

**Academic Senate Council Minutes DRAFT**  
**Contra Costa College**  
**2600 Mission Bell Drive, San Pablo, California 94806**  
**Monday, February 3, 2020**

**Call To Order with Introduction of Guests at 2:15p.m. in GE305.**

**Committee members in attendance:**

**Academic Senate President:** Katie Krolkowski    **VP/CIC:** Mark Wong  
**SS Rep:** Sarah Boland    **LAVA Rep:** Andrew Kuo, Mitchel Naidoo, Brianna Ayala (alt.)  
**NSAS Rep:** Leslie Alexander    **Distance Ed Rep:** Mike Kilivris  
**LA Rep:** Randy Carver    **CTE Rep:** Vacant  
**Members not in attendance:** Lucile Beatty, Lorena Gonzalez  
**Guests in attendance:** Karen Ruskowski, Dickson Lam, Evan Decker, Damon Bell, Brandy Gibson

**AGENDA ACTION ITEMS**

**February 3 agenda**

**ACTION:** Approved

**MOTIONED:** Randy

**SECONDED:** Leslie

**ALL IN FAVOR:** Katie, Mark, Sarah, Andrew, Mitchel, Leslie, Mike, Randy

**ABSTENTIONS:** None

**December 2 and 16 minutes**

**ACTION:** Approved

**MOTIONED:** Randy

**SECONDED:** Leslie

**ALL IN FAVOR:** Katie, Mark, Leslie, Randy

**ABSTENTIONS:** Mike abstained from the 12/16 minutes, and Sarah, Andrew, Mitchel abstained from the 12/2 minutes for not being in attendance at those meetings.

**NEW/PENDING BUSINESS**

Interim President, Dr. Damon Bell, visited the Senate Council to introduce himself and give an update on his experience here at CCC thus far. He also gave an update on the VP hiring which has been postponed two extra weeks, until the end of February, to increase the pool of candidates. Faculty participants in the VP hiring committee process has been increased from three to five. Dr. Bell asked for feedback on how the senate felt All College Day went and received positive comments, which included appreciation for the closure of all services during the event.

**Learning Resources:** An AB705 preliminary data presentation was given by English instructor, Dickson Lam, to make the ASC awareness of student outcomes after the first semester of AB705 implementation at CCC. He presented the data from 2014-19, comparing the average number of students enrolled/passed first semester of transfer-level English in fall semesters/% passed first semester of transfer-level English/% of ENGL 01A/01AX pass rate in ENGL 142A/142B/ 01A (F2014-16) to ENGL 142B/01A (F2017-18) to 01A/1AX (F2019) and the comparison of students passing rates between ENGL01A/01AX in F19 against the projected 2019-20 pass rate and student placement, leading to the conclusion that students are having a hard time passing ENGL 01AX. Dickson polled those instructors for their feedback on why they think the students are not passing and the conclusion was that issues outside of school, and student engagement (fear factor, motivation, instructor issues, etc.) were higher reasons than the student being low-skilled.

**Committee Highlights:**

**CIC:** Mark reported that a representative from the ASCCC did curriculum training during flex week. This was a state mandated training for all involved in the curriculum approval process. This presentation was recorded and possible put on the CIC webpage.

- **eLumen update** A “sneak peek” of four programs will be available to play with in the eLumen test site in April. By the end of summer, all courses should be uploaded. During the summer, there will be training available for those interested in becoming “super users” who would make themselves available to help faculty on an individual basis. Two days will be scheduled during flex week for 2-hour trainings for the faculty. These trainings will most likely be taped and be made available for self-learning.
- **New curriculum proposals timeline** There are still 125 proposes still in the queue. Paper forms are available for emergency proposals. Paper forms are also available to begin new or revised proposals but will need to be keyed in eLumen by the originators when eLumen is up and running.

**SLO:** Brandy Gibson and Lucile Beatty are co-chairs of the SLO Committee and are working on the eLumen SLO module. The committee meets on 3<sup>rd</sup> Tuesdays from 1-2 p.m. Currently they are working on the methods of assessment and discussing whether the SLO data be entered at the individual student level. Katie asked if the ASC could be useful in any way. Brandy will get back to the council about that offer.

**DE:** Mike reported that the OEI grant money needs to get spent by summer. Among other expenditures, he said that an outside vendor has been hired to create some short videos on revitalizing online orientation. Brianna asked about help being available for faculty when revisions need to be done. Mike will look into this.

