

Academic Senate Council Minutes **DRAFT**

Contra Costa College

Monday, May 17, 2021

* 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 Krolkowski

CIC/Vice President: Mark Wong

Distance Ed: Maritez Apigo

CTE: Jessica Le

Representatives:

LA: Andrew Kuo, Randy Carver, Erika Watson (alt)

SS: Sarah Boland, Lorena Gonzalez

AACE: Michell Naidoo, Brianne Ayala

NSAS: Agustin Palacios, Leslie Alexander

Members not in attendance: All members are in attendance.

Guests in attendance: Jason Berner, Brandy Gibson, Karen Ruskowski, Nooshi Borhan

AGENDA ITEMS

Agenda of May 17 Lorena moved to approve the agenda with the addition to agenda item 5c ASC vote to recommend the new structure to the DEC and agenda it 5e ASC vote to recommend new structure for OER workgroup/committee; Sarah seconded; all in favor; no abstentions.

Minutes of April 19 Maritez approved the April 19 minutes with the correction to agenda item 4c. OER/ZTC Project to read \$25K to a OER Coordinator (not \$50); Agustin seconded; all in favor; no abstentions.

Minutes of May 5 Leslie moved to table the unavailable May 5 minutes; Agustin seconded; all in favor; no abstentions.

Public Comment There were no public announcements.

Academic and Professional Matters (20 min)

a. Syllabus Guidance for CCC Faculty

Outcome: This [document](#) was previously reviewed by the ASC and Katie went through and made the requested updates. She announced at the Council of Chairs that it would be available for them to hand out to their department faculty for the Fall semester. Sarah does not feel the equity-minded language in the Colder and Warmer columns such as producing a death certificate to be able to make up an assignment. Lorena said that has been statewide training presented on equity-minded teaching and that we are not utilizing the expertise we have on the campus. She said even the current policy sections are not equity-minded, and that this syllabus guidance does not represent equity-minded pedagogy. Sarah says these guidelines affect traditional taught and online courses and possibly incorporate the use of the [Peralta equity rubric](#) as a guide in this process. Leslie agrees syllabi needs extensive work and should be a work in progress. Other colleges have spent years building their syllabus guidelines. She endorses this document as it is now and feels it should be made available to faculty now to use for the Fall semester. Agustin agrees with Leslie and feels that faculty need something now. He suggests that we put in a statement that says that this is a work in progress. Katie has three ideas for the proposal 1) direct Katie to add a statement that this is a work in progress, but to please use this guidance as it is for now and remove the equity-minded paragraph, or 2) direct Katie to tell everyone that we have a current syllabus guideline in the old CIC manual, or 3) direct Katie to not send out anything. Brandy asked if the DSPS language is required on syllabi. Sarah suggested doing a hybrid of both, or could we just share the checklist of the basics that need to be included, and say that we are working as a collegial faculty group toward an equity-minded syllabus example that would language that reflects our institution and how we service our students. Katie asked for a clear proposal. Maritez proposes the ASC still put out the requirements with recommendations discussion carried out next year, and remove the equity-minded paragraph, and only list 1-9 and the explanations of 1-9. Agustin proposes to include recommendations 10-23 and explanations. Agustin also proposes to add Interim to title. Sarah proposes to include Maritez's [Welcome Module](#) link for more reference, and include that this is a work in progress and look for more guidance and an updated equity-minded syllabus guideline

in the Fall, or the year to come. Agustin motioned to approve the second proposal; Randy seconded; all in favor except Maritez (She is not comfortable with the language of the recommendations.); no abstentions. Katie stated that it would be up to the ASC to continue with this next semester.

b. Resolution for Summer Decision-Making on behalf of the Academic Senate

Outcome: There may be some summer decision making to approve our accreditation standing in time for the College Council meetings on August 19 and 26. So that would require Katie in June, or Gabriela afterwards to have to make faculty decisions without senate guidance, which made Katie very uncomfortable. She wanted to make sure that during the summer, the administration include faculty in decision making and for those faculty to be comfortable in making those decisions. We reviewed this [resolution](#) at the previous meeting and had suggested these inclusions: 1) prompt campus leadership to be proactive and plan ahead, 2) LOW TO HIGH impact issues examples. Katie reminded the ASC that the reason she wrote this resolution was because she was Leslie motioned to approve the resolution; Agustin seconded; all in favor; no abstentions.

