

**Academic Senate Council Minutes**  
**Contra Costa College**  
**2600 Mission Bell Drive, San Pablo, California 94806**  
**Monday, April 20, 2020**

\* Documents related to these minutes can be accessed [HERE](#).

**Online Meeting Called To Order at 2:15 p.m.**

**Committee members in attendance:**

**Academic Senate President** Katie Krolikowski:

**VP/CIC:** Mark Wong

**Distance Ed Rep:** Mike Kilivris

**CTE Rep:** Vacant

**SS Rep:** Lorena Gonzalez, Sarah Boland

**NSAS Rep:** Leslie Alexander

**LA Rep:** Randy Carver

**LAVA Rep:** Michell Naidoo, Andrew Kuo, Brianne Ayala (alt), Erika Watson (alt.)

**Members not in attendance:** Lucile Beatty

**Guests in attendance:** Troy Hess, Karen Ruskowski, Maritez Apigo, Jennifer Griest

**AGENDA ITEMS**

**April 20 agenda:** Approved: Erika /Lorena; all in favor; no abstentions.

**March 16, April 6 minutes:** Approved: 4/16 Leslie/Mitchell; all in favor; Mike abstains, 4/6 Leslie/Erika; all in favor; no abstentions.

**PARTICIPATORY GOVERNANCE INFORMATION**

**MAY 4 ALL-FACULTY ACADEMIC SENATE MEETING**

The theme of this all-faculty senate meeting will be “*May The Fourth Be With You*” and celebrate creatively virtually. Katie shared the draft of the invite.

**PLANNING: STRATEGIC PLAN DRAFT REVIEW** There are five goals with action areas. The faculty assigned to the first three goals gave their feedback.

**Topic Area 1 Institutional Capacity and Community Cohesion**

Mark liked the grant reader idea. He was confused about 1.4.2 Manage faculty resources and feels it should be removed or changed to be made clearer.

Randy thought there should be more detail in 1.5.

Mike agrees 1.4.2 needs clarification, 1.4.3 is confusing, and 1.4.6 should be a separate action area.

Katie made note that the ASC suggests that 1.4.2 should include hiring more fulltime faculty and that 1.4.2 and 1.4.3 are redundant.

Lorena thought that 1.5 does not provide samples of the physical spaces.

Katie thinks that the initiatives include the examples and asked that at the Friday meeting, for faculty to keep an eye on the initiative appendices and make sure all of the ASC suggestions are included.

**Topic Area 2 Academics and Student Support**

Leslie said 2.1.2 The word “Ensure” doesn’t sound right. 2.3.2 Faculty needs more training or instruction.

Faculty need to be informed about how to implement it.

Erika agreed that 2.1.2 feels strange “Ensure students...” doesn’t seem measurable. May be “guide” or “provide” resources so students...

**Topic Area 3 – Student Success (renamed Academic Excellence)**

The group agreed that they like that equity is embedded throughout the goals. Liked follow through with “follow-up” recruitment, etc. Place to come, etc.

Katie said that Area 3 was renamed Academic Excellence and asked if the new name was appropriate. It was agreed that “Student Centered” would be more appropriate.

The intention of Friday’s Virtual Strategic Planning Forum meeting is to develop campus ownership of the plan, the direction we can all agree to, and a call to action as a campus over the next five years.

**COLLEGE COUNCIL: REPORT ON GOVERNANCE STRUCTURE AND OTHER AGENDA ITEMS.**

This meeting’s purpose was to set the schedule for Accreditation, ISER, and the Strategic Plan.

- The Budget Committee will continue and share on May 1, the Budget Augmentation of \$90K.

- The Student Success Committee needs faculty voting members. The next meeting on May 1 will be discussing the COVID response.
- College Council discussed that the College Handbook needs to be updated before Accreditation. A decision was made to hire a consultant to approve our decisions. The consultant will facilitate clarification and potential updates to our participatory governance and budgeting/planning processes. Katie presented a “mock up” Participatory Governance page for the CCC website, that was approved by the College Council.

