

Academic Senate Council Minutes of September 18, 2017
Contra Costa College
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), Bonnie Holt (LA), Randy Carver (LA), Sandra Moore (LAVA), Leslie Alexander (NSAS), Randy Watkins (NSAS), Luci Castruita (SS), and Alissa Scanlin (SS).

Visitors in Attendance: Chao Liu

CONSENT AGENDA ACTION ITEMS

September 18 agenda

ACTION: Rick motioned to approve the agenda with the addition of discussion item Open Education Resources (OER); Alissa seconded; Beth, Rick, Katie, Bonnie, Randy C, Sandra, Leslie, Randy W, Luci, and Alissa were all in favor; no abstentions.

August 21 minutes

ACTION: Bonnie motioned to approve the minutes; Randy W. seconded; Beth, Rick, Katie, Bonnie, Randy C, Leslie, Randy W, Luci, and Alissa were all in favor; Sandra abstained for non-attendance of the August 21 meeting.

NON-CONSENT AGENDA ACTION ITEMS

Faculty Schedule Committee DVC has had a faculty led Scheduling Committee for over five years which seems to have been successful. Beth presented the function and charge of the proposed committee. She made it clear that the Department Chairs will continue to be in charge of the schedule, but if there are severe cuts, or an influx of money, then the scheduling committee would get involved. The committee would have two co-chairs being the college Vice President (currently Ken Sherwood) and the Academic Senate President (currently Beth Goehring). The voting composition would be the Senior Dean of Instruction (currently Tish Young), the Academic Senate vice-president (currently Rick Ramos) two faculty from LAVA, NSAS, LA with one faculty from SS, and one faculty serving on UF Executive Board. After reviewing the proposed 12-step process, the AS Council agreed to remove #4-7, change #10 to read “final” draft instead of “3rd” draft, and include a rationale to the first step. The rationale was proposed to be included specifically for special circumstance courses such as district education, dual and concurrent enrollment, grant funded, and for 1-2 person departments who should have more input regarding the cuts to the schedule, but can be used for any request such as adding weekend and night classes, which should be a priority if faculty are willing to teach at those times, and the need for a certain type of room. Currently, whoever gets their schedule in first, gets their room choice. There has been talk from Ken Sherwood about bringing back the PACE program. The Council would also like faculty to have a longer period of time to review the draft schedule and also parameters made clear of what could be cut before the first draft is sent out just in case of possible cuts. The 16-week calendar will result in a longer intersession. It was mentioned that students have said that there’s not enough support staff on campus and the bookstore and cafes are not available during night and weekend classes. The Council proposed to add “Intersessions” to bullet #1 under Charge/Function. It was mentioned that Ken and Tish could be invited to the next Senate meeting to explain how the last schedule was created. Beth asked for the Council to approve her sending out a survey to inform faculty of this proposal and ask for support and comments for her to share when she presents the proposal to the Council of Chairs. Katie motioned for Beth to send out a survey to faculty, with the changes, to include a summarization concept of the process stating to the effect that, “Scheduling is often a challenge leaving faculty frustrated with the current process. This newly proposed process is a way for faculty to have voice in scheduling across campus.”; Rick seconded; Beth, Rick, Katie, Bonnie, Randy C, Sandra, Leslie, Randy W, Luci, and Alissa were all in favor; no abstentions.

Professional Development Credit for Substantial Committee Work Proposal (CIC, DIC, Planning, Budget) Beth proposes that when certain committees involve outside work, that those hours should count towards up to 15 hours of flex credit. Gene Huff, District Human Resources, and Jeff Michels, UF, are approving of it. Beth would like to present this issue to the Professional Development Committee when it meets on September 25. Katie motioned to approve this proposal and for Beth to present it to the Professional Development Committee; Judy seconded; Beth, Rick, Katie, Bonnie, Randy C, Sandra, Leslie, Randy W, Luci, and Alissa were all in favor; no abstentions.

NEW BUSINESS/ PENDING BUSINESS/ UPDATES/DISCUSSION

Program Brochures/Templates for Flyers Beth presented one version of flyer templates that will be tested and then made available to the campus to use for one-time events or special projects. The templates are modeled after those used at the Portland Community Colleges. The current available template is a 8.5x11 flyer. Brandy would like to receive feed back on the use of it. Brochures will be created for each department/degree program starting with CTE programs (using CTE Strong Workforce funding) this Fall. Dean Schelin has requested 18 of these to be done by the end of this semester. In Spring semester, work will begin on non-CTE programs. Beth would like to see a Guided Pathways template created. Suggestions from the Senate Council members were: multiple (5) templates to choose from; a 3-fold brochure; a smaller version; and different choices such as pictures, colors, etc. so that the brochures won’t look all alike.

Equivalency Committee Composition The composition of the Equivalency Committee needs to be rethought since the Faculty Affairs Committee no longer meets, and the college is removing it as a college committee. The chair of that committee was a member of the Equivalency Committee. Chris Tarp and Wayne Organ will be retiring. The composition will now be the Senate president, the current VP, previous President or VP; and a faculty-at-large that will be selected by the Senate Council. The Council selected Randy Watkins as the faculty-at-large to serve on the Equivalency Committee.

Unit/Hour Calculations (Beth) Changes to Title 5 demand that we be more explicit in our course outlines regarding unit calculations. Students are awarded units by student contact hours. Beth presented a list of calculations of units from contact and outside-of-class hours, for example 36 activity hours plus 18 outside-of-class hours equal one unit. Eighty student contact hours would equal 1.45 units but is rounded down to 1 unit. 81 contact hours would equal 1.5 units. It was suggested that if the changes are minimal, that it is done automatically by the CIC, but if unit changes are involved, it must be done by the department faculty. Beth will be taking this issue to the Council of Chairs.

Annual Plan Quick Reference Sheet (Beth) Beth created a reference sheet for completing Annual Plans which all have to be done online this year. It was commented that the online process was much easier to understand. Beth had a working meeting with the LAVA division and will schedule meetings with the other divisions.

Guided Pathways/CAR (Katie) Katie reported on the accomplishments of the GP meeting. Beth will work on the funding and data from the District. Randy and Leslie will be going to DVC to check out their pathways. Katie, Beth, and Leslie are working on the Pathway template. Katie attended the Classified Senate, and will attend the ASU and Council of Chairs to discuss GP. The next CAR meeting is Tuesday.

Open Education Resources (OER) Judy reported that starting January 2018, the state is requiring all community colleges to indicate in their online course schedules which courses have a no cost textbook available where digital course materials are available free to students using a “zero textbook cost program” symbol/logo that the state has developed or one which may be developed by their own college. The symbol is only to be used in the online schedule and is not a requirement for the college catalog or a print version of the schedule. Each department will need to identify those courses when the second draft of the schedule goes out.

Code Alignment Project UPDATE There was no discussion on this item.

Non-Masters District Equivalency Policy UPDATE There was no discussion on this item.

Minimum Qualifications for Apprenticeship Instructors UPDATE There was no discussion on this item.

COMMITTEE REPORTS

There were no committee reports.

PRESENTATIONS FROM THE PUBLIC/ANNOUNCEMENTS/OPEN DISCUSSION

There were no presentations from the public.

A question regarding the SP grading for non-credit courses was asked and was answered as such: I a non-credit course is graded with a P, the student is not allowed to retake the course, but if a SO (Satisfactory Progress) is awarded, then the course can be repeated for “progressional improvement”.

Adjournment

Meeting adjourned at 4:00 p.m. Next meeting will be October 2.

Respectfully submitted,
Lynette Kral