

ACADEMIC SENATE COUNCIL MINUTES

AA-216 2:15 p.m.

Monday, January 31, 2005

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

Present: Saul Jones (Chair), Barbara Williams (Div. II), Fritz Pointer (Div. III), Dionne Perez (Div. III), Judy Mays (VP-Student Services), Ron Weston (VP-Faculty Development), Rudy Zeller (FSCC), Emilie Wilson (MCHS), Deborah Johnson-Rose (Classified Senate).

Absent: Mike Fernandes (Instructional Technology), David Rosenthal (Div. I), Jose Ortega (Div. I), Kevin Pratt (ASU), Rick Ramos (Career and Technical Training)

Guests: Terence Elliott (ASC President-Elect), Leverett Smith, Joe Ledbetter

APPROVAL OF AGENDA: The agenda was approved.

APPROVAL OF MINUTES: Tabled to next agenda.

ANNOUNCEMENTS: Saul introduced Terence Elliott as the next ASC president.

STANDING SENATE COMMITTEE REPORTS:

Associated Student Union (Pratt) No report.

Middle College High School (Wilson) Middle College will host prospective students on Friday, February 25 for their annual Preview Day. There will be two informational sessions, 12:00 and 1:30, followed by tours of the campus. Anyone who would like to take part in the informational sessions may contact Gary Carlone at ext. 4412. Applications for the fall 2005 school year will be available at that time. Applications will also be available on the Middle College web site starting March 1, 2005. Thanks to the ongoing support of the college staff, MCHS has been nominated for the Distinguished School Award.

President's Cabinet (Jones) The College Council agenda was approved. Program Reviews were not discussed. The Cabinet discussed the follow-up of Forming the Dialogue on Student Learning. On February 1, a draft document will be distributed to everyone for feedback.

Operations Council (Jones) Operations Council was responsible for writing Standard 8 of the self-study during the 2002 accreditation. At that time, the Council came up with several plans of action addressing this standard (physical resources). It is now time to write the mid-term report that is the response to those plans of action. McKinley Williams will be putting the final mid-term report on the CCC Website so everyone can see it in its entirety. When finalized, the Academic Senate, the Classified Senate, and the ASU must sign it. It will be sent to the February 2005 Governing Board meeting. It will also be sent to College Council and then to the Accrediting Commission. The next accreditation visit will be in 2008.

Career and Technical Training (R. Ramos) No report.

Classified Senate (Johnson-Rose) No report.

College Council (Jones) No report.

District Governance Council (Weston) CCC was the only campus represented. They met with the new interim chancellor.

Governing Board (Jones) The Academic Calendar for 2005-06 was approved. Phyllis Gilliland performed the duties of the Chancellor since August 18, 2004, and needs to be compensated. Since the City of Richmond is unable to financially participate in the EDA Bioscience Incubator grant, the grant award will be transferred to the City of Oakland and Children's Hospital. The college accreditation midterm reports are due to the commission by April 1, 2005. The parity pay topic is under discussion at the state Chancellor's Office. A written report on the status will be mailed shortly.

Council of Chairs (Rosenthal) Council of Chairs does not meet until February 2.

FSCC (Zeller) Interim Chancellor Lois Callahan had been on the job for four days when she spoke to FSCC. Her preliminary goals are the following:

- Restore the reserve

- Balance the Budget in 05-06

- Restore Image of the District

- Leave with more positive relationship between faculty, staff and district

- Organizational improvement at the district office

Her first priority is fixing the financial problems within the district and secondly restoring the relationships among staff, faculty and administration. She said, "I believe there is a desire to resolve the problems. The goal is to set tone that is factual and achieve best ends for the district. Numbers issues are key, but discussion about services to students and our core work is very important and issues about numbers reflect part of how second issue is addressed."

She plans on visiting each campus after fact finding meetings. She will be communicating to faculty through "chancellor memos" that include information on the budget process in the coming year and generally "try to be informative." She hopes to see that a new Chancellor is in place by the fall as well as a 5% reserve and a working budget for next year. She will look at RTI very closely to make an assessment and see if it is part of "mission critical." She talked about "best practices" as a way to assess RTI. She ended by saying "feel free to give me a call. I am working with the senates."

FSCC Semester Goals:

Come up with policy for Dean's List for part time students

Discussion of enrollment management, i.e. FTES

Discussion of FSCC role in budget process

Instructional Technology Committee (Fernandes) No report.

