

**Academic Senate Council Minutes**  
**Contra Costa College**  
**2600 Mission Bell Drive, San Pablo, California 94806**  
**Monday, May 18, 2020**

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

**Online Meeting Called To Order at 2:30 p.m.**

**Committee members in attendance:**

**Academic Senate President:** Katie Krolikowski

**VP/CIC:** Mark Wong

**LA Representatives:** Randy Carver

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

**LAVA Representatives:** Michell Naidoo, Brianne Ayala(alt), Andrew Kuo, Erica Watson (alt)

**NSAS Representatives:** Leslie Alexander

**Distance Ed Representative:** Mike Kilivris, Maritez Apigo

**CTE Representative:** Troy Hess, Jessica Le (alt)

**Guests in attendance:** Karen Ruskowski, Lucile Beatty

**AGENDA ITEMS**

**May 18 agenda**

**Action:** Approved - Leslie/Erica; all in favor; no abstentions.

**April 20 and May 4 minutes**

**Action:** Approved - Leslie/Brianne (4/20) Michell/Randy (5/4); all in favor; no abstentions.

**Campus-wide issues**

**Strategic Plan 2020-2025**

**Action:** The Council voted to support adoption of this SEMP, but agrees that the plan has actions that are vague so more work has to be done on these in the Fall. The Facilities Master Plan received an extension to 2022.

**Accreditation ISER**

**Action:** The Council voted to support adoption of this ISER which will be approved at the next College Council. ASC feels that the recommended changes were heard and included in the new version. Katie asked the senate members to be ready for training sessions on parts they were involved, in preparation for the Accreditation fall visit.

**Release-time Chairs/Positions, Committee Positions**

**Action:** The Council voted to support the Review process and outcomes for release time and committee membership faculty obligation, with the suggestion that interviews include the former chairs to be included in Part 2.4 “and potentially the outgoing holder of the RT position.” Katie invited the Senate to the August 19 1-2:30 pm flex on Participatory Governance Committees.

**College Handbook**

**Action:** Tabled until changes for section B2100.0-B2100.1 are included.

**Hiring:**

**ASC/CS Memo to the CCC HR Department**

**Action:** The Council voted (Leslie/Andrew; all in favor; no abstentions) to approve the joint ASC/CS memo to the CCC HR department which details the practices in the hiring process for managers and administrators.

**Economic and Workforce Dean:** The hiring process has been approved to begin. Leslie, Mark, and Katie will review the applications of faculty applying to participate on the hiring committee.

**New permanent faculty hiring:** The Biological Sciences and Journalism hiring process has been approved to begin, with Library Studies, Nursing, and Automotive Services being put on hold.

**ASC position regarding decisions about hiring across college and across district:** The percentage of district-wide hiring position processes approved to begin at the three campuses are: CCC 45%, LMC 75%, and DVC 100%. CCC has Box 2A later than DVC and won't start hiring until September. The ASC supports the idea that the three campuses all do their Annual Plans and Box 2A at the same time in Spring so hiring can begin in Spring, as DVC does. NOTE: This issue will be returned as an Action Item on a future agenda.

## **ASC Committees and Continuous Improvement**

### **Distance Education:**

#### **DE Addendum**

**Action:** The Council voted (Leslie/Mark; all in favor; no abstentions) to approve new DE addendum. The revision of the DE Supplement to the COR form was to bring the form in line with Title 5 and has an area for faculty to sign. Courses to be taught in Summer/Fall need to have completed.

#### **DE Addendum for Emergency Use**

**Action:** The Council voted (Leslie/Randy; all in favor; no abstentions) to approve DE addendum for emergency use only. The changes are the same as the DE addendum except for the language relating to emergencies. This also allows faculty to not commit to teach the course remotely but only to be used during emergencies.

#### **Faculty DE Handbook**

**Action:** The Council voted (Randy/Erica; all in favor; no abstentions) to approve the Faculty DE Handbook. Any files (documents, PowerPoints, .pdf, etc.) required for the course should be accessible. (This change also needs to be included in the addendums.)

### **Curriculum Committee:**

The Curriculum Institute is being presented online on July 7-10 and the Faculty Leadership Institute is June 17-19. If you are interested in either of these conferences, contact the Academic Senate Office. The DE Supplement form is required after September 30. Please submit them as soon as possible so the CIC and DE Committees aren't flooded all at once with the approvals.

### **Equivalency Committee:**

**Action:** The Council voted (Leslie/Brianne; all in favor; no abstentions) to approve the guidance documents to be forwarded to the Department Chairs.

### **ASC Bylaws:**

**Action:** The Council voted (Mark/Randy; all in favor; no abstentions) to approve removing all references to the Faculty Affairs Committee in the ASC Bylaws. A proposal to include a part-time voting position on ASC will be discussed on a future agenda.

**ASC Yearly goals:** The Council discussed some goals for next year, such as being proactive rather than reactive; develop effective communication; carryout the 10+1 charge, and ASC president succession. These goals will be discussed further on a future agenda.

## **COVID-19 Spring, Summer, Fall Semesters**

The Council discussed outstanding issues.

- Accessibility – it is very difficult to caption videos.
- Even though the DE support has been great, faculty is resistant to developing DE skills.
- Even though there was good support from the Foundation to supply laptops, but challenges were accessibility to help students with the remote process and textbook that are not digital.
- Loss of part-time faculty who will not be returning because of DE instruction.
- Positive support regarding laptops to free Internet for students but a challenge was changing the schedules three different times.
- Budget is hard to plan.
- Lack of leadership, communication, and dedication at CCC is an issue.
- Staggering lab times with number (12) of students in lab for a whole semester does not feel achievable.
- Asynchronous teaching options would be better.

Katie, Mike, and Maritez will write a statement to send out to faculty.

## **PUBLIC COMMENT**

There was no public comment.

## **ADJOURNMENT**

The meeting was adjourned at 4pm. Next meeting TBA.

Respectfully submitted,  
Lynette Kral