTS

There were no committee reports.

PRESENTATIONS FROM THE PUBLIC/ANNOUNCEMENTS/OPEN DISCUSSION

There were no presentations from the public. Beth announced the ASCCC Plenary on April 12-14. If you are interested in attending, please contact the Senate office.

Adjournment

Meeting adjourned at 4:20 p.m. Next meeting will be March 19, 2018.

Respectfully submitted,
Lynette Kral