

DRAFT
ACADEMIC SENATE COUNCIL MINUTES
AA-216 2:15 p.m.
Monday, February 14, 2005

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

Present: Saul Jones (Chair), David Rosenthal (Div. I), Jose Ortega (Div. I), Fritz Pointer (Div. III), Dionne Perez (Div. III), Judy Mays (VP-Student Services), Ron Weston (VP-Faculty Development), Rudy Zeller (FSCC), Deborah Johnson-Rose (Classified Senate), Kevin Pratt (ASU)

Absent: Barbara Williams (Div. II), Mike Fernandes (Instructional Technology), Rick Ramos (Career and Technical Training) Emilie Wilson (MCHS),

APPROVAL OF AGENDA: The agenda was approved.

APPROVAL OF MINUTES: The minutes from December 13, 2004 and January 31, 2005 were approved.

ANNOUNCEMENTS: Fritz Pointer announced that faculty will be picketing in front of the PAC from 8:00 am – 9:15 am every morning. There will also be an informational meeting on Wednesday, February 16 in LA 110.

STANDING SENATE COMMITTEE REPORTS:

Associated Student Union (Pratt) The ASU has discussing student core values and beliefs at the meetings. The upcoming ASU events are: a Rudeness workshop, the movie “Ray” in LA 100, and Black History Month.

Middle College High School (Wilson) No report.

President’s Cabinet (Jones) The Cabinet reviewed the Program Reviews and Validation reports from Fall 2004. The box 2A process was discussed.

Operations Council (Jones) The disposal of confidential files was discussed. There is a Board Policy about this and McKinley will speak to Mariles about this issue. Letters or announcements should go out as a consequence if the procedures are followed. Files should be cleaned out yearly and the “chair of possession” should be established. there was discussion on whether “What We Believe” statements should be framed and strategically placed around the campus and on the CCC website. The location for another smoking gazebo is on hold. Lt. Paul Lee said that he will be having the police services ask persons to avoid using profanity in the quad.

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

Classified Senate (Johnson-Rose) No report.

College Council (Jones) The Instructional Equipment forms were sent back to the faculty for changes in costs. the remodel was discussed. they found out that originally, the new SA building was going to be attached to the old SA building, but instead, the new building will be built in front of the Vocational Ed building where the abandoned biotech incubator was going to be. About \$5 million will be saved, enabling all of the other projects to go forward.

District Governance Council (Weston) No report.

Governing Board (Jones) No report.

Council of Chairs (Rosenthal) The District Office said we must grow by 5 percent next year to receive any growth money, which means CCC’s FTES must be 6245. Crockett, Rodeo, and El Cerrito are areas we have not commonly received large enrollments from. These areas could be targeted for mailings, etc. There will be an increase in television and radio ads. Let McKinley Williams know of any ideas for increasing summer and fall enrollment. There has been an increase in high school dropouts in our service area in the past year because of the exit exam students will soon be required to pass to graduate. Contra Costa College will be receiving more students who don’t have a high school diploma or GED once they reach 18 years of age. More C-contract instructors will be hired to increase our course offerings. FTES generated in June can either be moved back or forward. We have always moved those FTES back to the previous academic year, but this year those FTES will be counted in the 2005-2006 year. The District Office took the money that was left over from budgets last year, and have only given us approximately \$240,000 back.

There was a huge amount of late enrollments. Students should be able to enroll on-line in late start courses that aren’t full. The problems with the computer hardware should be rectified soon.

The Enrollment Management Committee wants to revisit block scheduling. If it's decided to do this as a college, the next step is to decide which block we want to have. Many said that we've been discussing this for years, the same things are being said, but nothing is ever decided. The suggestion was made to get an efficiency expert to look at all the departmental needs and figure out what would work for everyone. It is time to call in the organizational expert on this problem. McKinley responded that the block can be created, but it must be ascertained what type of block would work for everyone. A suggestion was made for each department to express their needs. McKinley Williams will send an e-mail to all department chairs asking them to put in writing their needs, and how many rooms would be needed during every hour, by Wednesday, February 16, 2005.

The results of the All College Day discussion on what we expect our students to possess if they receive a certificate or degree from Contra Costa College may become the basis of a future college long-term plan. This change would be college-wide. It may also require a culture change.

The A & R officers district-wide have decided that registration for summer and fall will begin April 4, 2005 this year. It will begin early to compete with other schools.

This year the intersession will be May 31 – June 17, 2005. We would like to offer six – nine courses during the intersession. The six-week summer schedule will be June 20 – July 28, 2005, and the eight-week summer schedule will be June 20 – August 11, 2005.

The Espresso Room will open on Wednesday, February 16, 2005. The date for the scholarship award ceremony has not been determined yet. There are now more scholarships available than ever before. Open House is scheduled for Saturday, April 30, 2005 from 12:00 noon – 4:00 p.m.

FSCC (Zeller) No report.

Instructional Technology Committee (Fernandes) No report.

Student Services (Mays) No report.

Faculty Development Committee (Weston) There is a retreat for counselors and faculty March 10 - 12. The cost is \$50 and will be in San Jose.

Planning Council (Jones) No report.

OLD BUSINESS:

ASC Mission Statement – The ASC approved the mission statement with corrections to “We endeavor to: 1)...fulfill the **higher** educational needs... and, 3) ...striving toward the **colligate, occupational, and career** goals of our college, and...”

CIC Chair Position Revision to ASC Bylaws The revisions to the bylaws were approved by the faculty. An election ballot for Student Services, Faculty Development, and CIC Chair positions will be created and sent to the Senators for approval. It was agreed that an email voting ballot process would be sufficient for this election. The Faculty address list in Outlook will be updated before sending the ballot out.

Approval of Annual Unit Plan and Operating Augmentation Request Form The form was approved at the College Council.

ADJOURNMENT: The meeting was adjourned at 3:30 p.m.

**Respectfully submitted,
Lynette Kral**