

DRAFT
ACADEMIC SENATE COUNCIL MINUTES
AA-216 2:15 p.m.
Monday, October 21, 2002

CALL TO ORDER: The meeting was called to order at 2:25 p.m.

Present: Saul Jones (Chair), Fritz Pointer (CAH), Carol Stanton (NAS), Jim Ulversoy (PE), Suzanne Huey (R3S), Emilie Wilson (MCHS), Judy Mays (Student Services), Liz Xiezopolski (FSCC), Ron Weston (Faculty Development), Gigi Green (ASU)

Absent: Don Head (BSSAT), Tom Murphy (NAS), Deborah Johnson-Rose (Classified Senate), Mike Fernandes (Instructional Technology),

Guests: Kenyetta Tribble, Rudy Zeller, Barbara Williams, Beth Goehring

APPROVAL OF AGENDA: The agenda was approved.

APPROVAL OF MINUTES: The minutes were approved with corrections.

ANNOUNCEMENTS: Gigi Green was introduced as the new Associated Student Union representative. Rudy Zeller announced the need for open and free discussion of the possible war with Iraq in the form of a Teach-In, where speakers voice their opinions on the pros and cons of possible war. There will be an anti-war demonstration in downtown San Francisco, Saturday, October 26. He will contact Jennifer Oujian-Auque of Student Life and Saul will contact President Carr as far as what role faculty can take on this issue.

Saul read a letter that President Carr received from the ASCCC informing her that Ed Cruz, a faculty member here at CCC, has been appointed by the ASCCC to the Basic Skills Grant Work Group Committee for the 2002-2003 academic year. The ASC congratulates Ed Cruz on this appointment.

Saul read a letter that President Carr received from Florida Community College extending an invitation for CCC to nominate their most outstanding faculty member to receive an award at a ceremony honoring faculty who have contributed significantly to the improvement of teaching and learning in higher education. This award ceremony luncheon will be held April 3, 2003 in Jacksonville, Florida. Requests for nominations will be sent out.

Saul attended the October 18 Area B meeting at Cabrillo College that precedes the ASCCC Fall Plenary Session taking place October 31 - November 2 in Los Angeles. The Informational Competency issue has been tabled for now. The hot topics are the new accreditation standards and Student Learning Outcomes, in which the ASCCC is opposed to both. Area B passed a resolution to oppose both of these issues. Saul abstained from the vote since CCC does not oppose either.

STANDING SENATE COMMITTEE REPORTS:

Associated Student Union (Green) The ASU put on a fundraiser during Open House. A pool table, change machine, and arcade was added to the rec room. They are sponsoring a Halloween Party at the Early Learning Center. Funds have been approved for replacement of the microwave in the student cafeteria.

Middle College High School (Wilson) No report.

President's Cabinet (Jones) The Cabinet met October 10 and the meeting was spent working through Program Review Validations.

Operations Council (Jones) The Council met October 14. Cell phones in the classroom were discussed. All publications will contain information stressing telephone etiquette.

Eating in classrooms is still a problem. Apparently the problem is that the occupants do not clean up after themselves, especially at night and during the weekend classes. Instructors do not set a good example for the students if they are eating and drinking in the classrooms. Saul asked the ASC to speak to their constituents about this problem, but the ASC says that the Operations Council should consider human needs on nights and weekends. Most people are coming to campus straight after work and have no time to stop and eat. The weekend classes are 4 or more hours long. They suggested larger trash bags, more garbage cans and a central dumpster closer to classes on nights and weekends. Saul will take this back to the Operations Council.

The Shelter in Place Drill was discussed and commented on by the ASC. It was suggested that two buzzers be sounded; one to warn "shelter in place" and one to state "all clear." A distinct sound is needed for the warning also. Not many heard the local shelter in place warning. The question arose of who's in charge of being the building monitor when the assigned building monitor is not in their building.

The one-way road behind the AA building was discussed. It has been decided to install automatic arms to open and close to oncoming traffic.

Career and Technical Training (B. Williams) The Business Department is working on a business weekend certificate program where a business certificate can be earned in two semesters by attending Friday night and Saturday day classes. Barbara invites all faculty to attend the Vocation Ed Council meeting on November 21 where they will be discussing Student Learning Outcomes. She attended a SLO workshop where a Sacramento College has already completed their assessment. They provided a survey that they sent out to tracked students of their college to determine the outcomes after graduation such as preparedness for employment, employment in the field in which they prepared for, wages after college completion verses wages before or during completion of college. Saul added that there would be two SLO workshops provided by the District during the Spring Flex Week.

