

**Academic Senate Council Minutes
Contra Costa College
Monday, March 15, 2021**

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

Online Meeting Called To Order at 2:15 p.m.

Committee members in attendance:

Academic Senate President: Katie Krolikowski

CIC/ASC Vice-President: Mark Wong

Distance Ed Representative: Maritez Apigo

CTE Representative: Jessica Le

LA Representatives: Erica Watson, Randy Carver

SS Representatives: Sarah Boland, Lorena Gonzalez

AACE Representatives: Brianne Ayala

NSAS Representatives: Agustin Palacios, Leslie Alexander

Members not in attendance: Andrew Kuo, Michell Naidoo

Guests in attendance: Marisol Cantu, Brandy Gibson, Lucile Beatty, Laura Lozano, Gabriela Segade, Mayra Padilla

AGENDA ITEMS

Agenda of March 15 Leslie motioned to approve; Erica seconded; all in favor; no abstentions. (At 4 p.m. Maritez and Jessica motioned to table 6a, 6c, 6d and extend the meeting 10 minutes.)

Minutes of March 4 Agustin motioned to approve; Lorena seconded; all in favor; Leslie abstained.

Public Comment

Agustin reminded the ASC of the Pedagogy Conference this Friday. Sarah said that a Save the Day for will go out this week for the Guided Pathway Forum on April 14.

Academic and Professional Matters

Fall 2021 Schedule considerations

Discussion: Katie asked for a review and re-affirmation or change the ASC position on course offering during pandemic. She said that Dr Bell is attending a meeting at the district to discuss the schedule. Katie read the ASC resolution and asked for any new ideas before she attends this meeting tomorrow. Agustin said even though we want to move it in person in the schedule, he said it states that we still need a social distance plan and that it is unrealistic for the 40-person lecture courses. Sarah added that so much resource has been put in to online training, it seems short sighted to go back to where we were last year and that we should be able to continue teaching some courses online. Brandy agrees with Sarah that it would be helpful to some students to be able to attend from home or job location.

ASCCC Plenary and Conference Attendance Senate members who are interested in attending the Spring 2021 Plenary are Agustin, Lorena, Maritez, and Sarah. Mark, Brianna, Erica, and Jessica are interested in the Curriculum Institute. Jessica is also interested in the Career and Non Credit Institute. Gabriela is interested in Faculty Leadership Institute.

ASC Committees and Continuous Improvement

DE Update: Maritez reported that the DE Committee is working on their bylaws. The committee had started with a small group but now is large and becoming a Brown Act committee and an official subcommittee of the ASC. The committee voted on a few things such as seeking funding for the online teaching conference for faculty, staff, and managers to attend; opening license our GE Guidance for other colleges to reuse it; and to add a textbox field in eLumen for OER, which will go through CIC and various committees. The bylaws are not completed yet but will bring it to the ASC agenda in April after DE meets on April 9.

CIC Update: Mark reported that eLumen is up and running but we still have a few problems to work out. Such as eLumen not allowing us to include a draft version of a course that is still “in review” to be added as a requisite to a new or existing course until the requisite course has been approved. Agustin, Carlos, and Leslie are piloting the new Content Review process. There is still a problem with the content review addendum referencing CurricUNET. CIC will vote to approve adding a textbox field for OER in eLumen to the next agenda.

ASC Constitution and By-laws:

Discussion and Action: In fall we proposed to add the part time representative position to the bylaws in Article 5 section 1, but we need a procedure for selecting the position. So we have a new proposal to add to Article 10 Elections regarding this. Marisol read the proposal that she, Randy, and Sarah worked on. Katie asked if we want to send this out for vote by all faculty now or save it until we make proposals for the other revisions discussed earlier in the spring to the bylaws. Lorena said it seems like it covers everything but the procedure to select the representative, and asked if there was a process in place already to select a replacement for fulltime reps. Agustin asked if clarification is needed as to whether the p/t faculty can remain as a senator if they're not working. Katie answered that it seems that the rep can continue even though they are not working the whole year. He also would like to see the wording "not actively involved" included. Katie added this to the language. "The part time rep must vacate the position if they are not "actively employed" as a p/t faculty member (either teaching a course or with other academic service, or engaged for two semesters in a row." Agustin feels that two semesters is too long if there is another p/t working and would like to be a part of the ASC. Sarah wanted to address that an election procedure used to elect the ASC president and VP/CIC positions would be used. Marisol asked what to "be engaged" is defined as and asked if that is the same for all fulltime faculty ASC representatives. Lorena said the requirements should be set at beginning so we don't have to address what happens if they don't. Leslie says we are trying to protect the p/t person from staying on the senate if they are not being able to teach the second semester for reasons beyond their control such as not offered a course. Katie hears that the representative needs to be employed at time of selection; and if they are not employed for more than one semester, that is a problem. Katie said that if they can't work, they can still be actively employed, or engaged. Sarah said that could include other work such as tutoring, POOCR, GP, etc. It was discussed to change that actively employed or engaged language to "not more than one semester in an academic year". Katie asked for a vote or table to next meeting.

