

**Academic Senate Council Minutes**  
**Contra Costa College**  
**2600 Mission Bell Drive, San Pablo, California 94806**  
**Monday, August 31, 2020**

\* Documents related to these minutes can be accessed [HERE](#).

**Online Meeting Called To Order at 2:30 p.m.**

**Committee members in attendance:**

**Academic Senate President:** Katie Krolkowski

**VP/CIC:** Mark Wong

**LA Representatives:** Randy Carver, Andrew Kuo, Erica Watson (alt)

**SS Representatives:** Sarah Boland

**AACE Representatives:** Michell Naidoo, Brianne Ayala

**NSAS Representatives:** Leslie Alexander, Agustin Palacios

**Distance Ed Representative:** Maritez Apigo

**CTE Representative:** Troy Hess, Jessica Le (alt)

**Members not in attendance:** Lorena Gonzalez

**Guests in attendance:** Karen Ruskowski, Marisol Cantu, John Sanford, Susan Reno

**Public Comment**

Sarah asked faculty to view the three Guided Pathways workgroup videos that are accessible on the Guided Pathway webpage, and provide feedback by completing the survey. A public forum on meta-majors will take place on October 22. Faculty will receive two hours of flex for this activity. Sarah also announced that Kelly Cadungug has stepped down from the position of Faculty Tri-Chair Program Supports Workgroup and that this position needs to be filled.

**AGENDA ITEMS**

**Agenda for August 31**

**Action:** Leslie moves to approve; Andrew seconds; all in favor; no abstentions.

**Minutes for May 18**

**Action:** Sarah moves to approve; Brianne seconds; all in favor; no abstentions.

**Minutes for June 25**

**Action:** Leslie moves to approve; Jessica seconds; all in favor; no abstentions.

**Minutes for July 1**

**Action:** Sarah moves to approve; Jessica seconds; all in favor; Randy abstains.

**Minutes for August 18**

**Action:** Michell moves to approve; Leslie seconds; all in favor; no abstentions.

**Academic Senate Council Structure and Goals for the Year**

**Review ASC Bylaws** Katie began with reviewing with the council Articles I-IV of the Academic Senate Constitution. She announced that she will not be continuing a second term as the ASC president and that Mark Wong will be completing his second term after this year. Both positions will need to be filled for 2021-23 in which elections must be completed by the end of the F20 semester.

**ACTION:** Leslie motioned to have a vote on the next agenda to approve adding a representative for part-time faculty position to the ASC; and, of which Susan and Randy will write the proposal for the language to be added to the bylaws; Brianne seconded, all in favor; no abstentions.

**College Handbook Update** Sarah reported on the revisions to the Academic Senate section of B2100.0 and 2100.1 that includes office location, contact information, committee representation, responsibility, and charge pertaining to the Academic Senate. The following language will also be included:

The faculty has representatives on various committees as follows:

- Professional Development Committee: This committee has faculty representatives from all divisions and is chaired by a faculty member
- Student Learning Outcome/Administrative Unit Outcome Committee: has faculty representatives from all divisions and is chaired by a faculty member
- College Council: This committee has 4 faculty representatives who vote by consensus and includes the ASC President. Faculty chair this committee on a rotating basis with the other constituency groups.
- Planning: This committee has 4 faculty voting positions, includes the ASC President, and is co-chaired by a faculty member.
- Budget: This committee has 2 faculty voting positions and includes the ASC President
- Operations: This committee has 2 faculty voting positions and includes the ASC President
- Student Success: This committee has 2 faculty voting positions, and is co-chaired every third year by faculty.

**Set ASC goals for 2020-2021** Randy reviewed the list of the proposed ASC goals:

1. Hold a full-senate meeting in F2020 (business-oriented) and in S2021 (celebratory and identify committee members and faculty chairs)
2. Ad-hoc committee for Program Review and Budgeting changes. Uphold 10+1 (#9 & #10), address strategic plan (goal 1.1 & 1.2), and (7/1/20 resolutions 1, 2, 13-16) Ad hoc committee would perform work and also liaise between AS and Planning Committee.

This work would include Unit Plan and Box2A schedule.

3. Develop connection and communication between Academic Senate Council and college committees to best utilize on faculty voice in all bodies. (7/1/20 resolutions 4, 10, 12)

4. Support Guided Pathways workgroups (7/1/20 resolution 18)

5. Ad-hoc committee on hiring processes. (7/1/20 resolutions 5-8, EEOC, DEEOC, equivalency)

6. Succession planning, including professional development/conference participation, ASCCC resources, and job shadowing. (Potential codification in by-laws?)

7. Centralized well-organized, public repository of information and processes related to ASC functions

The Council was asked to review the goals and reorder them according to importance (relisted as 2, 3, 5, 4, 6, 1, 7). Maritez would like to see all the resolutions included in the goals.

**ACTION:** An eighth goal will be added and the list will be revisited on the next agenda. Randy, Agustin, and Leslie will rewrite the goals.

#### ASC Sub-committees

- **DE Committee:** Maritez became the DE Coordinator in May 2020 and over the summer developed resources for faculty and students that are ready for the fall semester and includes an Online Teaching Essentials repository that includes videos from the Online Teaching Fall Flex workshops, DE newsletter update, and Template Orientation Module and Homepage that includes student support resources such as Quest for Online Success and like weekly workshops. Upcoming plans include establishing a DE Mentor Program, and providing guidance on taking attendance during online classes, which at this time, there is no consistency. The complete committee report to the ASC can be access [HERE](#). The next DE meeting is scheduled 10-12 p.m. Friday, September 11. During the Accreditation visit, 10% of DE courses will be examined for regular effective contact.

**ACTION:** Maritez will present the DE Schedule Draft on the next agenda.

- **CIC Committee:** Mark reported that the soft eLumen launch will be available soon. He is in the process of updating the CIC manual to include eLumen for accreditation.

**ACTION:** When completed, he will bring it to the ASC for approval.

- **Equivalency Committee:** Tabled for lack of time.

#### Faculty and Participatory Governance

**College Council:** Katie explained that the College Council rotates the chair position between the constituency groups and it is faculty this year so she will be the chair. She proposed that the faculty membership for 2020-2021, including her, currently is Vanna Gonzales, Nikki Ferguson, and Stephanie Austin. Katie also just learned the faculty composition of this committee includes a part-time faculty representative and would like to propose Marisol Cantu to fill that position.

**ACTION:** Erica moves to approve; Troy seconds; all in favor; no abstentions.

**Discuss general expectations for faculty service on committees:** Tabled for lack of time.

#### Spring 2021 Schedule

Departments will set up the spring 21 schedule with the regular timeline, with online/hybrid similar to this fall's schedule. Faculty asked about classes that were not offered this semester because there were not enough hours for lab; and whether there could be the possibility of temporarily lowering caps instead of cancelling classes.

**ASC President's Report** Katie discussed the need to better connect with the Council of Chairs. She reminded the ASC that during the accreditation visit, the team may want to speak to individual members so she advised them to get involved in the special study sessions that will be available. The board voted to not renew the contracts of Dio Shipp and Jonah Nicholls. Constituent groups around the district are considering a vote of no confidence in response. We should consider our position in preparation.

#### ADJOURNMENT

The meeting was adjourned at 4:15 p.m. The next meeting is scheduled for September 21.

Respectfully submitted,  
Lynette Kral