

**Academic Senate Council Minutes DRAFT**  
**Contra Costa College**  
**Monday, September 20, 2021**

**Meeting Called to Order at 2:15 p.m. with Introduction of Guests** (A quorum consists of half plus one of currently filled membership positions. For example, if all 13 positions are filled, quorum is 7)

**Committee members in attendance:**

**Academic Senate President:** Gabriela Segade

**CIC/Vice President:** Anthony Gordon

**Distance Ed:** Maritez Apigo

**CTE Rep:** vacant

**Representatives:**

**LA:** Randy Carver, Erika Watson

**SS:** Sarah Boland, Lorena Gonzalez

**AACE:** Michell Naidoo, Brianne Ayala

**NSAS:** Agustin Palacios, Deborah Dixon

**Adjunct Faculty:** Vacant

**Non-Voting Representatives:**

**Classified Senate:** Carla Matute

**SLO Coordinator:** Brandy Gibson

**ASU:** Carlos Solano, Raul Gonzales

**ASCCC CCMS Liaison:** Lucy Giusto (not in attendance)

**ASCCC OER Liaison:** Maritez Apigo

**ASCCC Relations with Local Senates:** Katie Krolkowski (not in attendance)

**Guests in attendance:** Karen Ruskowski, Demetria Lawrence, Rene Sporer, Romus Reece

**AGENDA ITEMS**

**Agenda of September 20** Maritez motioned to approve; Agustin seconded; all in favor.

**Minutes:**

**April 19** Brianne motioned to approve; Sarah seconded; all in favor.

**May 5** Agustin motioned to approve; Michell seconded; all in favor.

**May 17** Maritez motioned to approve with the correction of removing sentence referring to items 10-23 in Syllabus Guidelines for CCC Faculty; Agustin seconded; all in favor.

**Public Comment** There was no public comment.

**Academic and Professional Matters**

**a. President's Report on Brown Act Training**

Gabriela is working with the ASCCC to schedule a training on Brown Act and Roberts Rules of Order next Monday at 3pm. It will be 90 minutes in length and will be recorded.

**b. President's Report from Operations Committee**

Gabriela attended the scheduled Operations Committee. The president, Dr. Tia Robinson-Cooper, is meeting with every committee on campus to familiarize and introduce herself to them. The Operations committee is one of the Big Four. Gabriela said that she sees no reason to ask that every committee needs to report unless there's anything that needs to get senate approval or input. Maritez said that CIC and DE had ten minutes each for reports and feels they should stay on the agenda but if there's nothing to report, then the time could be used better elsewhere. Gabriela confirmed that the committees will be listed but can report with a "No Report". No action will be taken on this item.

**c. Recruitment of Adjunct Faculty Member Discussion**

Gabriela said that an adjunct faculty member needs to be recruited. She is going to be doing the recruitment. She asked for feedback on the criteria we are looking for in this person. Somebody who is involved within the college, so they are more informed so that they can inform others. She will send an email out to part-time faculty to ask for interest and a statement from them as to how and why they would represent all part-time faculty. She will convene an ad hoc committee to make the decision. Maritez said that one area that the council has not finished is possibly compensating the

adjunct who serve in this role. The logistics piece was not clear at that time. Gabriela will take this up with the President or VP.

- d. Recruitment of CTE Representatives** Gabriela went to the CTE's first meeting, but nobody at that time was interested, so she is going to do some recruiting for one rep and one alternate for this CTE position. Responsibilities is the same as for any representative. We just need CTE voices. Gabriela will check the bylaws regarding "double dipping" but since the AACE representatives already have two votes for their division, it wouldn't seem right that they also have the vote for CTE. Romus, who is in attendance, is interested in taking the position of the CTE Rep.
- e. Establishing Distance Education as an Academic Senate Subcommittee** At the last ASC meeting on May 17, the Council approved to revise the bylaws to reflect the change of establishing the DE Committee and the OER/ZTC Committee as ASC subcommittees. The revised bylaws still need to be send out to the senate at large for approval by vote. Vote on bylaws next agenda.
- f. Establishing ZTC/OER as an Academic Senate Subcommittee** Revise bylaws to reflect the change and then send out to senate at large. Vote on bylaws next agenda.
- g. Adopting eLumen for SLOs and Program Review**

