

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

Monday, November 5, 2018

Location: GEB 305

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

Committee Members in Attendance: Beth Goehring (President), Mark Wong (VP/CIC), Randy Carver (LA), Sandra Moore (LAVA), Amanda Choi (LAVA), Jon Celesia (NSAS), Leslie Alexander (NSAS), Luci Castruita (SS), Mike Kilivris (DE), and Katie Krolkowski (CTE).

Visitors in Attendance: Alissa Scanlin, Karen Ruskowski, Brandy Howard, and Maryam Attai.

CONSENT AGENDA ACTION ITEMS

November 5 agenda Katie motioned to approve the consent agenda; Leslie seconded; all in favor; no abstentions.

October 15 minutes Leslie motioned to approve the minutes; Randy seconded; all in favor; Beth abstained because she wasn't in attendance the entire meeting.

NEW BUSINESS

Marketing and Outreach Report Maryam Attai and Brandy Howard did a presentation on Marketing and Outreach reporting that the headcount at CCC increased this year (number of students, but not necessarily FTES), though last day to add and late start classes affect percentages of headcount report. The report shows that adult learning over 25 being served has increased. Student headcount has increased because of affective outreach to the high schools. They gave an overview of what was done, such as, 16 campus tours, over 50 workshops including 20 application workshops, and 19 non-credit COUNS 108 Introduction to Ed Planning workshops. Over 200 high school students attended Comet Day where they offered 10 Counseling workshops, 22 Student Services workshops, and 8 club and community lunch workshops. (Next year's Comet Day will be April 18.) There were advertisements using email, hard copy mail, local magazines, postcards, local movie theater, bus ads, billboard signs, texts, mobile ads, etc. The Summer/Fall enrollment budget is \$79,800.

FTES Report CCC FTES increased 12.3% which is great but is still under FTES projections.

New Late Add Process Web Advisor is going away. There will be a multi-purpose tile added to Insite. If it does not appear, the cache and browsing history will need to be cleared. Beth gave a preview of the process. During the review, it was suggested that the "Add Authorization" should be changed to "Late Add Authorizations" and "Permissions" should be called something different. Beth will send out the instructor and student videos on how to late add. The students will be able to register for courses once they have added it to their Ed Plan. It was suggested that the CCC faculty pilot during winter session and the college will begin using in Spring 19.

District Academic Freedom Statement Tabled

PENDING BUSINESS/ UPDATES/DISCUSSION

Update: College Academic Calendar The calendar will be rolled over to next semester because it is too late to make a change. The day the final is given will be the last class meeting. The final can be split between two class meetings.

Update: AAUP Clarification of Academic Freedom Statement There is no update available.

Update: Restructuring of Council of Chairs Manu Ampim will co-chair the Council with the college president until a vice-president of Academic Affairs is hired. The next meeting will be in December.

Update: Transition from WEPR to eLumen There is no update available.

COMMITTEE REPORTS

Distance Education Mike would like the OEI group that is charged with vetting the courses for the Exchange to become a workgroup with either stipends, flex credit, or release time associated with it. Beth responded that release time would have to go through the president but that the Senate could authorize flex credit for professional development. Mike would like to incorporate an online orientation or video for first semester DE students using Canvas.

Guided Pathway Katie took the Council's suggestions to the GP Steering Committee regarding student involvement and benchmarks. The Steering Committee will talk with their workgroups at the next meeting in December regarding benchmarks. Joel was invited to the meeting and will join Program Pathways Pedagogy Workgroup in the spring semester. Student involvement discussions will be emphasized in the Steering Committee agendas. Randy sent out an email regarding the audience maps the GP Committee has been working on. and asked for feedback that he can report back to at the GP meeting as to whether they are on the right track.

Curriculum Committee Mark reported that the Technical Review group continues to meet to review the 35 proposals eligible for the next agenda, awaiting the 50 that are pending DIC approval, and watching the 100 that are still in draft form. 100 courses are still past due for content review.

PRESENTATIONS FROM THE PUBLIC/ANNOUNCEMENTS/OPEN DISCUSSION

There were no presentations or open discussion.

Adjournment – The meeting adjourned at 4:05 pm. The next meeting will be November 19, 2018.

Respectfully submitted,
Lynette Kral