

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

**Online meeting called to order at 2:15 p.m.**

**Academic Senate President:** Gabriela Segade

**CIC/Vice President:** Anthony Gordon

**Distance Ed:** Maritez Apigo

**Voting Representatives:**

**LA:** Erika Watson, Randy Carver

**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, Karen Ruskowski

**CTE:** Romus Reese

**ASU:** Raul Gonzalez

**Members not in attendance:** Randy Carver

**Guests in attendance:** There were no guests in attendance.

**AGENDA ITEMS**

**Approval of Agenda of October 18**

Agustin approved; Erika seconds; all in favor.

**Approval of Minutes from October 4**

Agustin approved; Maritez seconds; all in favor.

**Public Comment**

There were no public announcements.

**Academic and Professional Matters**

**Faculty input/participation in discussions of ASC issues** Gabriela asked for discussion and possible action on ways to engage faculty's interest in decisions that affect them directly. Elisabeth Swartz, Nader Sharkes, and Jennifer Ounjian responded positively when she sent an email asking faculty to get involved. She is working on a faculty questionnaire. She incorporated the 10+1 Professional Matters into it and asked the council for any other suggestions. Agustin responded that he enjoys the committee reports at the ASC meetings but would like to hear reports from other committee attendees as well. Happy hours were suggested. Maritez suggested an open invitation at all leadership meetings to attend ASC meetings, to include reminding faculty at the Council of Chairs to bring any concerns to the Academic Senate Council. This discussion will be continued after the issues that the ASC has dealt with or has been instrumental in correcting, are aligned with the list of 10+1 professional matters.

**Faculty representation at College Council** Gabriela asked for discussion and possible action on the choice of faculty members who should attend College Council as representatives of the faculty constituency. College Council meets once a month on the third Thursday from 2-4 p.m. Gabriela would like to have a rotation of council members attending College Council. Deborah suggested a rotation of council members in all college committees. Gabriela said that she won't vote on an agenda item if it hasn't been discussed at senate. She'll keep attending and asked that other senators also attend.

**Length of Academic Senate Council Meetings** Gabriela asked for discussion and possible action of shortening the ASC meetings to 1 hour 30 minutes to allow more time for advocacy and consultation with our non-Council colleagues to encourage their involvement and the integration of more voices into the Senate Council Meetings. The council preferred to continue to meet for the regular meeting time of 1 hour 45 minutes.

**Part-Time Faculty Representatives to ASC** Gabriela announced the names of the applicants for the part-time reps for the ASC position. They are Kelli Tharpe and Ivy Johnson.

**Candidates are needed for the Scheduling Committee** The Scheduling Committee is recruiting members. Rod Santos is chairing this committee. The senate needs to select one faculty from each division. Gabriela would like to form a workgroup to make the selections. Michell, Agustin, Deborah, and Gabriela stepped up for this responsibility. So far, the faculty that are interested in joining the Scheduling Committee are Ellen Coatney from NSAS, Julie Skoler and Najia Azizi from SS, and Mike Kilivris from LA. There are no faculty so far from AACE. Maritez voiced that there's a disconnect between scheduling and DE and OER/ZTC. She feels she will need to update the Scheduling Committee on items they may need data on when considering putting together the schedule regarding what the students want as far as synchronous and asynchronous online, and on-campus classes. Also be made aware of the OER/ZTC labeling for students in the schedule. Maritez will contact Rod.

#### **ASC Committees and Continuous Improvement**

**Distance Education Committee Update** Maritez reported that the DEC has been working on the DE Guidance on Canvas Courses Impacted by Schedule Changes ([Link Here](#)). She read over the problem and recommended solutions. Maritez is concerned that students are reporting that they're having trouble accessing campus Wi-Fi. Faculty are also having problems accessing Wi-Fi and have had to use their cell phone hot spots all semester. Student display name changes in Canvas is going to be voted on at the district DE. This will allow students to use the name they go by while in a discussion board or comments rather than their name of record. The DE 5-Year Strategic Plan needs renewal and is being updated. Maritez will go to the next Council of Chairs and report back.

**OER/ZTC Committee Update** Maritez reviewed with the ASC, the rent application for ZTC Class Sets of Print Books Grant Application ([Link Here](#)). DE is continuing to accept grant applications. A course is considered a ZTC course as long as the course materials are cost free. Courses will be marked as ZTC in the schedule. A list of ZTC courses will be created. An information sheet on ZTC will be available to faculty.

**CIC Update** Anthony reported that there is now three La Raza courses approved to fulfill Area F. The CIC is working on GE requirements, and then bring to senate for approval. Agustin said he's working on an Ethnic Studies major with Brandy.

**President's Report** Gabriela met with the College President a couple of days ago and suggested that she shadow two faculty members, since she has been shadowing admins so she will understand all sides. Gabriela sent an email out asking for faculty to volunteer. So far she's gotten about six responses and one academic and one CTE course will be chosen. The transition from WEPR to eLumen is happening very slowly, and there are concerns that in changing the tool, it will alter the process. Since program review falls under the Academic Senate, she will keep a watchful eye on the transition. Deborah would like more information on the transition. Gabriela will invite Katie to share with the ASC more information regarding the transition. The Discipline List at the state level is being updated by the addition of a couple new disciplines but none of them affect CCC.

**ADJOURNMENT** Meeting adjourned at 4:00 p.m. The next scheduled meeting is November 1 from 2:15-4:00 p.m.

Submitted by,  
Lynette Kral  
Academic Senate Office