The issue that Gabriela would like to bring up is that as we adopt this tool (eLumen), we have to be careful that curriculum, instruction, SLO, and Program Review criteria needs is guiding the adoption of eLumen and not the other way around by forcing us to change curriculum to work with the program. She asked the people in attendance who work closely with eLumen if they had any comments. Karen said that those are three separate areas of eLumen and that the curriculum is up and running. SLOs is close to being used. Program Review is further off. Brandy said they couldn't do anything with SLO until the curriculum side was finished. There were some issues involving mapping the learning outcomes and doing beta testing to build these rubrics and creating some pilots for the faculty to work on during the summer, that Friday they'll have their first group of five faculty who will work to build the rubrics. She plans to have a few workshops for those faculty who are doing program review to help with their assessment data entry. They added a student and Classified to the SLO committee so the composition of the committee is now two students, two classified, four faculty (including chair), and two managers. They still are looking for their classified and student reps. Brandy is the chair. The minutes, agendas, and bylaws are all on the SLO webpage. Gabriela mention remembering that when she was the SLO Coordinator, the ASC wanted to include the SLO Committee as a Senate subcommittee because it fell under the 10+1 Academic and Professional Matters. Gabriela would like one of those faculty to voice to the ASC when an issue falls under the 10+1. Brandy said that all changes have been run through the ASC and that the ASC president sat on SLO committee for last 2 years as well. Gabriela would like to start attending. The next meeting will be on Wednesday, October 20.
- h. Revision of Equivalency form – Discussion**

The Request for Equivalency form has space for five signatures. Gabriela would like to reduce it to three because most of the requests are made during the summer and winter breaks and it is hard to get all five signatures and delays the process. Gabriela is working with James to make this form an e-sign form. To confirm, the faculty-at-large signature is preferred to be that of a current equivalency committee member. The form only needs two signatures, the Senate President and at least one other signature.

#### **ASC Committee Reports (30 min)**

- a. Guided Pathways Committee Report (Sarah)** Sarah reminded the Council the charge of the GP Committee, where they left off in Fall 2020, and where they are currently. She gave a power point to present the groupings, based on Holland Career Choice Theory, to the senate, divisions, and other committees on campus and got excellent feedback to make some changes. The Health and Wellness piece stayed much the same but they realized that students may know what their career focus is but not their choice of major. Another grouping change was to change Business and Communications to a Business and Applied Technology section and a Language and Communications section. The vision is that students will enter our website and choose their grouping. They'll be asked some brief questions, and then they'll get more information that falls under that section. The GP committee is asking for ASC endorsement/support for these changes for the meta major groupings for Guided Pathways so they can present it to the College Council to continue to move it forward. This will be

returned to the next ASC meeting to vote to endorse.

- b. CIC Report** Anthony reported that the committee is working on ways to run meetings more smoothly. The goal is to start up a Technical Review committee but maybe call it a workgroup or a curriculum coaching group. This committee will work with the faculty one-on-one to speed up the process for approvals.
- c. Distance Education Committee Report (Maritez)**
  1. There is now a Comet Support Hub on a tile on Insite that is accessible using a mobile device.
  2. The DE Committee (DEC) is asking the senate to endorse these two rubrics, the Peralta Online Equity Rubric, and the OEI Course Design Rubric for best practices for high quality online courses. Gabriela asked if this has been shared with the UF Executive Board because it may involve labor issues. Maritez said that the use of these rubrics are not required, but used as a best practice. This will be returned to the next ASC meeting for action to endorse.
  3. An issue came up with Canvas when the shell is set up for a certain course and for some reason, another instructor is placed in that shell, so it can't get moved, or deleted, or used because of intellectual property. Not all of the deans are informing faculty when changes are being made. So the DEC is going to be working on a guidance around these issues. When this guidance is ready, the DEC will ask for the endorsement of the ASC.
- d. OER/ZTC Committee Report (Maritez)**
  1. The OER and ZTC Committee finalized and voted to approve the [committee structure](#): They had their first meeting where they finalized their structure, charge, and the membership. The agendas and minutes will be on the college website.
  2. The OER/ZTC Committee created and voted to approve the new [grant application](#) for faculty and departments to apply for their OER/ZTC projects and get compensated. Two applications are already begun and approved. There are eight more faculty who are interested. Maritez is happy to announce that they have student reps on both the OER/ZTC Committee and DE Committee.

**ANNOUNCEMENTS:** Maritez shared that the state has determined that Brown Act Zoom meetings can continue until 2024.

**ADJOURNMENT** The meeting adjourned at 4 p.m. The next scheduled meeting is October 4 from 2:15-4pm.

Submitted by,  
Lynette Kral  
Academic Senate Office