- **Review draft of Regular Effective Contact Policy** Mike gave an overview of the policy and Katie asked the ASC to review it before the next March 3 senate meeting where it will be voted on to approve.

#### College Plans and Budget Requests:

- **SEAP (Student Equity and Achievement Plan)** Katie presented the NOVA: SEAP Term-End Expenditure and Summary Report that was updated in January of what CCC has been doing regarding the Student Equity Plan.
- **IEPI (Institutional Effectiveness Partnership Initiative)** Katie has been asked to sign the IEPI budget amendment dated December 2019. She gave a summary of the requested revision and asked the ASC for feedback. The ASC questioned the Design Thinking Training, GE Mapping, and the Management and Equity Training for Employees.

**MOTIONED:** Andrew motioned for more information before voting on this issue at the next ASC meeting.

**SECONDED:** Leslie

**ALL IN FAVOR:** Katie, Mark, Sarah, Andrew, Mitchel, Leslie, Mike, Randy

#### Participatory Governance PD:

- **Collegiality in Action** ASCCC President John Stankas will be visiting CCC on March 26 from 2-4 p.m. in GE225 before attending the Area B meeting at Foothill College on March 27. Katie asked if the senate would like her to extend an invitation to dinner after the meeting. The ASC felt that an extra hour after the Collegiality in Action meeting would be sufficient.
- **ASCCC Plenary** The Plenary will take place at the Oakland Marriott City Center on April 16-18 Katie asked for confirmation of attendance so that the \$625/pp registration can be paid. Possible attendees will be Katie, Lucile, Leslie, and Mark.  
**MOTIONED:** Randy motioned for the Senate to pay the cost of the registration  
**SECONDED:** Mitchel  
**ALL IN FAVOR:** Katie, Mark, Sarah, Andrew, Mitchel, Leslie, Mike, Randy
- **Other events** Katie supplied a handout containing ASCCC events available through July.

#### Hiring:

##### ASC appointments to hiring committees:

- **Outreach Manager** Two faculty have been appointed.
- **Chancellor** One faculty has been appointed.

- **CCC VP** Three faculty have applied. The deadline has been extended two weeks so that up to five faculty can participate in this hiring committee.
- **CCC Director of Marketing** Two faculty has applied, but Katie will reach out to the Marketing Committee members for a larger pool of applicants. The decision will be made this weekend at a retreat.

**New full-time faculty report**

- **Box2A decisions** Katie reported on her experience at the Box 2A meeting. She said the data in WEPR did not appear to match department chair experience in multiple cases, so was not useful in making data informed decisions about hiring new FT faculty.
- **2<sup>nd</sup> min qual FLEX** Katie reviewed the “2<sup>nd</sup> minimum qual” with the ASC.

**Guided Pathways as an Academic and Professional Matter:**

**MOTIONED:** Andrew motioned to table

**SECONDED:** Mark

**ALL IN FAVOR:** Katie, Mark, Sarah, Andrew, Mitchel, Leslie, Mike, Randy

**Strategic Plan:**

- **Environmental scan faculty meeting:** There was positive discussion regarding the results of the All College Day event that took place library. Faculty felt comfortable and not pressured to participate.
- **“We are Overwhelmed”** Katie urged the ASC to read the paper shared by Sherry Diestler. It is in the agenda folder on the ASC webpage.
- **Planning committee participation:** This committee is meeting this week on Friday to make adjustments to the missions and values, and structural format of CCC. There is no representation on this committee from the LAVA and SES divisions.

**Accreditation:**

**QFE (Quality Focus Essay)** Katie reviewed the proposed topics that were presented to the 4CD Chancellor’s Cabinet. The draft of the ICER will be shared on Feb 10.

**Religious Observance by Students:**

- **Meditation Room at CCC** There has been a room designated near the Veterans Center in SAB109 to be used as a prayer room for Muslin students.
- **Syllabus language from LMC** Katie asked the ASC to read over the policy created by LMC to make every effort to allow students to participate in the religious observances of their faith without penalty. LMC intends to make this policy language available on their syllabi. Katie asked whether CCC may like to adopt this policy also.

**COMMITTEE REPORTS** *Written updates provided from Representatives on items for approval, input, or discussion brought up by representative.*

There were no reports. Katie shared the current committee membership list.

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

There were no presentations from the public.

**Adjournment**

The meeting was adjourned at 4:00 pm. The next meeting will be March 2, 2020.

Respectfully submitted,  
Lynette Kral