ASC Committees and Continuous Improvement (25 min)

a. ASC Yearly Goals Review

Outcome: Katie reviewed the July 1 goals and how they were met. She will pass them on to Gabriela so she knows where we're at. As she read through these resolutions, she realized that to continue moving these along, the ASC had another committee on campus to engage with to meet these goals such as College Council, Planning Committee for the Strategic Plan, EEO Committee, Racial Justice Committee of the other district senates. She feels she has made contact with all those committees that the ASC will need to connect with for these activities. She shared some of the accomplishments. Summary of goals are that 8 of the 23 are nearly completed and progress has been made on 15 of them. As far as hiring committees, the ASC has clarified our process, but one thing she noticed is that the ASC needs to recruit people to want to be on hiring committees. PD has been set up an equity theory theme for next year, which is accomplishing resolution 9 and 11 which is moving PD in a themed coordinated way. Big accomplishments have been made by the CIC on completing the process of updating the content review and have shown support of 4CD Ethnic Studies Council work towards the local ES graduation requirement.

b. CCC ASC Procedures and Index

Outcome: Informational

Goal number 9, Centralized well-organized, public repository of information and processes related to ASC functions, was to share program approvals, resolutions, hiring procedures, and other ASC processes on a public repository accessible by everyone on campus. There is a list of 20 of them on the Academic Senate Council public website which is accessible on campus through the P Drive.

c. Distance Education Committee Update

Outcome: Maritez said that ten candidates were interviewed to fill the 4 DE paid positions using the revised process that the Council approved previously, and it was a fantastic process. She announced the new positions that will begin next year: POCR Lead: Sarah Boland-Drain and three Instructional Designers: Mónica Landeros, Brandon Marshall, and Marissa Cantu. They will join Accessibility Specialist: Liesl Boswell, and DE Coordinator: Maritez Apigo, which makes up the whole DE Team. The committee discussed the [Peralta Online Equity Rubric](#) which has been recently adopted by the DE Committee and is being incorporated into program review. Maritez is now advocating it to be adopted at the district level so it can be included in the POCR program. The committee has voted for her to apply for funding for a new community of practice on equity and culturally responsibility on online teaching and learning. She will be the Lead. Another item the DE is working on is our technologies and need to submit a new STAC form and will last for the whole academic year. The technology being purchased is Lecture Hours, Proctorial, and still discussing whether Ally should be purchased, which was previously funded by the state but now colleges need to pay for it. There is discussion at the district on whether the colleges should have to pay it themselves. It costs \$8K. She went over the new [DE structure](#). DE will also become a standing committee of the ASC. The composition of the DE Committee will be three faculty with three alternates per division, two Classified, two Students, and two Managers, with only faculty votes counting, and with quorum being 50% plus 1 of the voting faculty members, majority vote for decision making. Katie said bylaws language revisions need to go out to all faculty for vote next semester. Brianne asked why there are 3 instead of 2 reps. Maritez said that there is a growing interest in DE since Covid and everyone teaching online, so the group has grown and they wanted to keep enough seats open for all faculty who have been attending. Maritez makes a motion to approve the new DE Committee structure; beginning in the Fall; Erica seconds; all in favor; no abstentions. NOTE: Gabriela will need to follow up on

changing the bylaws language next semester.

d. CIC Update

Outcome: This was Mark's last meeting. He said that people are using eLumen now. They still have small queue. They did get the requisite validation form updated and Mark will try to put it up on the CIC website before the end of Finals Week. The CIC manual update has not been finished. He will include the new syllabus guidance information in the manual.

