Call To Order with Introduction of Guests at 2:15p.m. in GE305.	

Committee members in attendance:

Academic Senate President:	**VP/CIC:** Mark Wong
SS Rep: Sarah Boland, Lorena Gonzalez	**LAVA Rep:** Michell Naidoo, Brianne Ayala (alt.)
NSAS Rep: Leslie Alexander	**Distance Ed Rep:** Mike Kilivris
LA Rep: Randy Carver	**CTE Rep:**

Members not in attendance: Katie Krolikowski, Lucile Beatty, Andrew Kuo
Guests in attendance: Brandy Gibson, Jon Celesia

AGENDA ACTION ITEMS

March 2 agenda
ACTION: Approved
MOTIONED: Leslie
SECONDED: Sarah
ALL IN FAVOR: Mark, Sarah, Lorena, Michell, Brianne, Leslie, Mike, Randy
ABSTENTIONS: None
February 3 minutes
ACTION: Approved
MOTIONED: Sarah
SECONDED: Lorena
ALL IN FAVOR: Mark, Sarah, Lorena, Michell, Brianne, Leslie, Mike, Randy
ABSTENTIONS: None

NEW/PENDING BUSINESS

Events:
Collegiality in Action: The ASCCC event will be held at CCC on March 26, 2-4pm in GE-225. ASC suggests that topics include improving communication between shared governance bodies and a review of the Brown Act.
Faculty Diversification: Will be held on March 19-20 in Sacramento. Attendees include Katie Krolikowski, Dr. Bell, and Mariles Magalong. ASC would like Katie to report on issues such as hiring faculty that reflect the students that we serve.
Area B meeting: March 27, 9am-3pm, at Foothill College. Is open to all faculty.
ASCCC Spring Plenary: April 16-18 in Oakland. Katie, Lucile, Leslie, and Mark will be attending.
Spring All-Faculty Senate meeting: An event to celebrate participatory governance. ASC recommends April 20 or May 4 in lieu of regular ASC meeting.

College Plans and Budget Requests:
Strategic Plan Jon Celesia shared that the feedback from the All College Day Strategic Plan event and the student event was still being incorporated into the narrative. The goal is to send the narrative to the campus community on March 20 and hold a community forum on March 27 at 12:30pm to solicit feedback. After the forum, the Strategic Plan will be written during April and will be presented to College Council at the beginning of May.
IEPI (Institutional Effectiveness Partnership Initiative) ASC received more information regarding the IEPI budget amendment. With regard to the Change Management training, the program has already been piloted with managers and will be available to all constituencies, according to Dr. Bell. The money that was removed from GP GE mapping can be supported by GP funds, according to Evan Decker.
        MOTIONED: Brianne motioned to approve the IEPI budget amendment.

SECONDED: Randy
ALL IN FAVOR: Mark, Sarah, Michell, Leslie, Mike, Randy, Brianne, Lorena

GP Scale of Adoption was submitted on March 1. Permission for Katie to approve on behalf of ASC was given in Fall 2019.

College Systems:

eLumen update Mark reported that SLOs cannot be implemented in eLumen until curriculum is done, and program review will be after SLOs. The aim is to have all curriculum inputted by the end of May to align with Colleague and the District. A "sneak peek" of four programs (from 3 divisions plus CTE) will be available to play with in the eLumen test site in April. During the summer, there will be training available for those interested in becoming "super users". Flex training for all faculty will be available in the Fall. The SLO committee is responsible to integrating SLOs into eLumen and the Planning Committee is responsible for program review. Work is already being done by the SLO committee to explore the capabilities of eLumen.

Insite Rosters The Council of Chairs asked for improvements to the Insite rosters. Requests that have been granted are adding the total number of students enrolled in a section and having student contact information (phone, email, etc) available. The request to include a submit button for dropping a student or entering grades was denied by Ellucian. There are a number of other improvements that are a district-wide ask.

Cornerstone Mayra Padilla is requesting a faculty member to pilot the Cornerstone software in the Fall. The faculty member will be compensated.

Tableau Software used for data analysis is being used at DVC and LMC, primarily for 3-year program reviews. Can be used in conjunction with the Insite browser or app. DVC has a "Research, planning, and evaluation training" committee that has been working with this program. Deans at LMC and DVC have likely been trained in this software.

Committee Highlights:

SLO: Brandy Gibson shared an update to the SLO/ALO committee charge. Current charge has no purpose, composition, or voting. Proposed charge now includes a purpose, and the composition was changed to include 4 faculty (including chair), 2 managers, 2 classified, and 2 students. The justification in the composition change was that managers, classified, and students are affected by SLOs/ALOs, not just faculty. The committee also needs additional reps from the LAVA and LA divisions.

> **MOTIONED:** Leslie motioned to approve the new SLO/ALO committee charge.
> **SECONDED:** Michell
> **ALL IN FAVOR:** Mark, Sarah, Michell, Leslie, Mike, Randy, Brianne, Lorena

DE: Mike reported the changes to the contract regarding online teaching. Instructors are now required to complete a training for online teaching by January 1, 2021. Instructors who have completed trainings in the past or elsewhere have to submit their proof of training to the District, who will determine if it counts. Instructors teaching an online class for the first time, must be evaluated that semester, even if it is outside their evaluation cycle. It is also highly recommended that evaluators have online teaching experience. The DE committee has set up an email group on Outlook: CCC Distance Education Faculty, to make it easier to find a faculty to do an online evaluation.

Review draft of Regular Effective Contact Policy The Senate reviewed the Regular and Effective Contact Policy, which is part of accreditation. DE instructors received a checklist for regular and effective contact prior to Spring 2020 and this policy is adapted from it. Mike mentioned that there are different guidelines for accessibility, which will be in DE Faculty handbook that is in the process of being developed.

