

**Academic Senate Council Minutes of September 19, 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:** Rick Ramos (VP/CIC), Judy Flum (DE), Katie Krolikowski (CTE), Wayne Organ (LA), Bonnie Holt (LA), Leslie Alexander (NSAS), Randy Watkins (NSAS/SLO), Luci Castruita (SS), and Alissa Scanlin (SS).

**Committee Members Absent:** Beth Goehring (President).

**Visitors in Attendance:** Mayra Padilla, Tammeil Gilkerson, Eric Appel, and Karl Debro.

**CONSENT AGENDA ACTION ITEMS**

**September 19 Agenda**

**ACTION:** Wayne motioned to approve the agenda; Alissa seconded; Rick Ramos (VP/CIC), Wayne Organ (LA), Bonnie Holt (LA), Leslie Alexander (NSAS), Luci Castruita (SS), and Alissa Scanlin (SS) were all in favor; no abstentions. Katie Krolikowski (CTE), Randy Watkins (NSAS/SLO), and Judy Flum (DE) arrived after the agenda was approved.

**August 29 Minutes**

**ACTION:** Alissa motioned to approve the minutes; Leslie seconded; Rick Ramos (VP/CIC), Wayne Organ (LA), Bonnie Holt (LA), Leslie Alexander (NSAS), Luci Castruita (SS), and Alissa Scanlin (SS) were all in favor; no abstentions. Katie Krolikowski (CTE), Randy Watkins (NSAS/SLO), and Judy Flum (DE) arrived after the minutes were approved.

**NON- CONSENT AGENDA ACTION ITEMS**

**Guideline Check-off Form for Hiring Screening Process (Action)** Wayne motioned that this item be a second reading, and be returned to the next agenda as an action item to give the senators time to discuss at their division meetings; Bonnie seconded; Rick Ramos (VP/CIC), Judy Flum (DE), Wayne Organ (LA), Bonnie Holt (LA), Leslie Alexander (NSAS), Randy Watkins (NSAS/SLO), Luci Castruita (SS), and Alissa Scanlin (SS) were all in favor; no abstentions. Katie Krolikowski (CTE) arrived after the motion was approved.

**NEW BUSINESS**

**Equity Projects (Mayra Padilla)** Mayra began by saying that the campus is moving toward one process that includes budget allocation and program review. In trying to find ways to improve student completion, which is a component of the equity agenda, Rick said the Senate is looking towards creating a scheduling committee to help create guided pathways to improve student completion rates. He also said that he would like to see a full night program brought back and would like to see some data on the needs. Mayra said the college is tapped for money and there are many programs that are supported through Equity funding including tutoring. She discussed faculty load to support tutoring. Mayra was concerned that UF discussions about how to spend equity funds are not being brought to the Senate. Mayra said that she doesn't know how much time is spent at the department level discussing equity. She doesn't think it gets fed down from the governance committees. Judy suggested grants targeting department chairs to select one faculty to attend the "Teaching Men of Color" workshop and report back to their department. Mayra asked for feedback on how equity impacts the departments, and ideas on what can be accomplished using equity money. She said the "Teaching Men of Color" workshop can be presented again but equity should be discussed at the department level and in their program reviews.

Mayra said that there are going to be professional development opportunities next weekend for part-time faculty to help develop new instructional strategies that can affect equity in the classroom. Katie spoke of a state-wide orientation to teach pedagogy skills. Wayne asked Mayra if she could be more specific in the role that she is asking for the Academic Senate to play. Mayra asked the Council to help advise departments about equity issues. Katie suggested having equity issues as an ongoing agenda item. Mayra asked that the Senate Council take on the discussion of professional development campus-wide initiative surrounding student equity as far as it falls under the "10+1 academic and professional matters." Mayra introduced Karl Debro as the new chair of Student Success.

**Career Development and College Preparation (CDCP) Report** Katie motioned to table; Wayne seconded; Rick Ramos (VP/CIC), Judy Flum (DE), Katie Krolikowski (CTE), Wayne Organ (LA), Bonnie Holt (LA), Leslie Alexander (NSAS), Randy Watkins (NSAS/SLO), Luci Castruita (SS), and Alissa Scanlin (SS) were all in favor; no abstentions.

**Program Review Validation Process and Monitoring (Tammeil)** The President's Cabinet is recommending streamlining Program Review to include resource allocation, program review, and faculty/staff prioritization (Box 2A). This will include creating an academic year program review cycle and require annual plans every year with a comprehensive program review every four years (CTE every two years). Drafts of the comprehensive reviews will be due in October, December, and February, with the final version of the Comprehensive and/or Annual Reviews due in March. The President's Cabinet also recommends that the Planning Committee be given the responsibility for the program review and validation process since this committee monitors the progress toward meeting the college's strategic initiatives and reports back to the President's Cabinet. The Planning Committee would have sub-groups consisting of one member from each contingency group who would serve terms of three to four years, to meet and give feedback to the self-study teams throughout the process. These team members would receive specialized training. Katie said that the CTE faculty are not satisfied with the program review template so they do not want this locked-in until CTE is satisfied with the template. Discussion of the revision of the template will be placed on a future agenda. Judy said there is no place for a student survey on the template. Wayne said there should be a word limit. At this point, Wayne wanted feedback on the three issues involved in the recommendation: 1) Timeline, 2) Annual Plans, and 3) Composition and changing of the Planning Committee.

