

ACADEMIC SENATE COUNCIL MINUTES

AA-216 2:45 p.m.

Monday, April 4, 2005

CALL TO ORDER: The meeting was called to order at 3:15 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), Chi Yun Jessica Lee (ASU)

Absent: David Rosenthal (Div. I), Jose Ortega (Div. I), Mike Fernandes (Instructional Technology), Rick Ramos (Career and Technical Training), Deborah Johnson-Rose (Classified Senate)

Guests: Terence Elliott (President Elect)

APPROVAL OF AGENDA: The agenda was approved.

APPROVAL OF 2/14/05 MINUTES: Tabled.

ANNOUNCEMENTS: Barbara Williams expressed her gratitude to Police Services for the excellent response to a major problem she had with a disruptive student. She is requesting a procedure be put into effect that would signal a student advisor to intervene with a student who acts aggressively in the classroom before that behavior requires police intervention. NOTE: An item addressing this issue will be put on the April 18 ASC agenda. Frank Hernandez will be invited to address this issue.

Other announcements were that the Business Club would be touring the Pacific Stock Exchange in San Francisco on April 15. Volunteers are needed on Wednesday and Thursday, April 6 and 7, to sit at tables in the quad encouraging students and faculty to write postcards to their legislators.

STANDING SENATE COMMITTEE REPORTS:

Associated Student Union (Lee) No report.

Middle College High School (Wilson) MCHS applications for fall 2005 are being collected and processed this week. A committee of CCC and MCHS staff will be meeting in late April to review and rank applicants. Anyone interested in participating in the process can contact Emilie Wilson at ext. 4410. MCHS will have a visitation by the Calif. High School Distinguished School Award committee on April 7. MCHS students will participate in the National Robotics Competition in Atlanta, Georgia on April 21 - 22 and the MCHS Student conference in Santa Anna April 27 - 29.

President's Cabinet (Jones) The Cabinet met on February 18 and discussed the Strategic Initiatives Governing Board Presentation.

Operations Council (Jones) The basic discussion topic was appropriate physical and virtual locations to display the college's mission statement and What We Believe statements. The topic will be discussed at the next Operations meeting after Judy Flynn Klein creates a document with samples of what the statements will look like.

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

Classified Senate (Johnson-Rose) No report.

College Council (Jones) Instructional Grant Equipment Application Status - Mariles distributed an updated list. We have \$103,000 in instructional equipment monies and the updated list of requests now totals \$101,181. Mariles will notify everyone on the list they may begin ordering their supplies.

Budget Augmentation Funds - The Council reviewed the ten applications that were received and agreed to fund all with the except of the Art department pending further information from them. The funds will be distributed on July 1st Remodel - Mack will do a Power Point presentation at the April meeting.

Concerns expressed about the photograph on the front page of *The Advocate* - Helen was going to ask Chief Lawrence to talk to the council about the circumstances surrounding the photo. (A special meeting was called on March 17. The Chief said that if there was a problem with any one particular officer, he would listen to those concerns individually/ He assured the Council that the police force is trained and will be reminded to follow procedure when it comes to speaking to the press. Lt. Paul Lee will report any incidents to the administration. The Police Advisory Committee, a sub-committee of the College Council, will be implemented by July 1. He denied any racial profiling and said that the officers are rotated every 3 years.

District Governance Council (Weston) No report.

Governing Board (Jones) Saul presented the agenda, minutes, and summary of the next meeting for review.

Council of Chairs (Rosenthal) The Council met March 2. The topics were:

Classroom Management Issues - A memorandum from Senior Dean Frank Hernandez outlining the process for dealing with disruptive students was distributed. There have been a large number of disruptive students this semester. Part-time faculty need to know they can ask a student to leave the class.

President Carr is on a campaign to improve student behavior on campus. She visited a classroom today and asked the students what they thought of student behavior and many students said they don't like the behavior on campus.

We are trying to create a freshman year experience for students. If the students haven't learned appropriate behavior at home or in high school they don't know appropriate behavior when they come to CCC. It is our job to teach them. As educators we must let them know if they are exhibiting inappropriate behavior. There should be more discussions in the departmental meetings about disruptive behavior. If that's the college-wide message, the students will eventually get it. Dr. Amada will be giving a workshop in Pleasant Hill tomorrow on disruptive students and McKinley Williams urged chairs to attend, if possible.