Classified Senate (Johnson-Rose) No report.

College Council (Jones) An ad hoc committee was formed to decide on the future of the Jerry Rothman sculpture. Instructional Grant Equipment Applications are being reviewed. The distribution of COLA catch-up and growth funds was discussed. The final budget restorations were approved. Strategic initiatives were discussed. The College Value Creed in the catalog was discussed. The revision of it must be decided on campus-wide. Bond Measure A capital construction/ expenditure/ occupancy forecasts were discussed.

District Governance Council (Jones) Numerous business procedure revisions were read and 2003-04 budget issues were discussed. Enrollment has outgrown the budget.

Governing Board (Jones) No report.

Council of Chairs No report.

FSCC (Xiezopolski/Jones) The wording of administrative procedures and SLOs were discussed. A committee needs to be formed to write a policy statement to inform faculty that their deleted e-mail still resides on a district server for several months before it is purged.

Instructional Technology Committee (Fernandes) No report.

Student Services (Mays) No report.

Faculty Development Committee (Weston) Minutes of the meeting were included in the ASC packet.

Planning Council (Jones) No report.

OLD BUSINESS:

Vote to Approve Resolution in support of Learning Outcomes - The Academic Senate voted to approve the resolution in support of Learning Outcomes as follows.

Whereas the next Contra Costa College accreditation review will require the college to provide evidence of assessing student learning outcomes, and

Whereas the current Contra Costa College president, Dr. Helen Carr, supports the inclusion of student learning outcomes in the next accreditation self-study, and

Whereas the concept of student learning outcomes helps foster program effectiveness and student learning, Therefore be it resolved that the Academic Senate Council of Contra Costa College supports the concept of student learning outcomes where the Contra Costa College departmental faculty determines the appropriate method of assessment for measuring student learning.

Vote to Approve Nomination for the Exemplary Award - The Academic Senate voted to approve the nomination of the Center for Science Excellence program for the Exemplary Award.

NEW BUSINESS:

Computerized Reading Analysis - This issue has been forwarded from the CIC for the ASC decision. It had been brought to the attention of the CIC that the computerized reading analysis process that is used here at CCC does not work well for all programs. The computer uses three tests and then averages the reading level scores to determine if the text is at college level (13+). Title 5 requires the CIC to measure the text readability. The following proposal was forwarded. The ASC voted to approve the second option.

1. Leave current reading analysis process as is.
2. Provide options to the faculty to determine which reading analysis process they prefer to use:
 - a. The computerized reading analysis used at present.

or

b. A reading analysis justification statement that includes the following:

1. Author name
2. Title of textbook
3. Year the book was published
4. Author's credential and educational background
5. Colleges where the text is currently being used
6. Statement from publisher verifying the readability as college level.

3. Justification statement only with text required to accompany proposal at CIC meeting; eliminating the CCC Computerized Reading Analysis completely.

The proposal will be returned to the CIC as approved. The CIC will determine how the justification statement will be handled, and make corrections to the CIC manual.

Proposed Hiring Process of Interim and Permanent Managerial Positions - DVC Faculty Senate has written a draft of Recommended Procedures for Managerial Hiring (not already covered in Uniform Selection Guide). The CCC ASC voted to support the following DVC draft for managerial hiring procedures.

DRAFT Recommended Procedures for Managerial Hiring (not already covered in Uniform Selection Guide)

Interim Positions

1. Job description and desirable qualifications written with input from constituent groups that will be directly affected by the position
2. Post announcement of opening internally (within the district)
3. If no internal applicants or if no internal applicants chosen for the position, post announcement of the opening externally
4. Paper screening of internal or external candidates done at the district office
5. College interview committee, including at least 1 faculty member if it an academic manager, will:
 - Write interview questions
 - Determine optimum answers and develop rubrics
 - Participate in training prior to interviewing candidates
 - Interview all candidates forwarded for interview (even if there is only one)
 - Forward name(s) of the most highly qualified candidate(s) to the College President
 - Participate in checking references of the top candidates(s)

Permanent Positions

1. Job description and desirable qualifications written with input from constituent groups that will be directly affected by the position
2. Post announcement of the opening internally and externally
3. Paper screening of candidates done at the district office
4. College interview committee, including 2-4 faculty members if it is an academic manager, will:
 - Write interview questions
 - Determine optimum answers and develop rubrics
 - Participate in training prior to interviewing candidates
 - Interview all candidates forwarded for interview
 - Forward names of the most highly qualified candidates to the College President
 - Participate in checking references of the top candidates

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

**Respectfully submitted,
Lynette Kral**