1) Timeline

- Katie said to get rid of the June date because faculty are gone by then
- A tab for annual plans on WEPR
- Rick said that the SLO section won't be up in time for program review
- Judy said that the template need the SLO section included

- 2) Annual Plans
  - Notable accomplishments should be listed first of what to include in the annual plan
- 3) Creating a Program Review Committee
  - The members would sit on the Planning Committee
  - Trained during flex week
  - It would give consistency
  - 4-5 on each group with 4 from each constituency group including president and vice-president.

Wayne motioned to have this as an action item for the next meeting; Randy seconded; Rick Ramos (VP/CIC), Judy Flum (DE), Wayne Organ (LA), Bonnie Holt (LA), Leslie Alexander (NSAS), Randy Watkins (NSAS/SLO), Luci Castruita (SS), and Alissa Scanlin (SS) were all in favor; no abstentions. Katie Krolikowski (CTE) left the meeting before the motion was made.

**Food in Classroom** The issue of food in the classrooms was brought up at Operations Council. Faculty need to keep the classrooms clean. If faculty allow the students to eat, then they should be responsible to make sure the classroom is clean afterwards. Wayne says that since this is a district policy, the deans need to enforce it.

**Sonocent Audio Notetaker (Eric Appel)** Eric Appel gave a presentation on the Sonocent Audio Notetaker. He received a grant for 100 licenses. It is great for meetings and lectures, using the recorder app. It is currently being used by DSPPS and veteran students. The cost is \$150 per license. He is available in CTC 109 M-TH and his extension is 44778. He would be will to share a few licenses. It was suggested that the idea get forwarded to Mayra as an equity idea. Katie stated that the students must ask permission to record lectures.

### OLD BUSINESS/UPDATES

**Updated Leave Request Form (Update)** If an office hour is missed, eight hours of personal leave is charged or loss, but if it is rescheduled during the same week, faculty won't be charged. Rick suggested online office hour as a makeup.

**Faculty Schedule Committee (Update)** Wayne motioned to table; Alissa seconded; Rick Ramos (VP/CIC), Judy Flum (DE), Katie Krolikowski (CTE), Wayne Organ (LA), Bonnie Holt (LA), Leslie Alexander (NSAS), Randy Watkins (NSAS/SLO), Luci Castruita (SS), and Alissa Scanlin (SS) were all in favor; no abstentions.

**Combining Program Review and Planning into one Committee (Update)** Wayne motioned to table; Luci seconded; Rick Ramos (VP/CIC), Judy Flum (DE), Katie Krolikowski (CTE), Wayne Organ (LA), Bonnie Holt (LA), Leslie Alexander (NSAS), Randy Watkins (NSAS/SLO), Luci Castruita (SS), and Alissa Scanlin (SS) were all in favor; no abstentions

**Non-Credit Programs Update** Wayne motioned to table; Judy seconded; Rick Ramos (VP/CIC), Judy Flum (DE), Katie Krolikowski (CTE), Wayne Organ (LA), Bonnie Holt (LA), Leslie Alexander (NSAS), Randy Watkins (NSAS/SLO), Luci Castruita (SS), and Alissa Scanlin (SS) were all in favor; no abstentions

**Senate Bylaws Revision to Dissolve Faculty Affairs Subcommittee Updated Leave Request Form** Wayne motioned to table; Alissa seconded; Rick Ramos (VP/CIC), Judy Flum (DE), Katie Krolikowski (CTE), Wayne Organ (LA), Bonnie Holt (LA), Leslie Alexander (NSAS), Randy Watkins (NSAS/SLO), Luci Castruita (SS), and Alissa Scanlin (SS) were all in favor; no abstentions

**Canvas Vote for Regular Expressions Due by October 5** This is a reminder to vote by October 5 for Canvas to include the use of regular expressions in the quizzes. Randy said that 73 have voted for it so far. Whereas, he was initially told that if 100 votes were received, it would happen, now Canvas says they will consider it. Judy said that Canvas is in the middle of rewriting the quiz section, so it's a possibility that it will happen.

### COMMITTEE REPORTS

No reports were available.

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

There were no presentations from the public.

**Adjournment** – Meeting adjourned at 4:10 p.m. Next meeting will be October 3 in GEB 305 Conference Room.

Respectfully submitted,  
Lynette Kral