

ACADEMIC SENATE COUNCIL MINUTES

AA-216 2:15 p.m.

Monday, September 20, 2004

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), Mike Fernandes (Instructional Technology), Rudy Zeller (FSCC), Emilie Wilson (MCHS), Deborah Johnson-Rose (Classified Senate), Hazhir Zahed Kargaran (ASU)

Absent: David Rosenthal (Div. I), Jose Ortega (Div. I)

Guests: Terence Elliott, Leverett Smith, Terrill Mead

APPROVAL OF AGENDA: The agenda was approved.

APPROVAL OF MINUTES: The minutes were approved.

ANNOUNCEMENTS: Saul introduced the new ASU rep, Hazhir Zahed Kargaran. It is Hazhir's first year here at CCC and his first shared governance meeting.

STANDING SENATE COMMITTEE REPORTS:

Associated Student Union (Kargaran) Hazhir reported that the ASU is in the process of electing the second of two student ambassadors, and that he will be attending the ASC meetings until one is elected.

Middle College High School (Wilson) Emilie reported that MCHS is up and running. With an Early College Initiative grant, fifth-year students are being followed-up on.

President's Cabinet (Jones) Saul reported that one of the discussion topics was the revised Program Review Schedule. He explained that some of the departments' reviews have been delayed, so the whole schedule is askew. Lynda Lawrence and Tim Clow are asking that some program reviews be moved up to Spring 05. There will be a new schedule soon.

Saul also reported that the focus of the spring All College Day will be Student Learning Outcomes. He also stated that McKinley will be bringing the issue of Department Mission Statements (due by January 2005) to the next Council of Chairs meeting.

Operations Council (Jones) No report.

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

Classified Senate (Johnson-Rose) No report.

College Council (Jones) Saul reported that the revision to the Key policy is still unfinished. There is some concern about the form regarding returning of the keys by exited personnel.

He reported that the budget update will be covered in the Road Shows. At the September 9 meeting, the College Council was informed that Acting Chancellor, Phyllis Gilliland, and Vice Chancellor of Business and Finance, Tom Smith, would be on campus today to discuss the District Budget. Saul said that Linda Cherry reported that the proposed Marketing Priorities will go out soon.

By the next College Council meeting, all constituent groups were asked to bring comments back regarding CCC becoming a "smoke-free" campus. NOTE: The ASC discussed the reasoning of a policy that can't be enforced. They would like to see the definition of a "smoke-free" campus, and also the consequences of not adhering to this policy.

Saul reported that McKinley talked about the Measure A remodeling projects. The Art Building and Library remodeling will begin in Fall 05.

District Governance Council (Weston) No report.

Governing Board (Jones) Saul had nothing to report other than the budgets of the District and three campuses were included in the agenda, which is available in the ASC office. He said that the budgets wouldn't be official until the Governing Board approves it at the September 29 Board meeting.

Council of Chairs (Mays) Judy reported that Tim Clow distributed the 2004-05 FTES Goals and Enrollment Trends. The CCC goal remains at 6,000 for this year.

CCC is now offering a non-credit supervised tutoring course, ACKSL 875N. Tutor Coordinator, Jason Berner, said all departments that want to offer tutoring through this program should contact him.

Carnegie Unit Clean-up was discussed. Carnegie guidelines suggest that every hour of lecture is equal to one unit. The Instruction Office has found that there are some discrepancies between the units and hours in

some courses. The State Chancellor's Office allows the discrepancy to be within one-third of the recommended guidelines. There must be a justification statement to explain the discrepancy. McKinley would like to see the Summer Schedule "beefed-up."

FSCC (Zeller) Rudy reported that State Chancellor Drummond and ASCCC President, Kate Clark were visiting DVC whilst he was attending the FSCC meeting.

