

**Academic Senate Council
Contra Costa College**

Members: **Academic Senate President:** Gabriela Segade

Voting Representatives

CIC Chair/AS Vice President: Leslie Alexander

LA: Joseph (Randy) Carver, Maricela Ramirez

SS: Lorena Gonzalez, Andrew Kuo

AACE: Michell Naidoo, Elisabeth Schwarz

NSAS: Siavash Karimzadegan, Aleksandr (Alex) Pevzner

CTE: Michele Redlo

Distance Education Coordinator: Randy Carver

Adjunct Faculty Representatives: Iroda Lapasova (voting), Sepehr (Peter) Nesaei (alternate)

Non-Voting Representatives:

Senate Assistant: Chanel Barton

Classified Representatives: Karen Ruskowski, Stephanie Figueroa

October 21, 2024 – 2:15 to 4:00 pm

Minutes

Item	Time	Item Description
1	2:15	Roll call: Absent: Stephanie Figueroa. Approval of members in remote attendance - Lorena Gonzalez participating remotely using a “Just cause” exemption. All other voting members present.
3		Approval of agenda for 10/21/2024 – Agenda was approved unanimously.
4		Approval of minutes from 10/07/2024 – Minutes were approved unanimously.
5		Comments from the public – Katie Krolikowski – CCC new website misrepresents STEM programs and can impact enrollments and program health. The topic of the website should be addressed in the Strategic Enrollment and Scheduling committee and UF Executive board.
Old Business		
6		Academic Senate elections – Ad hoc group progress report – Lorena drafted the call for academic elections and aligned the dates with previous years’ call for elections. Statements of candidacy will be accepted through November 19 and online ballots will be sent out via Microsoft Forms November 21. Voting will close December 2, and positions will be announced during the ASC meeting that afternoon. Alex moved to approve. Randy seconded. All in favor.
7		Applications for full-time faculty hire submitted by managers – District’s Uniform Hiring Guide, incorporated in the UF agreement, describes the process for faculty to apply for full-time faculty hires. In the latest round of applications for full-time faculty, the process was not followed because two of the applications were submitted by a manager without the participation of department faculty. Gabriela will draft a statement, and the committee will review/amend during the next meeting.
8		Committee representation under the new division structure – With the new grouping of departments into divisions, there are more divisions, and as a result some departments, such as Drama, Fine Media and Visual Arts do not have representation in some key committees. Gabriela suggested contacting these departments to see if they feel adequately represented.
New Business		

9		DE Topics: Proposal to phase out Proctorio – Proctorio is a an online proctoring software that faculty use to allow students to take exams off-site to uphold academic integrity. Due to funding, accessibility and students’ concerns, the Distance Ed Committee voted to discontinue the contract with Proctorio funded through the VPI office. Departments can fund the use of Proctorio if they want to continue to use the software. Motion to endorse DE Committee recommendation to discontinue Proctorio. Leslie moved. Michele seconded. All members in attendance voted in favor. Motion carried.
10		Faculty AI related professional development needs assessment – Draft of survey – discussion and possible action – Randy and AI task force to finalize and distribute the AI survey to faculty. AI task force to consider developing a separate AI survey for students.
11		Campus – or District-wide policy on AI – discussion only – Reference for different school AI. Leslie moved to postpone due to lack of time. Andrew seconded. All in attendance in favor. Motion carried.
12		Program Review Final Report 2022-2023 – Chao Liu – Chao to follow up with Gabriela on sending out the program review recommendations to faculty for feedback.
13		Use of class time to promote activities or giving extra credit for attending events not directly related to course content – discussion – Leslie moved, Andrew seconded, all in favor. Postpone discussion until next meeting.
14		College hour – purpose, schedule – Leslie moved to postpone until next meeting due to lack of time. Andrew seconded. All members in favor.
15		Fall 2024 - Spring 2025 All College Day activities – review of survey responses – Discussion postponed until Council’s next meeting. Leslie moved. Andrew seconded. All in favor.
16		Meeting adjourned at 4:05 pm

Next meeting: October 21, 2:15-4:00 pm