e. OER ad hoc group update

Outcome: Maritez reported that the OER ad hoc group worked with the CIC to add a OER textbook field in eLumen which is now live. They are in the process of hiring an OER librarian as a release time position. There is a district wide OER Council that has formed with DE Coordinators from all three colleges, and one manager from each campus. The faculty need to start working on spending the funding that was approved so the committee is working on creating applications for that process. At the last meeting they worked on the [structure of the OER/ZTC committee](#). It is also a subcommittee of the senate and a Brown Act committee. Maritez went over the charge and structure of the committees. Composition is two faculty per division with two alternates, plus the Librarian, and these would be the voting members. Non-voting members would be one Classified, two students, and one manager, with quorum being 50% plus 1 of the voting faculty members, majority vote for decision making. Brianne motions that the senate council recommend this new committee and committee structure to the senate and proposal to use structure at the beginning of the fall semester, and that it be approved after the language change in the Senate bylaws; Leslie seconds; all in favor; no abstentions. It was established that the committee will dissolve after every single course adopts OER. Nooshi sees work continuing to develop materials, even after OER gets to all courses. NOTE: Gabriela will need to follow up on changing the bylaws language next semester.

Participatory Governance and Campus Collaboration (30 min)

a. AB705 ESL implementation Plan Report

Outcome: Jason explained that originally all colleges ESL programs have been asked to submit the status on their AB705 ESL implementation Plan Report to the state chancellor for Fall 2020 but because of the pandemic, the state extended the time to complete the report to Fall 21, but our fantastic ESL department completed it and implemented it in Fall 20. He and Nooshi went over the ESL Adoption Plan Form. This allows students to move through credit courses in ESL and compete ENGL 001A or 001AX in two years instead of the expected three years, and created a guided self-placement. The department has contacted and received feedback from all programs that are involved. The guided self-placement was piloted with about 45 students from different levels (luckily was able to complete this right before the pandemic began), so was able to get feedback from the students to revise it before going live in Fall20, and were able to attach a survey to it so the students could give them feedback. They also spoke to ESL faculty to validate the survey results and received a very positive response from them. They also shared it with the district AB705 team. Jason said that now all the ESL students are being placed using a guided self-placement survey. The students are a little hesitant about determining their own level placement but so far it seems to be very positive. All standard placement tests which always have had cultural biases have been eliminated and gets rid of a lot of disproportionate impact. Maritez motioned for Katie to sign the document; Agustin seconds; all in favor; no abstentions.

b. College Council Action Items Review of College Council recent actions and discussion of upcoming action items

Outcome: Katie reviewed the last approved College Council minutes which included the college committee structures and approved it to be put up on the website. Interim VP Student Services J. Cifra addressed the ISER Response Update so there will need to be two College Council meetings (August 19 for review and 26 for vote) to get it approved by Governing Board at their next meeting. ASC may need to have a special meeting to approve the report in mid-August. NOTE: Gabriela needs to be aware that she may be asked to approve this document without advise from the senate council.

c. Hiring Committee Appointments

Outcome: Katie informed the members that we were able to get hiring committees for the Gateway Director and the Director of A&R but it was very hard to get these positions filled. May we won't have so much hiring going on in the next couple of years. We have had 14 management hires on our campus this year, so we're pretty tired of it. ASC needs to appoint an ad hoc 'picker' committee to choose who will service on the hiring committee for the Dean of ACCE in case we have an abundance of faculty applying.

Michell and Leslie stepped up to be on the “picker” committee along with Katie for Dean of ACCE to decide who will be on the hiring committee.

d. Campus-wide Committee Appointments by ASC

Outcome: Katie informed the ASC of current committee vacancies and full-time faculty service. Katie has made a list of faculty appointments and vacancies of voting positions for college-wide committees. It is in a private folder where Lynette can access it. 56 of 88 full-time faculty are on campus committees, with 7 on other committees, but not campus committees. In August, we appointed these people to two-year terms. There are 13 vacant voting positions available and are listed in red. Eight newish faculty in their third or fourth year who need to get on a committee, so there are 14 faculty who need to be on a committee and Katie sent notes advertising these committees and advising them to step up to those 14 to fill these committees. Maritez mentioned that there is one more committee, OER/ZTC.

President’s Report No report.

ADJOURNMENT Meeting adjourned at 4:15 p.m.

2021/22 ASC Meeting Schedule (tentative)

August 30 (tentative 5th Monday)

September 20 (9/6 is Labor Day)

October 4, 18

November 1, 15

December 6, 20 (tentative)

January 31 (tentative 5th Monday)

February 7

March 7, 21

April 4, 18

May 2, 16

Respectfully submitted by,
Lynette Kral
Academic Senate Office