

**Academic Senate Council Meeting
Contra Costa College**

Monday, December 04, 2023 – 2:15-4:00 pm – SAB 211

Zoom: <https://4cd.zoom.us/j/7111046353>

Voting members must appear in person

Members: Academic Senate President: Gabriela Segade

Voting Representatives

CIC Chair/AS Vice President: Leslie Alexander

LA: Joseph (Randy) Carver, Erica Watson

SS: Lorena Gonzalez, Camille Santana

AACE: Michell Naidoo, Elisabeth Schwarz

NSAS: Deborah Dixon, Chao Liu

CTE: Michele Redlo

Distance Education: Randy Carver

Adjunct Faculty: Iroda Lapasova, Sepehr (Peter) Nesaei

Non-Voting Representatives:

Senate Assistant: *Vacant*

Classified Representatives: Karen Ruskowski, Stephanie Figueroa

Minutes

| Item | Time | Item Description |
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| 1 | 2:15 | Rollcall: members attending in person, approval of members in remote attendance – 5 min. Present: Chao, Iroda, Peter, Michele R., Randy, Michelle N., Elisabeth, Erica, Deborah, Leslie, Chao, Camille Remotely: Karen, Lorena Guest: Katie Krolikowski |
| 2 | 2:20 | Introduction of adjunct representative Peter Nesaei – Peter/All – 5 min. Peter introduced himself to the Council and members of the Council introduce themselves to Peter. |
| 3 | 2:25 | Approval of Agenda – 5 min. Lorena suggests amending agenda to add an update of HSI. Lorena moved, Erica second. All in favor except Peter who abstained and Iroda who arrived as we were voting. Chao moved to approve the agenda as amended, Michele N. second. All in favor. |
| 4 | 2:30 | Public Comment – 5 min. – Katie Krolikowski came to share the challenging situations of department chairs who are the only full-time faculty in the department and needed to take care of processes that they had not be trained. Katie asked the Council to prioritize chairs' 10 + 1 duties and to think of ways to mentor new department chairs in uplifting priorities of the Academic Senate. She then currently shared that the data department need for program review was no longer reported consistently to all chairs. Faculty going and looking for their own data will result in very inconsistent program reviews. Deborah asks what kinds of provisions are in place for mentoring chairs in one-person-department. Gabriela said she does not know of any such process at CCC. |
| 5 | 2:35 | Approval of minutes – 10/02/23, 11/06/23, 11/20/23 – 15 min. – Postponed due to lack of administrative assistant – Gabriela announced that if they couldn't find an administrative assistant before the winter break, she (Gabriela) would begin writing minutes to catch up. |
| 6 | 2:50 | ASC Membership in Spring 2024 – All – 5 min. – All current members plan to return. Members spoke about what a nice team we have. |
| 6 | 2:55 | Library information for Spring – Erica – 5 min. – She is bringing feedback from students. Friday is last day open for general use until the beginning of the semester. They'll be open for scanning, returns, etc., but will not be providing full service. The system for checking out laptop forms is back. It will rely on a QR code. They are offering electronically books they cannot lend in hard copy. The |