### **OPERATIONS: UPDATE ON MARCH 9 MEETING**

The April Operation Council meeting was cancelled. At the March 9 meeting, the Senate was asked to look at the Planning for Emergency situations and to review and update section B2100-200.1 which includes Academic Freedom and the Academic Senate. Sarah stepped up to work with Katie on these issues. The issue of Academic Freedom has been previously discussed by the senate and the minutes from those meetings will be retrieved.

### **ACCREDITATION**

It was discussed whether the previous suggestions made by the ASC made it into the ISER. Leslie responded that it was completely rewritten and looks good. Mark noticed a lot of typos but felt it was improved. Andrew said that he noticed that work has been done to it, but that some things that he added were not included and that the CRC is linked to the library, and those are both separate areas.

Faculty sections of focus feedback:

IA Mission: The mission has no mention of degree/certificates/or transfer – still a work in progress.

IC Institutional integrity: An improvement.

IIA Instructional Programs: Going in right direction, but detail is missing.

IIC Student Support Services: .1, .2, and .5 have no reference to online services.

IIIA Human Resources: The Strategic Plan link expired in 2013

IIIC Technology Resources: is missing analysis and evaluation, and information about DE isn't true.

IVA-B looks fine.

The conclusion is that this is not a very good ISER at this time. Katie asked the ASC to send their comments to her regarding the need for a response that each adjustment has been addressed, and she will combine them and send to Mayra. The goal is to send the ISER to the June Governing Board.

### **HIRING**

**Administration:** The Chancellor hire is on pause. Three of the candidates will continue to Fall. If fewer, the search will continue. The VP hiring process is continuing with forums in May. The CTE hire has been paused and the Outreach Manager position has been filled.

**Full Time Faculty:** The Box2A Committee decision was to continue the hiring process for Biology, Library, and Journalism, with Automotive and Nursing hiring delayed until Fall.

**Release time positions:** Faculty release time positions consist of four Participatory Governance, three ongoing faculty work, and eight grant-funded work related positions. There is an eight-step process to select persons to fill these release-time positions. Mike suggested to add the outgoing Faculty Chair as part of the release-time team. The ASC is in agreement that the Professional Development, Distance Education, and Guided Pathways Steering Committee Faculty Chairs need to be selected ASAP.

### **ASC COMMITTEES**

**Equivalency:** The Counseling Department updated their department equivalency statement. The Cooperative Education also updated their statement, which is not a typical equivalency statement. The faculty who holds this position sees over all the COOP classes and requires to hold a discipline of one of the courses offered and being taught currently. The approval of the Equivalency Process guidance document will be discussed on the next agenda.

**CIC:** This semester, the CIC has gotten through 159 course proposals with 75 left in the queue and two meetings left in this semester. April 30 will be the eLumen “Sneak Peek” and we expect to be implementing eLumen in the Fall. Distance Ed Supplement to the COR has been waived for courses taught during the emergency shutdown, but all courses that will be taught in Summer and Fall will need to be DE approved

**Distance Education:** Three faculty trainings have been recently offered. Plans for Summer training are being made and Mike is encouraging faculty to participate in the @ONE's Introduction to Teaching using Canvas

and the District's online pedagogy course. He announced that there will be a new DE Coordinator coming in. The chancellor provided a blanket Distance Education Addendum Spring, Summer, and Fall but encouraging departments to seek DE approval by 12/30/20.

#### **ASC BY-LAWS**

**Review 'Faculty Affairs' language** Tabled to next agenda where the ASC will vote on whether to remove 'Faculty Affairs' language from the By-laws.

**Adding Voting Seat for Part-time Faculty to the ASC Composition** Katie asked the ASC to consider a resolution that DVC adopted providing a part-time faculty seat on the Senate Council. Erika will rewrite the resolution and present it on the next ASC agenda.

**COVID-19 Response General Discussion of ASC Role** Tabled to the next agenda where the ASC role in health and safety issues and instructional support for students and instructors will be discussed.

#### **PUBLIC COMMENT**

There was no public comment.

#### **Adjournment**

The meeting was adjourned at 4pm. Next meeting is scheduled for May 4.

Respectfully submitted,  
Lynette Kral