The discussion of Program Review was centered on DVC wanting to have the reviews done every six years. At the present DVC programs go every six years. CCC academic programs go every four years with the Voc Ed programs doing a full review every four years with an update in between. Board policy says it should be every five years. NOTE: Saul asked the ASC to search the district website for C&I 4008, which explains Program Review guidelines, and to take it back to their divisions for feedback. This will be returned as an agenda item on the next ASC agenda.

The issue of registration practices was also discussed. It seems that since classes start on Thursday, students cannot register after Thursday. Regarding DVC faculty's lawsuit against the District, the judge denied the petition for writ of mandate and ruled favorably on other issues such as the Academic Senates' right to bring suit against the District on behalf of the faculty. The District had argued that the Senate was not entitled to sue to enforce the law. A tentative ruling clarifies that policies, procedures, and established practices may all be subject to collegial consultation if they concern academic and professional matters.

Rudy reported that other discussion items included the Interim Chancellor hiring; the California Performance Review that involves the issue of blending the Board of Governors and Board of Education together; and the 45/15 community colleges to CSU policy that could create major problems for core programs. **Instructional Technology Committee (Fernandes)** Mike reported that the Technology and Instructional Technology committees are being combined. Mike will be co-chairing with James Eyestone. The meeting is this Wednesday from 2 – 4. The committee will revise the Technology Strategic Plan.

Student Services (Mays) No report.

Faculty Development Committee (Weston) No report.

Planning Council (Jones) Saul reported that the Student Satisfaction survey was discussed. The survey must be done in the classroom. Saul asked for faculty help in getting this done.

OLD BUSINESS:

Faculty Involvement in the Budget Process Faculty should be involved in the Budget process from the beginning. It was suggested by Barbara Williams that since all constituency groups are represented at the ASC meetings, the campus input should begin here. The various levels of faculty involvement were discussed. Faculty does not have involvement in the C contract budget process. Leverett Smith suggested that the three campuses get together and propose a budget and that the process should start at FSCC. Saul said that we have a budget committee, yet the C contract was not part of it. According to Tom Smith our new Vice Chancellor of Finance the law requires shared input into the budgeting process. He plans to obtain input from the campuses. It was suggested for the second time that Saul review the faculty involvement at other community college campuses.

NEW BUSINESS:

Faculty Orientation Facilitator Saul brought up the point that the new faculty aren't receiving orientation. Judy Mays said Nexus was responsible for that. Saul asked if each department did orientation. The general feeling was that individual departments did new faculty orientation. It was determined that most part-time faculty did not receive any formal orientation.

Search for Interim Chancellor Mary Ulrich (DVC) and Sue Shattuck (UF) acting with Acting Chancellor Gilliland have been asked to make a presentation to the Board of Trustees at the Sept. 29th board meeting regarding selection of both the temporary and the permanent replacement for former Chancellor Spence and as to appropriate goals for both these positions with the qualifications and skills we should be looking for in the candidates. A request for comments will be sent out to faculty.

Course Scheduling Barbara Williams led this discussion on course scheduling. Course scheduling is no longer MWF classes. We now have weekend, online, telecourse and other non traditional course structures programs. Student input on the desired class times should be obtained. Business alternates semester weekend courses and traditional semesters. There was a question of who is overlooking course scheduling; whether it is contractual;

and, if it should be looked at department or division level. Saul suggested a subcommittee be formed. It was suggested that student input regarding class time preferences be included in the Student Satisfaction survey. Hazhir will take this issue to the ASU. This will be returned to the next ASC agenda.

CIC Chair Election Consistency A question has risen regarding the CIC chair position. The bylaws state that the ASC president should chair the CIC. The CIC chair position receives a monthly stipend. This is the only ASC Standing Committee position that receives a stipend. It was suggested that all elected ASC positions (ASC President, CIC Chair, Faculty Development Chair, Student Services Chair, and Instructional Technology Chair) be increased to two-year terms with the option of a second term. Saul asked the Senators to take this issue back to their Divisions for feedback. It will be returned to the October 18 ASC agenda, where it will possibly be motioned to go out for faculty vote.

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

**Respectfully submitted,
Lynette Kral**