Student Services (Mays) No report.

Faculty Development Committee (Weston) No report.

Planning Council (Jones) No report.

NEW BUSINESS:

Proposal to Ban Cell Phone Use in Classroom The issue was if a policy for in-class ban use of cell phones (ringing, talking, etc.) could be initiated. It was suggested that it could be stated in the syllabus. It was motioned and approved that Saul take the issue to the Operations Council. The proposal includes putting "No Cell Phone Use" signs in the classrooms and to place in the Student Handbook under Student Conduct (page 18).

ASC Mission Statement The Academic Senate was asked to submit a mission statement. The Senators were instructed to take the following proposed statement to their divisions and bring feedback to the next ASC meeting.

"The Academic Senate is a faculty organization within the shared governance structure at Contra Costa College that is committed to representing its faculty in academic and professional matters in accordance with Title 5, Article, section 53200. We endeavor to:

1. To demonstrate our professional commitment to the proposition that our college exists to fulfill the educational needs for our community.
2. To promote the utmost of faculty professionalism and to increase faculty resources in effecting the purposes of the college.
3. To create a climate of mutual respect and cooperation among all persons striving toward the goals of our college, and
4. To provide the most effective means for faculty representation and participation in furthering the purposes of Contra Costa college.

The Academic Senate council agendas and meeting minutes are reflective of these endeavors."

Participation in Campus Change Network – The Campus change Network is dedicated to working with a select group of community college campuses over a year to strengthen and support existing or new campus change efforts around issues of access and equity by engaging individual campus teams of community college faculty, administrators, staff, and student leaders. The ASC is not interested in this project.

Fall 2005 Schedules - At the DVC Senate meeting, the Council voted to send out the following announcement to all Department Chairs at DVC. They are also soliciting support from the UF is make it a joint message. They asked if our Senate would be interested in something similar. Their announcement is as follows:

"The DVC Faculty Senate is requesting that all department chairs delay submission of their Fall 2005 schedules until the implications of the District's "Last, Best and Final" offer have been clarified. Specific issues affecting scheduling include assigned loads, class maximums, and limitations to load banking and credit for multiple sections. The Senate feels it is impossible and unreasonable to prepare

and submit a schedule given the uncertainties listed above. Please contact the Senate if you have any questions.”

The ASC cannot support this since our Fall 2005 schedules have already been submitted.

CIC Chair Position Discussion It was motioned and approved to send out this revision of the ASC bylaws to the faculty for approval. These changes are made only to clarify the election of the CIC Chair position, and to correct the number of division representatives to the ASC.

“ARTICLE V, section 1, (a) The Council shall consist of the Senate President, a President-elect, Vice-President for Faculty Development, Vice-President for Student Services, Curriculum Instruction Committee (CIC) Chair, CIC Chair-elect, Secretary - FSCC representative to the Faculty Senates’ Coordinating Council, Chair of the Instructional Technology Committee and divisional representatives. The Chair of the Curriculum Instruction Committee (CIC) shall be elected at large to serve a two-year term of office, commencing July 1. (f) The CIC Chair-Elect shall serve during the Spring semester preceding the CIC Chair’s last semester in office. (g) Each division shall elect a two representatives and an alternate to serve a one-year term of office.”

ARTICLE VI, section 2, ~~(d) Chair the Instruction Committee.~~”

Approval of Annual Unit Plan and Operating Augmentation Request Form Our college foundation has approved a sum of money (\$50,000) to be used as President Carr sees fit. She would like to use the funds to give all units an opportunity to apply for increases to their operating budgets for the 2005-06 academic year. Our shared governance process has no formal mechanism for processing emergency items. Approval of this process will also allow the college to enhance the planning process by instituting a very simple annual unit planning process. The senators were instructed to take the schedule and form, that are recommended for submission of next year’s annual unit plans and augmentation requests, to their divisions and bring feedback to the next ASC meeting. Individual unit requests should not exceed \$1500.

Review of Faculty Commitment to Mentoring The ASC was asked to review the Faculty Commitment to Mentoring statement on page 12 of the 2004-05 CCC catalog, and decide whether the statement is being followed or whether it should be deleted from the catalog. The ASC says that it is part of the teaching process, and that the statement should be left as written.

ADJOURNMENT: The meeting was adjourned at 4:15 p.m.

**Respectfully submitted,
Lynette Kral**