

**Academic Senate Council Minutes of August 29, 2016  
Contra Costa College GEB 305  
2600 Mission Bell Drive, San Pablo, California 94806**

**Call To Order with Introduction of Guests at 2:15 p.m.**

**Committee Members in Attendance:** Beth Goehring (President), Rick Ramos (VP/CIC), Judy Flum (DE), Katie Krolkowski (CTE), Wayne Organ (LA), Leslie Alexander (NSAS), Randy Watkins (NSAS/SLO), and Alissa Scanlin (SS).

**Committee Members Absent:** Vacant (LAVA), Luci Castruita (SS), and Bonnie Holt (LA).

**Visitors in Attendance:** There were no visitors in attendance.

**CONSENT AGENDA ACTION ITEMS**

**August 29 Agenda**

**ACTION:** Rick motioned to approve the agenda; Katie seconded; Beth Goehring (President), Rick Ramos (VP/CIC), Judy Flum (DE), Katie Krolkowski (CTE), Wayne Organ (LA), Leslie Alexander (NSAS), Randy Watkins (NSAS/SLO), and Alissa Scanlin (SS) were all in favor; no abstentions.

**May 16 Minutes**

**ACTION:** Rick motioned to approve; Alissa seconded; Beth Goehring (President), Rick Ramos (VP/CIC), and Alissa Scanlin (SS) were all in favor; Katie Krolkowski (CTE), Judy Flum (DE), Wayne Organ (LA), Leslie Alexander (NSAS), and Randy Watkins (NSAS/SLO) abstained for non-attendance at the May 16 meeting.

**NEW BUSINESS**

**Guideline Check-off Form for Hiring Screening Process Update** Beth created a form that will be included as the cover-page of the faculty hiring packet to establish minimum qualifications during the interview process. Completion of this form will explain how the applicant meets the state minimum qualifications or the department's equivalency. The Council agrees that this form will create a better understanding of equivalencies during the interview process. This item will be returned as an action item.

**Faculty Schedule Committee Charge** The DVC Academic Senate has established a scheduling committee after Peter Garcia, the previous president of DVC, gave control of writing the schedule to the senate so he wouldn't be criticized for cutting the schedule. Currently, it is working out better with the faculty controlling the schedule. There was discussion that included:

- the \$1.5 million deficit coming and the loss of classified staff jobs,
- night programs being set up for Associate degrees and certificates,
- cohort model schedules setup to avoid course overlap,
- faculty taking advantage of overload,
- morning vs. afternoon instruction,
- of the 800 sections offered this semester, 520 had openings with 300 having less than 10 students,
- schedule planning should be done during a 4-hour flex day,
- faculty not having time to schedule with other cohort faculty,
- pink slips received,
- automatic schedule calendar that can be built into SharePoint, and asking Robert Burns if he could make this happen.

A motion was made by Wayne Organ and seconded by Rick Ramos to move on creating a schedule committee; all in attendance were in favor; no abstentions.

**Program Review Schedule** Instead of program reviews being scheduled for Fall and Spring, it will be scheduled as a yearlong process with all self-studies being written during Fall semesters and validated during Spring semesters. A validation team member will be involved during the entire process to make sure it meets all deadlines. President Cabinet members would also be championing it. Wayne said that doing Box 2A, Budget Augmentation, etc., using different forms at different times is wasted and duplicated time, and would be time saving to complete it all during program review. He also suggested moving validation to the Planning Council with four members from each constituency group doing validation for the year with a 2-year term rotating in and out of the Planning Council, giving them expertise. Wayne also suggested that the SLO Committee be disbanded and also moved to the Planning Council, combining program review, planning, and budget into one committee. Beth said that where college funds are spent need to be reported. Katie Krolkowski motioned that the yearlong schedule be considered; Randy Watkins seconded; all in attendance were in favor; no abstentions. Katie also motioned that the conversation continue regarding validation monitoring and Wayne's proposal regarding combining program review, planning, and budget; Randy seconded, all in attendance were in favor; no abstentions.

**Updated Leave Request Form** The updated Leave Request form is currently being vetted at the Operations Council. There are various forms being used and need to be standardized into one that is able to be used by everyone and is accessible from the website. The form now includes rescheduling for office hours. There will not be a charge if the form is filled out when office hours are rescheduled. Beth doesn't know if there will be a charge for extra time. She will report back on this.

**Senate Bylaws to Dissolve Faculty Affairs Committee** The issue of dissolving the Faculty Affairs Committee was tabled for further discussion and will be returned to a later agenda.

**Distance Education**

A) Online pedagogy courses are eligible for a DE stipend. There are eight stipends available and four of them must be created by fulltime faculty. The 4-week courses must be submitted in October.

B) The District Distance Education Council is creating a district-wide Strategic Plan and has scheduled a planning session on September 16. This is important because CCC got dinged on Accreditation for not having a Strategic Plan because they were waiting for the district to create

theirs.

C) D2L ends at the end of Spring 2017. 70 faculty are already using Canvas for 150 sections, effecting 3,000 students. There is a massive campaign to download grades into an Excel report to avoid paying \$400K for D2L to download the data. It is easy to download. Just press button to export to Excel.

Randy said that Canvas does not allow short answer questions, or fill-in-the-blank, with anything but the exact words as stated for the answers. They do not use regular expressions (which matches at least one major word in answer). When asked about this, Canvas didn't know what regular expressions meant. At least 100 votes for regular expressions needs to be cast by October 5 for Canvas to act on this issue.

Instructions on how to do this:

1. Join Canvas Community
2. Sign in through Insite
3. Canvas will log you in
4. Then switch to vote

#### **OLD BUSINESS**

**Non-Credit Program Update** No information to report.

**Release Time for Committee Work on Certain Committees** Update Mojdeh said that with the \$1.5 mil deficit, not to expect release time for CIC/DIC positions.

#### **COMMITTEE REPORTS**

No reports were available.

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

There were no presentations from the public. Discussion confirmed that the DE and CTE reps are voting members of the Senate Council.

**Adjournment** – Meeting adjourned at 4:00 p.m. Next meeting will be September 19 in GEB 305 Conference Room.

Respectfully submitted.

Lynette Kral