Wendy Williams asked about establishing rules for cell phones in class. Students can use text messaging to cheat on exams. David Rosenthal said culinary arts students cannot have cell phones on their person except during breaks. If there is a personal emergency, they must let the instructor know. If a student is caught with a cell phone a large number of points are deducted. Liz Xiezopolski said if a cell phone goes off in her class she stops and just looks at the student, and the peer pressure from the other students usually does the trick. Several instructors have it in their syllabi that cell phones can't be on in class.

Gary Carlone said the cell phone discussion is ongoing in the WCCUSD. Each school pretty much has its own policy, and the high schools are waiting for the district to come up with a district-wide policy. Cell phones are a major problem in the high schools. MCHS is small and the teachers work on behavior all the time. McKinley Williams felt there should be a college-wide policy, and this can be taken to College Council.

All chairs were asked to share the memo about student behavior with all faculty, including part-timers. Faculty don't have to deal with disruptive students. Frank Hernandez and McKinley Williams will be happy to come talk to any classes.

Annual Principals' Breakfast McKinley Williams announced that the Annual High School Principals' Breakfast would be held on Friday, April 15 at 7:30 a.m. in Three Seasons Restaurant. Anyone who would like to attend the breakfast is welcome – just let Mary Healy know. This year students will be speaking at the breakfast.

Update on Supervised Tutoring - McKinley Williams reported that at the last Vice Presidents meeting, they went through Title V meticulously and found that there must be a certificated person in charge whenever supervised tutoring is going on to be in compliance with Title V. Jason Berner is working on identifying the person in charge whenever tutoring is occurring on campus. The certificated staff member doesn't have to be in the room. They just have to be available if there is a problem. Currently, there are seven students who are utilizing the supervised tutoring.

Cognos Software Training - Tim Clow reported on this agenda item. Cognos is management information that can be retrieved from Datatel. The District doesn't seem to want everyone to have access to this information, but CCC is continuing to push for this to be available to everyone. Tim did a demonstration. Cognos allows you to retrieve demographic data and retention data by department. Student demographics are never for the current semester. We are usually a semester behind. CCC's dental assisting program's productivity is much better than DVC's program. Cognos is only available on campus. It can't be accessed from home. It does work with Macs. Tim invited all who are interested to come to his office and he will walk them through a session.

FSCC (Zeller) FSCC met on February 24.

Process for changing minimum qualifications for hiring faculty - A presentation was made by Donna Warner at DVC concerning changes that were made in minimum qualifications for their program in Addiction and Para Professional Training. These changes above state minimums were made back in 1997. They basically added that certification of instructors would be added as an addition to minimum qualification standards. She came to FSCC looking for an endorsement of these changes. This prompted a discussion that changes made in programs that are provided at more than one of the district colleges need to be approved ultimately at the district level. This discussion revolved around the minimum qualification to run the school newspaper at Los Medanos that

require a journalism instructor. This particular minimum is not the same at DVC or CCC and thus could potential create a problem if an instructor were reassigned to a different campus. This discussion has prompted a recognition that we need to develop a process to change minimum qualifications that bring ultimately approval at the district level. It would necessarily include a step where department changes must be approved by their faculty senate and then must include steps that include the FSCC and district follow up and final approval. Dean's List for Part Timers - CCC and LMC Senates have approved the measure. We are waiting for DVC to approve and we expect that this will happen this month.

E-Mail Policy - Several DVC faculty have gotten letters of warning for "misusing" the "everyone" email for union work or other activity considered controversial. Discussion centered on the need to establish an appeal process regarding these warnings. That is establish a policy that is clear about what is and is not legitimate use of this forum as well as a process that allows faculty to respond to such warnings before such warnings are entered into the faculty members permanent record.

Chancellor Interview Committee - We need to have a faculty member volunteer to participate in this committee by February 28, 2005.

Instructional Technology Committee (Fernandes) No report.

Student Services (Mays) No report.

Faculty Development Committee (Weston) No report.

Planning Council (Jones) No report

NEW BUSINESS: The ASC agreed that the validation teams need some sort of criteria for the update or shortened Vocational Education program review self-study as well as how to evaluate a program when it is in that part of the cycle. The four-year self study report should be included with the two-year update.

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

**Respectfully submitted,
Lynette Kral**