

ACADEMIC SENATE COUNCIL MINUTES

AA-216 2:15 p.m.

Monday, November 19, 2001

CALL TO ORDER: The meeting was called to order at 2:15 p.m.

Present: Saul Jones (Chair), Carol Stanton (NAS), Jim Ulversoy (PE), Suzanne Huey (Resource in Support of Student Services), Rita Ruderman (MCHS), Deborah Johnson-Rose (Classified Senate), Judy Mays (Student Services), Liz Xiezopolski (FSCC)

Absent: Don Head (BSSAT), Fritz Pointer (CAH), Peggy Fleming (Faculty Development), Mike Fernandes (Instructional Technology)

Guests: Leverett Smith, Joe Ledbetter, Beth Goehring, Helen Kalkstein

APPROVAL OF AGENDA: The agenda was approved.

APPROVAL OF MINUTES: The minutes were approved.

ANNOUNCEMENTS: The revised Computer Literacy graduation requirement was sent out to the faculty and was approved.

STANDING SENATE COMMITTEE REPORTS:

Associated Student Union (Morales) No report.

Middle College High School (Ruderman) MCHS expressed thanks to the Science Department and the Biotechnology Department for the interaction they've had with the MCHS students.

President's Cabinet (Jones) The Automotive Services program will be re-evaluated in two years. Unused PFE money will be absorbed by the District Office so Helen will contact the Departments reminding them to start spending. The College Council agenda was approved. This meeting will report on the Strategic Planning meeting held on November 14. The Bond issue was discussed. College building signage was proposed but will be held off on until after the bond is voted on in March. If the bond passes, the Humanities Building will be demolished. The 2001-02 left over Operating Funds (\$55, 288) will be distributed to the Departments with a \$3,000 individual project cap. The requests for funds have been totaled at \$105,000.

Operations Council (Jones) No report.

Career and Technical Training (B. Williams) Representatives visited and spoke to De Anza High School students about the training programs offered here at CCC.

Classified Senate (Johnson-Rose) No report.

College Council (Jones) The Strategic Planning meeting with community stakeholders was held on Nov. 14.

District Governance Council (Jones) The Chancellor gave a report on developing the budget timeline for 2002-03. A committee from the three colleges has been formed to review the Human Resources Procedure revisions because of the short time available before the Board meeting.

Governing Board (Jones) No report.

Council of Chairs Block scheduling was discussed. Weston presented a mock block schedule for the Business, Social Science, and Applied Technology division.

FSCC (Xiezopolski/Jones) The full and part-time faculty hiring process was discussed. FSCC requested in writing, from the district, the duties of the recruiter and what she needs from the colleges. Plus/Minus grading was discussed. Plus/Minus grading must be district-wide. Before the faculty here at CCC can be surveyed on their interest, a list of pros and cons must be created. Gay Ostarello will check to see if Datatel can handle that type of grading before any other action takes place. Accreditation Standards have been decreased from ten to four. The FSCC doesn't feel that faculty had enough input.

Instructional Technology Committee (Fernandes) No report.

Student Services (Mays) No report.

Faculty Development Committee (Fleming) No report.

Planning Council (Jones) General Education outcomes was discussed. College Best (an assessment test) will be given to a random set of students. Saul will invite Tim Clow to the next ASC meeting.

OLD BUSINESS:

Content Review Packet - Joe Ledbetter stated that Title V says that the only purpose of Content Review is that pre/co-requisites must be reviewed every 6 years. Advisory validation is not stated in Title V. The only documents UC and CSU require for transfer are the outlines and syllabi. He feels that if a course is already articulated and transferable, then Content Review should only require an updated outline and syllabus and not a revalidation of the pre/co-requisites. His proposal to the Academic Senate is as follows:

Content Review of Articulated Courses

If a course has been articulated with any University of California or California State University as evidenced by the course listing in www.assist.org, then submission of a new course outline and syllabus reflecting the content and prerequisites of the articulated course will suffice for content review purposes. Electronic copies of the outline and syllabus either in word or HTML emailed to the instruction office and/or posted on the college website are sufficient. No other documentation is required to comply with the content review process.

Ledbetter proposes that the Content Review, for courses that have already been articulated, be processed through departments with just an update of the outline and syllabus. He proposes that the department take responsibility for putting the outlines online. He questions whether Accreditation actually requires articulated courses to update any other documents other than the outline and syllabus.

The Academic Senate will ask the CIC to revisit the Content Review issue and consider Ledbetter's proposal to revise Content Review.

Recommended Revisions for Human Resources Procedures - Saul Jones reported that a committee from the three colleges has been formed to review the revisions. The revisions are in the ASC office for review.

NEW BUSINESS:

Division to Dean Positions - Discussion included a proposal by Joe Ledbetter whereby department chairs will take on much larger duties with increased FTE release time, with two full-time Deans handling the personnel issues. Ledbetter believes that the intent of constructing the five Dean positions here at our college is actually not a District issue, but a CCC issue initiated by Helen Carr. This proposal would strengthen the position of the department chair.

Saul reported that the Friday's faculty meeting held in the Fireside Room was very productive. Helen attended the meeting and engaged in the discussion on the Division Chair to Dean classification. The faculty, along with Helen, developed a list of additional qualifications that they desire in the Dean position classification. Discussion of this issue, during the ASC meeting, brought forward negative comments pertaining to the hours attached to the requirement of the Dean position of teaching one class per year. The hours apparently would have to be after 5 p.m. and during the summer. Also, while serving the term, the faculty's position would be replaced and when they returned to teaching, they might not be able to return to their original position here at CCC but would have to go elsewhere in the district. The next faculty meeting on the Division to Dean position will be Friday, November 30 from 12 - 1:30 p.m. The Governing Board will make a decision on this issue at the next Board meeting December 12.

ADJOURNMENT: The meeting was adjourned at 4:30 p.m.

**Respectfully submitted,
Lynette Kral**