

**Academic Senate Council Minutes**  
**Contra Costa College**  
**2600 Mission Bell Drive, San Pablo, California 94806**  
**Monday, October 19, 2020**

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

**Online Meeting Called To Order at 2:15 p.m.**

**Committee members in attendance:**

**Academic Senate President:** Katie Krolikowski

**VP/CIC:** Mark Wong

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

**SS Representatives:** Sarah Boland, Lorena Gonzalez

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

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

**Distance Ed Representative:** Maritez Apigo

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

**Guests in attendance:** Susan Reno, Karen Krolikowski, Nader Sharkes, Brandy Gibson, Jon Celesia, Marisol Canto

**AGENDA ITEMS**

**Agenda of October 19** Andrew motioned to approve; Lorena seconded; all in favor; no abstentions.

**Minutes of October 5** Lorena motioned to approve; Leslie seconded; all in favor; no abstentions.

**Public Comment** There was no public comment.

**Academic Senate Council Structure and Business**

**ASC Yearly Budget**

**ACTION:** Leslie motioned to approve the budget plan for 2020-21 with the change to move \$3000 from Travel/Conferences to Contingencies; Agustin seconded; all in favor; no abstentions.

**ASC Sub-committees**

**DE Committee** Maritez reported that the DE team is working on the proctoring guidance and will present it at the next meeting. Katie said that the DE Committee needs to decide on a voting structure. Maritez said that the team has already finalized the charge of the committee. There are 20 committee attendees currently.

**CIC Committee:** Mark reported that a special meeting of the CIC was called to discuss proposed changes to update content review in light of the July directive from the state. They will meet once more before bringing to ASC. CIC is still close to the soft launch in eLumen. By December 30 all Distance Ed Supplement forms needs to be done, so all forms need to be approved by the last CIC in the semester which will be December 14.

**Campus Collaboration**

**IEPI2-PRT visit update** Katie reported that the IEPI team met by Zoom on Thursday, October 15 and reviewed the meeting schedule and participant list of the areas of focus groups. She asked the ASC for feedback on what else different could be done. She said the visiting group team were good listeners and will make suggestions on how to improve the areas of focus. Katie also asked how the ASC would like to be involved. The group agreed that they would like Katie to work with Mayra on the budget. Leslie said that the ASC sent it back last time. She would like for Katie to look it over and bring it back. The ASC agreed that they would like to see the list of options, and for Katie to be part of reviewing the budget. A concern was discussed regarding the repair of the HVAC system that will cost the college \$800K and was not well budgeted for.

**OER Coordinator presentation and ASC discussion of resolution about Open Educational Resources and Zero Textbook costs.** Maritez reviewed the ASU resolution that Ricardo presented at the last meeting and asked for ideas. Andrew said while he was part of DIC he used to have to review textbooks. He would like to see a OER link available for faculty to use, or supply a statement of why OER wouldn't be used, so every department would be forced to look at OER. Agustin said we should first look at courses that have \$200 or more material costs required. Leslie mentioned that faculty do have to put a ZTC symbol in the course schedule if they have

zero cost textbook. Maritez said that readers produced by the bookstore do qualify for ZTC because they are not textbooks. She said that the ZTC designation is for courses with no costs associated with textbooks. We need to find out who actually is using OER. Katie said if any of the biology students don't have money to buy the new books then the faculty allows them to use the older one instead of OER. Information should be posted on where funds are available to buy textbooks. Maritez said that they are applying for funds for improving workgroups. If anyone is interested in serving on a OER workgroup, they will be meeting next week. She will send an invitation. This needs to reach entire college community. Maritez shared the link to her [Achieving Equity with OER and ZTC](#) PowerPoint presentation. There should be no transfer problem issues when OER is used. The ASC voted to endorse/support resolution. Lorena motioned to approve the OER resolution as written; Agustin seconded; all in favor; no abstentions.