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| | | Library is still creating videos for Canvas Shells. They are partnering with Tutoring to have a drop-in service for questions who have questions about Canvas. They will teach the basic attribution (MLA, APA, etc.) systems. |
| 7 | 3:00 | Faculty development at CCC, DVC, and LMC – Gabriela/All –Discussion and possible action – 15 min. Gabriela reported that as Professional Development Coordinator and that it was very different from when she did it a few years back. She says this time the PD Coordinator needed to report to Dr. Mayra Padilla, who had control of equity funds and was involved in equity events. However, faculty professional development is much more than equity, and even equity trainings need to take into account that some community college faculty do not have any training in general pedagogy. Faculty need to be familiar with the 10 + 1. She said in her latest tenure as Professional Development Coordinator, it was very challenging to focus on the needs of faculty because of the time commitment and the manager’s focus. Also, the manager’s style if very hands-on and directive. That is why Gabriela decided to step done. Moreover, the amount of reassigned time is not adequate. It does not allow time for rigorous work. Gabriela reported that the State Chancellor’s Office and the ASCCC describe how to develop a flex calendar and calls for a faculty member to be the coordinator and to report directly to the Academic Senate. She also reported that the sister colleges have a person dedicated to faculty professional development. Lorena asks why the learning community coordinators were under professional development. She mentions the Puente Coordinators as being learning community coordinator, but they don’t belong under professional development. Gabriela said she will find out more details about the LMC and DVC learning community coordinator to see if they were student communities or professional learning communities. Committee reviewed the proposed resolution as well as documents from the State Chancellor’s Office Guidelines for the creation of the flex calendar and the position of Nexus/Flex Coordinator. Lorena said she likes it because it is about accountability of resources and time and therefore accountability. Michele R. says she would request more reassigned time. Deborah says she doubts we’ll get .5 FTEF but if we get .4 FTEF we can do it. Lorena says the reassigned time is reflective of the institutional priorities. Katie brought up the 50% law and how it’s used by administration to deny reassigned time positions. Gabriela will check the background to make sure all the facts on the resolution are correct. |
| 8 | 3:15 | Integrated planning six-year cycle – Discussion and possible action – 10 min. – Chao shared the proposal to move to a six-year (as opposed to the current four-year) program review. Mayra Padilla took the proposal to the district because they are on a shorter cycle, and we need to all be on the same cycle because of accreditation reporting. There is also the challenge of CTE programs because they need to do program review every two years. The District liked the idea but we all need to work on the alignment of the three colleges and the District. The annual report should report on updates. Chao discussed the issues we currently have with program reviews, such as programs that fail to submit them. There was also some data loss when they attempted to import the data from Tableau into eLumen. They are currently try to fix that. The data can also be accessed through InSite. Michele R. asked why the CTE programs had a two-year cycle. Chao thought it had to do with law and funding. Gabriela says that industry trends can chance very quickly and for CTE programs is important to be aware of field changes. |
| 9 | 3:25 | Division meetings – Update – 10 min. – Gabriela communicated with the deans and said they didn’t want to have division meetings so they couldn’t find a time when everyone was available, so deans decided not to do it. Gabriela explained that it might be a good opportunity to provide feedback. Also division meetings were used to vote for representatives for committees. Gabriela sent an email to the managers asking them how they proposed we recruit faculty for committee. Lorena argues that we don’t want resistant people on committees, and division meetings are part of faculty roles and fulfill many purposes. Other institutions have them |

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| | | monthly. Not having division meetings is not about student needs; it's about faculty preferences. Division meetings provide a forum to have conversations about student needs. Erica points out that it is not consistent with the conversations and plans we have for Guided Pathways. Gabriela asked if they would be OK with having a combined division meeting and then go into breakout groups to deal with issues that are particular to each division. Deborah approves of that modality. Elisabeth mentioned that the division meeting at the last All College Day was not planned well. People had to work with computers, but no one asked them to bring their laptops. That made the meeting a lot less productive. |
| 10 | 3:35 | Feedback about new administrative structure – All – 10 min. – Gabriela told Elisabeth that the President has agreed to let Culinary Arts join CTE instead of remaining in Fine Arts. The Council looks at all the positions. They noticed a Dean of Stem and Mesa and speculated that it was probably Mayra and her job was revised. Lorena pointed out that the Dean of Students has a lot more responsibility than the Dean of Stem. Under Senior Dean of Instruction, we have the pathways, except that one pathway is missing. She also mentioned that we have a Dean of Equity that is not on the org chart. It was pointed out that Equity was now another area. Gabriela points out that Instruction sounds like a neatly contained area but it's basically all the instructional programs. Lorena felt that Jason Berner needs to be a VP because of the level of responsibility. Karen said that Instruction is also over curriculum specialist and scheduler and those are huge areas. |
| 11 | 3:45 | Standing Committees Reports CIC – DE – OER/ZTC – CTE: Michele R. reported that they had a CTE meeting on the 29 th . Evan reported on available funding for equipment and a few other purposes. Mariah Bruce talked about learning alignment program which has funding for student workers (work, learn, and earn). Fifty percent of the wages would be supplied by campus and the other 50% would be cover by the employer. This year (2023) they had 28 interns and they paid out \$23,000 in student wages. – Planning: Chao reported about the Board Policy that dictates CTE programs have to do a review every two years. He stated that Planning faculty need to look at the revised College Procedures Handbook, so he hoped Jackie Oré is directed to consult with the right stakeholders. Chao also reported what the program reviews should report. Again, he showed the elements each program should have on the report. – SLO – Faculty Development |
| 12 | 3:50 | Added to agenda through amendment – Lorena has been doing research on how they organize HSI at other colleges. Several colleges have HSI advisory commission. One college has a commission composed of faculty, students, classified, administrators, researchers, and community members. It advises the president on ways to expand and measure their services and interventions that impact LatinX students. Cabrillo College call their group and HSI task force with a similar make-up. Many CSU campuses also have HSI advisory committees. Lorena proposed an HSI President's Commission to the President. |
| 13 | 4:00 | Adjournment – The meeting adjourned at 16:05. |

Next meeting is on February 5, 2024.