

**Academic Senate Council Minutes of November 20, 2017**  
**Contra Costa College**  
**2600 Mission Bell Drive, San Pablo, California 94806**

**Call To Order with Introduction of Guests at 2:15 p.m. in GEB 305**

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

**Members absent:** Bonnie Holt (LA), Aminta Mickles (LAVA) and Sandra Moore (LAVA).

**Visitors in Attendance:** Tish Young and Karen Ruskowski

**CONSENT AGENDA ACTION ITEMS**

**November 20 agenda**

**November 6 minutes**

**ACTION:** Alissa motioned to approve the consent agenda action items; Rick seconded; Beth, Rick, Judy, Katie, Randy C, Leslie, Randy W, Luci, and Alissa were all in favor; no abstentions.

**NEW BUSINESS/ PENDING BUSINESS/ UPDATES/DISCUSSION**

**CIC Chair Emergency Replacement** Rick accepted the position of Dean of Allied Health and Public Safety at Merritt College beginning Spring semester. Beth appointed Mark Wong who has been on the CIC for a number of years to replace Rick, and he has accepted the 40% release time position for the Spring semester. Judy made the motion to accept Mark's appointment; Katie seconded: Beth, Rick, Judy, Katie, Randy C, Leslie, Randy W, Luci, and Alissa were all in favor; no abstentions.

**Distance Education** Judy reported that the Online Education Initiative (OEI) announced November 17 that they are opening a new cohort to join the Exchange for the first time in three years. The new cohort will focus on Student Equity centered on culturally responsive teaching, online support to include tutoring and health services, with resources integrated into Canvas for community engagement and collaboration, and support for local course review. Good reasons for this new cohort are that under enrolled courses will be filled and students will be able to earn degrees faster now that courses are available online. This is the first time it is open to new colleges, so it's the reason we're not already involved in it. There are Teaching colleges, where our courses can be on the exchange; and, Home colleges, when our students are able to take courses. We have online cranium café for counseling, and online chat service. Online tutoring training has been requested but not yet approved. A letter of interest must be signed by the Academic Senate president and College president by December 15. After the packet information is received, the college self-assessment is due back by February 15 if the college is still interested. The colleges accepted, will be notified by May 2018 to begin working with the new cohort and OEI by Fall 2018 to offer courses. Katie motioned to approve Beth signing a letter of interest with an option to back out if it was decided to do so; Leslie seconded; Beth, Rick, Judy, Katie, Randy C, Leslie, Randy W, Luci, and Alissa were all in favor; no abstentions.

**Flex Week Discussion** Flex activities will be focused towards Strategic Plan goals with Equity in mind with only three activities during Flex Week. Katie feels it's a good idea but there's not enough time to organize those activities for the upcoming Spring Flex Week; that the Senate should plan flex around Guided Pathways; and that a flex should be arranged to invite faculty to discuss what they need and want in professional development. Judy said that the planning should start in January for Fall Flex Week and that all department meetings should be at the same time, and specifically done on the mandated All College Day. All Senate members agree with Katie and Judy's ideas. Luci would like to see Classified and Students included. Beth said that as a college we need to acknowledge that we should do everything we can to teach students to the best of our ability. Katie motioned to approve Beth to continue working with Mayra and Karl to brain storm on how to work better together regarding ACD; Alissa seconded; Beth, Rick, Judy, Katie, Randy C, Leslie, Randy W, Luci, and Alissa were all in favor; no abstentions.

**Review of College Committee and Charges**

- The Presidents Cabinet is OK.
- College Council: Leslie Alexander and Katie Krolkowski stepped up.
- Grant Committee can go.
- Operations changed from Council to Committee
- Sustainability reduced to 2 faculty. Luci is on it. Meeting time is incorrect. Meets on Thursday.
- Safety Committee is down to 2 faculty. Luci is on it.
- Technology Committee is starting up again.
- Planning: 3 faculty including ASC president. Katie would like to take the lead on this committee after Wayne retires. Tri chair may be plausible. This is a 40% release time position.
- Interview Committees for DE, SLO, and Planning positions should include faculty senate president.

- Enrollment Management has no charge and should be renamed Outreach and Marketing Committee. The Dean of Enrollment Service (Dennis) needs to be chair of Outreach and Marketing and Matriculation.
- The Scheduling Committee should take Enrollment Management portion.
- The Catalog and Schedule Committee should consist of the Articulation Officer (Bob), Curriculum Specialist (Karen), Senior Dean of Instruction (Tish), Scheduler (Liz), and Graphic Design (Tim).
- Student Success – Their charge is to know why students are not succeeding and evaluates where money from SSSP, Equity, and Basic Skills is spent. Suggestion: When Program Review and goals are done, Student Success can look at unit plans and distribute money.
- Opportunity and innovative grants need to be maintained.
- SLO/AUO Committee is OK.
- Basic Skills from 10 to 3 faculty.
- Professional Development needs to stay faculty. The position is 20% release time with a 13-hr. weekly secretary. Andrew is stepping down and Sherry Diestler is interested.
- Student Services Committee used to be led by faculty and now by Management. This committee should be gotten rid of.
- CSE-MESA does not exist anymore.
- CTE Let Kelly run it.
- Distance Ed – The Scheduler is listed to attend, but doesn't. Judy didn't realize Liz was supposed to. VP (Ken) should attend instead of a division dean. (Meeting time is wrong)

**Department Bylaws Discussion Tabled**

**Uniform Employment Guide - Part-Time Hiring Discussion Tabled**

**COMMITTEE REPORTS**

There were no committee reports.

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

There were no presentations from the public.

**Adjournment**

Meeting adjourned at 4:00 p.m. Next meeting will be November 20.

Respectfully submitted,  
Lynette Kral