**Culinary Department Presentation** Nader stated that he is rebranding the department by changing the name of the program to The Culinary Academy at Contra Costa College, which is very much in line with other culinary schools and institutes and helps to elevate CCC's image. The department is planning ahead for next fall. There will be no changes made to the course or syllabi. He asked for the support of the ASC in making these changes. Katie thanked Nader for bringing this information to the ASC. Agustin motioned for the ASC to support the rebranding; Jessica seconded; all in favor; no abstentions.

The [ASC Statement of Support Regarding Programs Experiencing Enrollment Challenges](#) was not discussed.

## **Faculty and Participatory Governance**

### **Proposed District Policy for Credit for Prior Learning**

Katie said that the ASC is looking at this policy because Title V has changed. She explained that Title V interprets the law, which says that there must be District policies for Credit for Prior Learning that have to be in place by December 31. The FSCC, CSCC, and Management Councils attend the District Governance Council, which approves these policies, but first need to go through the local approval process to agree on one vote for the DGC from each constituency group. These changes need to be approved or reviewed today by the ASC. Katie presented the draft she received from Kelly Schelin on Wednesday. Katie said that it is important to know that the determination to offer and award credit always rests solely on the discretion of the discipline faculty. Susan would like to have other appropriate materials such as MOS (Army and Navy) and AFSC (Air Force) added to the Military Service Training (first bullet). Lorena motioned for the ASC to approve with the amended changes to Military Service Training; Randy seconded; all in favor; no abstentions.

### **Program Review and Budgeting Processes – Review of current process.**

Katie said that Andrea and Vanna are working on College Council which is in the process of reviewing the current Program Review. Jon and Katie are also working with the Planning Committee. Katie went over the Unit Plan Box 2A Request which gives a report on department budgets of which the second page explains the budget process, the Box2A Rubric, New FT Faculty Considerations, Budget Augmentation Rubric, and the WEPR Program Review. The senate has the opportunity to make changes to help program review. Katie went over the process and numbers which included a 5-year look of course success, gender, race, age, disability, success rate, etc. Lorena asked how faculty can tie these numbers to student success and asked if they were realistic. Katie replied that faculty can provide their analysis for their program determined by the numbers. Jon asked what ASC can do to make WEPR better. How much guidance do faculty need? Leslie suggested that the ASC begin by looking at sections at each senate meeting.

### **Committee reports:**

**Budget** Sue VanHattum reported that the committee worked on how to get the CARES money out. (It's about \$642,000, and can be used for almost anything needed because of having to make changes due to corona virus.)

**Student Success:** Troy reported that the committee had excellent student discussions, Maritez reported that there are 4 Sub Committees of the SSC which are: PD, AB705 Task Force, SLO & AUO Committee, and Racial and Social Justice Committee. The committee also discussed the Textbook affordability survey results and ASU's OER resolution.

**Committee Report Survey** Katie shared the survey she created that showed that she asked for reports from five

committees that included which “10+1” and Strategic Plan areas were most related to their monthly report. She received three responses. Lack of response doesn’t necessarily mean the survey is structured poorly. Clarification is needed on whether all who are on these committees should send in a report.

**Hiring - Creation of Hiring Committees for Permanent NSAS Division Dean and Permanent Dean of Enrollment Services.** Ad-hoc Selection Committees to review faculty applications will be:

- **Permanent NSAS Division Dean:** Agustin, Katie, and Randy
- **Permanent Dean of Enrollment Services:** Leslie, Brianne, Katie, Mark (alt)

**Update on District and Local Hiring Activities - UF Hiring Group**

The UF is working toward transparency in hiring. Wider standardized recruitment for these positions should be district wide, and not put weight on each department. A fairly radical proposal is coming on hiring outcomes (demographics of hires don’t match the demographics of students.)

**ASC President’s Report** Katie reported that the next ASC meeting scheduled on November 2 will also be the CCC Collegiality in Action visit so the ASC meeting will only be from 2:15-3 p.m.

#### **ADJOURNMENT**

The meeting was adjourned at 4: p.m. The next meeting is scheduled for November 2.

Respectfully submitted,  
Lynette Kral