Action: Approved with the above corrections send this proposal to the senate

Motioned: Lorena

Seconded: Maritez

All in Favor: Katie, Mark, Maritez, Jessica, Randy, Erika, Sarah, Lorena, Brianne, Leslie, Agustin

Abstained: None

Proposals to other changes to the bylaws include:

Elections sec 4 needs revisions regarding division representatives' selection and include what to do about the p/t representative as well.

DE Chair could be 2nd VP.

Katie asked that a task force be formed to take a look at the bylaws. Brianne will help. Katie will send an email out.

ASC Procedure and Practice

Discussion: It was pointed out in Spring 2019 that the ASC needs to be more proactive and that our procedures and practices needs to be written down and archived so we know what we're doing. Katie has tried to document things and read through the procedures and timeline of how ASC does things. The list includes appointing faculty to the hiring committees all year, appointing faculty to college committees, Box 2A process, endorse college wide plans, emergency DE agenda, reassigned and release time positions, budget to send faculty to conferences, local degree requirement changes, electing the president and VP, equivalency requests, procedures for setting yearly goals and reviewing them, and meeting agenda are set. It was brought up that the decision making process during our meetings need to be clear. She and Mark have worked on a draft of the Procedures and Timeline and will send it out. She asked for feedback on anything she left out.

Participatory Governance Committee Membership and ASC Role 2021-22

Discussion: ASC discussed procedures and practice for committee appointments and membership and decides upon next steps for Spring 2021. Katie presented the seven-step process for appointing faculty to college committees for two-year terms. Katie believes currently that all faculty committee representatives are finishing their first terms and suggests that we write a letter to each one thanking them for their service and verifying that they are continuing their second term and next spring celebrate and thank everybody and encourage them to sign up for a second two-year term or switch to new committees so the experience can be shared by others. These lists will be kept by the senate office and updated on our webpage. Sarah said the two-year term should be addressed and clarified and that these procedures sound good. Leslie is cautious about the procedure for finding a replacement for the division representative. She is done after this semester on the ASC. She would like to know who is responsible for finding her replacement. Katie said that we have a separate process for the ASC, CIC, and DE from all other committees on campus. The ASC appoints the faculty to all college committees. We have a process in the bylaws to replace the division reps in our bylaws but we don't seem to follow it. Lorena said that it

looks like if there is no faculty interested in becoming the division representative, that the current rep can have the flexibility of staying another term, with a minimum of two years. Katie said to let others in your division know a replacement is needed to replace the vacant ASC positions and that the senate will work to replace other committee members such as the Budget rep. Katie says for now the senate reps have one more year commitment and that the senate office will work on the thank you notes.

Release Time Process and Openings

Discussion: Katie asked the ASC to be prepared to vote whether or not to propose changes in the Memorandum of Understanding between ASC and VPI about release time positions related to academic and professional matters. This spring we had proposed two amendments to this. This is the current practice Katie has been following. Katie read the Release Time Procedure document with the amendments included. Katie read the Release Time MOU and went over list of current release time positions 2020-21 with the Articulation Officer position removed. Maritez said that the last three DE Specialist positions should be removed. The Instructional Designer should be included and that position changes yearly. Mark said that the VP/CIC is 40% release time, not 50%. Brandy said that the SLO/AUO Chair position is only 20%, not 40%. Katie went over and explained the procedure for selecting process for release time positions and stated that #4 needs discussion, #7 is somewhat new regarding onboarding, and #8 didn't happen this year but was intended. Today's proposal is to #4 which as to remove the Articulation Officer position and was change to "Inclusion of DE Coordinator in formation and selection of DE related release time positions" which the VPI would have to agree with because this is a shared governance issue. Mark suggested that since there is usually only one applicant per position would it be possible to add "if there are multiple applicants for the same position". Maritez was concerned that in regards to DE, we are not participating in democratic processes at the college. She said that previous AS presidents, things were presented differently. Steps 1, 4, 7a, 8 should be changed in all the DE positions in that the DE coordinator should work with the AS president and VPI because they are not as experienced as the coordinator with the DE positions and be consulted to determine which positions meet the current needs of the college at the time, and add rubrics to be used during the process and that documentation be housed in SharePoint. She asked the senate not to make a decision yet. All leads to be involved (department/program chair, etc.) in the release time positions, especially if there is only one applicant, who is not a good fit for the position. Lorena feels that all department chairs should be included in the selection out of professional courtesy (respect) for their knowledge. For example, the Articulation Officer position was selected without any counseling faculty. Sarah agrees that the leader of the area to select the person for the release time position should be included in the selection. Katie will send out a request for volunteers to work on it over the break and bring it back to the next agenda for more discussion.