> **MOTIONED:** Sarah motioned to approve the REC policy.
> **SECONDED:** Brianne
> **ALL IN FAVOR:** Mark, Sarah, Michell, Leslie, Mike, Randy, Brianne

Accreditation Steering Committee: The Senate shared their feedback regarding the various sections of the ISER draft. The ASC members reported that while several sections were complete, there were many sections with missing or confusing information. Comments will be given to Katie to share with Accreditation Steering Committee.

Hiring:

Joint memo from Academic Senate and Classified Senate A memo has been constructed to address the process of appointing faculty and classified staff representatives to management hiring committees. The memo will be sent to the HR office.

      MOTIONED: Leslie motioned to approve the joint memo.

      SECONDED: Randy

      ALL IN FAVOR: Mark, Sarah, Michell, Leslie, Mike, Randy, Brianne

ASC appointments to hiring committees:

CTE Dean Need three faculty on this committee.

CCC VP Five faculty were appointed to serve on this hiring committee. The first meeting is to be after position posting closes.

CCC Director of Marketing Two faculty have been appointed.

Academic Senate Council bylaws Senate members were given copies of the current bylaws to be reviewed and propose changes at the next meeting.

COMMITTEE REPORTS *Written updates provided from Representatives on items for approval, input, or discussion brought up by representative.*

CIC (Mark Wong) The CIC committee has continued to work through the queue. The committee agreed to make changes to the output COR form to better reflect the total number of student hours (as is mandated by educational code).

Summary of committee for the month: The CIC committee has continued to work through the queue (which stands at roughly 125 proposals). A discussion of the state of the queue was held. Questions regarding AD-T process were also discussed.

Distance Education (Mike Kilivris) Since our usual meeting time (second Fridays) fell on a district holiday, the DE Committee did not meet this month. We did, however, hold a special meeting on Friday, January 31st. The main purpose of this meeting was to finalize a draft on regular and effective contact with an eye to the ACCJC team's visit next semester (fall 2020).

Items that should have input from the ASC: As DE Committee Chair, I have asked the ASC to review the draft of CCC's regular and effective contact policy, and to vote on it at the next ASC meeting, in March.

Summary of committee for the month: The minutes from our 1/31/20 meeting will be added to the Q drive when they have been approved by the DE Committee.

College Council (Vanna Gonzales) a) HVAC issues and b) Org Chart/Decision Tree for the College Handbook.

Items that should have input from the ASC: eLumen - What is the action plan for eLumen? What is happening with decision-making regarding what is being loaded onto eLUMEN and when will training be happening and how?

SLO (Brandy Gibson) The committee updated the charge in the procedures handbook and are engaging in discussion with constituency groups. We also reviewed setting decisions made regarding eLumen Assessments.

Items that should have input from the ASC: SLO/AUO Charge needs to be vetted through ASC.

Guided Pathway Steering Committee (Randy Watkins) GP Onboarding Workgroup: New ESL assessments require evaluation by ESL faculty, but high school seniors do not graduate until after Summer Break starts. Need a way to process ESL requirements over Summer. Have contract to update Online Orientation; will send out survey for suggestions.

Summary of committee for the month: Feb 26 meeting on using Microsoft Groups for committees.

President's Cabinet (Katie Krolikowski) Discussion of "ideal" integrated plan/budget/success metrics model (potential goal of the new strategic plan). Emergency meeting to address decision-tree conversation from Feb. College Council. Developed action plan to propose at next College Council.

Items that should have input from the ASC: Continued strategic plan and accreditation ISER input. Continue discussion of faculty involvement in CCC's participatory governance process.

Faculty Senate Coordinating Council (Katie Krolikowski) Diversity in hiring discussed. Analysis of the 18- to

16- week calendar change. Common campus issues with new technology products supported by the district.

Items that should have input from the ASC: 1) Technology products: eLumen, Cornerstone, Tableau, Insite rosters - should ASC engage with other senates to address district office on these? 2) How is 16-week calendar affecting participatory governance's effectiveness?

Summary of committee for the month: 1) We are pleased that 4CD will be attending the IEPI Faculty Diversification summit by IEPI March 19-20, with teams from each of the 3 colleges and also a district HR team. This is an excellent follow-up to our discussion of potential improvements to the Uniform Hiring Guide discussed at our fall district plenary meeting. 2) We have initiated discussions related to the 16-week calendar and the potential for intersessions. These are ongoing! 3) We are sharing notes about experiences with new technology products supported at the district level, including Tableau, Insite rosters, and eLumen. We are exploring common issues so they can be addressed efficiently at a district level rather than each college at a time.

Accreditation Steering Committee (Katie Krolikowski) 1) A draft ISER will be shared in early February - community review is essential! 2) Some sections will have to be re-worked because not all improvements will occur before the end of the semester. 3) A small team is exploring whether the campus can focus on 3-4 metrics for the QFE.

Items that should have input from the ASC: Review draft ISER and give actionable feedback to accreditation steering committee.

District Governance Council (Katie Krolikowski) Constituent reports given. Governing board agenda reviewed: Enrollment update shows overall 5% decrease in FTES district wide, a large amount of invested bond measure money will be moved to more liquid accounts because the district is spending it.

Items that should have input from the ASC: Review of the emergency planning at the DO level to continue local conversation about having pro-active plan of management and addressing missed class meetings.

Summary of committee for the month: Minutes are on the District Board Docs site.

PRESENTATIONS FROM THE PUBLIC/ANNOUNCEMENTS/OPEN DISCUSSION

There were no presentations from the public.

Adjournment

The meeting was adjourned at 4:00 pm. The next meeting will be March 16, 2020.

Respectfully submitted,

Lynette Kral