

**Academic Senate Council Minutes**  
**Monday, March 20, 2023**  
**Contra Costa College**

**The meeting was called to order in SAB211 at 2:15 p.m. with introduction of guests. Zoom Meeting ID: 211 481 5382**

**Academic Senate President:** Gabriela Segade  
**CIC/Vice President:** Anthony Gordon  
**Distance Ed:** Maritez Apigo  
**OER/ZTC:** Maritez Apigo  
**Voting Representatives:**  
**LA:** Erica Watson, Randy Carver  
**SS:** Lorena Gonzalez, Camille Santana  
**AACE:** Michell Naidoo, Elisabeth Schwarz  
**NSAS:** Deborah Dixon, Chao Liu  
**Adjunct Faculty:** Vacant  
**CTE:** Romus Reece

**Non-Voting Representatives:**  
**Council Assistant:** Lynette Kral  
**Classified Senate:** Carla Matute, Karen Ruskowski  
**ASU:** Vacant  
  
**Liaisons (Informational)**  
**ASCCC CCMS Liaison:** \*Lucy Giusto  
**ASCCC OER Liaison:** Maritez Apigo  
**ASCCC Relations with Local Senates:** \*Katie Krolikowski  
 \*Not in attendance

**Voting members not in attendance:** Anthony Gordon, Gabriela Segade, Romus Reece, and Lorena Gonzalez

**Non-Voting members not in attendance:** Carla Matute

**Voting members attending from remote location:** Deborah Dixon, Randy Carver (Voting members are allowed to have "just cause" to join remotely twice a year.)

**Guests:** Jason Berner and Rod Santos

**AGENDA ITEMS**

**Approval of today's Agenda:** Erica motioned to approve the agenda; Michele seconded; favored by all in attendance.

**Approval of minutes** Camille motioned to approve the minutes; Chao seconded; favored by all in attendance. Randy abstained.

**Public Comments** There were no public comments.

**Academic and Professional Matters**

- **District-wide One-year schedule proposal** Jason Berner discussed the proposed one-year schedule timeline that will be replacing the semester-to-schedule timeline. There will be stricter deadlines regarding CIC, since changes may need to be in a year earlier. Not much will change in terms of departments except for those new deadlines. The first draft timeline for the Spring 24 rollover spreadsheets will probably be distributed in late April and will be expected back by the end of the semester late May. The Spring 24 schedule should be done by late June. Money will be available to chairs if they need to work during June to meet the deadline. Summer 24 drafts will be ready by September. In late Fall, when the scheduling process for the 2024-25 academic year is beginning to be planned, the whole-year rollover draft will be distributed in November-December. The idea is that students will be able to see ahead of when classes will be offered. When Guided Pathways gets fully implemented, it will become a two-year schedule so that students can plan their two-year plan from the beginning. A SLO coordinator is needed because proposals cannot go through the approval process without SLO approval.
- **Proposal to create new committee to review scholarship applications** [\(link\)](#) The ASC reviewed and discussed the proposal and agrees that this does have an impact on faculty. Concern was expressed on how applicants are being funneled into scholarships. The council agrees with this change rather than of how it's being done now, but more improvement is still needed with the questions and ratings not aligning, for example. The council would like more information on the process such as how large this committee should be. There was concern about having another committee to fill, when currently, there is a problem filling all the committees, or that the interested faculty participating on these reviews just get credit for participating on these reviews. They agree that one reviewer isn't enough. It was suggested that retired faculty and the contributors to these scholarships participate on this review committee since sufficient expertise in the fields pertaining to the scholarships and the history of the scholarships is needed on this committee. It was suggested that since this is a two-month annual activity and not a year-long series of meetings, that it should just be considered a volunteer activity and not a committee. Rod explained that the emphasis of this committee is to standardize the composition across the district involving faculty, but also that Financial Aid

depends on volunteers to read the applications for scholarships, and many of the applications don't get read and falls to the Financial Aid staff to read them all which gets overwhelming. If student qualifies and applies for many scholarships, their applications are read a few times. The applications aren't all written well and the students need help to write them, so it has been recommended to the Financial Aid Office to provide workshops. This is a first draft and he asked the members to send him their suggestions for the second draft he will take to College Council in May. February and March is when the reading will be done.

- **CCC EEO Local and District Committee Report** Camille Santana provided the [updates](#). She reported that the local EEO consists of Evan Decker, Vern Cromartie, and herself, the committee does not meet regularly. The District has received \$208k for outreach, improvement, and training from the EEO Best Practices Fund, and \$151K from Culturally Competent Faculty Development for in-house recruitment positions. Jeff Michels is working to revise the diversity on hiring panels and diversity training with the UF. A comment made during the discussion was that CCC doesn't have any student voice in the hiring process. It was mentioned that when one was applying for a faculty position, they actually taught a class and a student view was received on the hiring.

#### **Participatory Governance and Campus Collaboration** Tabled

- **College Council Action Items** Review of College Council March 9 recent actions and discussion of upcoming action items

#### **President's Report** Tabled

#### **Announcements**

- **APIDA Event We Are Not the Asian Monolith - Voices from the Central, South, Asian Diaspora** Camille Santana announced and explained the growing awareness of the unique experiences and histories of these diverse communities on our campuses and welcomes all to attend the ASU program on Wednesday, March 22 1-2:30 pm.

#### **ASC Committees and Continuous Improvement** (20 min)

- **Career Technical Education (CTE)** No report.
- **Curriculum and Instruction (CIC)** Karen spoke to the scheduling timeline and the need for a SLO Coordinator, which has a 40% release time.
- **Distance Education (DE)** Maritez Apigo reviewed the [1<sup>st</sup> Draft of the DE Strategic Plan](#) with the Council. She asked for feedback in the comments for this meeting or email her with them through April 14. Online classes went way up during COVID but is going down now. Forty-two percent of students still want online asynchronous classes. Racial Equity Gap was discussed. Last two sections are the first and most important things we need to do in the next 5 years and that the DEC needs faculty input on most. 1) Institutionalize funding, 2) Student equity and success, 3) Support faculty in creating high quality online courses, and 4) Support of on-campus faculty and classified professionals using Canvas. Maritez says there are many resources available for training, but to contact her if a certain training resource is not available. Maritez said that she learned that most of the colleges have DE Coordinators at 100% release time and that many of them are creating permanent DE Coordinating positions and doing same with Instructional Designers. A new position is also popping up titled Instructional Technologist who is dedicated only to instructional technology involved in teaching and learning and would train faculty in those types of technologies. Elisabeth said she uses video recording and would like training on this. Maritez will include this on the list to ask for. Erica said we could use a digital technology infrastructure plan. Maritez finished with the five goals.
- **Online Education Resources (OER)/Zero Textbook Cost (ZTC)** Maritez Apigo reported that the ZTC is developing a training course. The ZTC program mapping is underway. The committee is working on the first draft which will be ready after Spring Break.

**ADJOURNMENT** The meeting adjourned at 3:46 pm. The next meeting is scheduled for April 3 in SAB211.