Participatory Governance and Campus Collaboration

Program Review Self-Study Template Transition from WEPR to eLumen

Action: Tabled

Institution Set Standards Report to the ACCJC

Discussion: Mayra said that the college engages in several things annually with the ACCJC. There is a fiscal report that's submitted annually and a Student Success Report and on our college website, if you go to About page and scroll to accreditation, at bottom is a link to all the annual reports from last 5 or 6 years. It asks about our student number and any changes over time, or size as a college. The state is interested if we have any substantial change efforts, such as adding programs. Every time a program goes over 50% online, we are legally mandated to report to the ACCJC that program has met the 50% and request a substantial change or evaluation for the program. This is just to help us track the numbers for the growth that has been seen. The date that the feds use, focuses on head count for students and is based on FTES. Based on the FTS, the department that calculates this graduation rate, something we must report, comes from our IPEDS data. The expected federal rate should be about 25%, and we're a little below. Every so often, the campus engages in setting standards for our Student Success Metrics. Core Six says as an institution, about five years ago, we set the standard, and as an institution, we went through the participatory governance process and it was approved at Academic Senate, so now we have to report on how well we're performing and meeting that standard as an institution. We're asked to create a stretch goal. At the time we set the standard and stretch goals, we used about a 2.5% changed because we were seeing that was consistently seen across different metrics. It stayed flat at 73% because course completion wasn't seeing a change over time. Certificates were similar but far exceeded it because the state shifted to offering more buildable more equitable certificates. Our AA/AS degrees also far exceeded the standard and stretch goals because we engaged in removing some of the local degree requirements and increased the ADTs that aligned

with the local pathways. When degrees audits were being done, students were encouraged to apply for transfer even if they did not finish the local degree and this led to an increase in transfer that exceeded the standard and stretch goal. Next section is CTE related and is similar to above report. That's pretty much it for the annual report. The annual fiscal report, which is basically a picture of where the campus is, meeting our FTES goals, apportionment process. This report gets submitted by April 5. Mayra will send Katie a copy of the draft, but this doesn't require an approval by the ASC since the standards and stretch goals were already met. This was only informational.

IEPI2 Grant and RFP Consideration of a study session on goals, deliverable from consultant, and interaction with the ASC and College Council

Action: Tabled

Back to Campus Planning for 2021-2022

Action: Tabled

Student Code of Conduct Proposed District Policy and Procedure Changes:

SS3027 - Student Code of Conduct

AP2002 - Sexual Assault

BP2002 - Unlawful Discrimination and Unlawful Harassment

HR1040.7 - Unlawful Discrimination and Unlawful Harassment

Discussion: Jessica, Katie, Lorena, and Randy looked over these district and board policy and procedure changes on Friday. Jessica's summation was that basically they have lawyers that know way more about sexual harassment and Title 9 requirements, the policies, and they didn't find anything significant about these changes. Katie said some policies that come through the DGC are more important to the colleges themselves than these but we still need to read through them so we know what's happening. The ASC proposed to have Katie support these at the DGC.

ASC President's Report Katie did a recap of today's needs to get volunteers to continue with the review of the constitution and bylaws and to think about the process used to elect people and any other details, find volunteers to work on the release time process, and return tabled items to the next agenda.

ADJOURNMENT

The meeting was adjourned at 4:10 p.m. The next scheduled meeting is April 5.

Respectfully submitted,
Lynette Kral