

DRAFT
ACADEMIC SENATE COUNCIL MINUTES
AA-216 2:15 p.m.
Monday, October 18, 2004

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

Present: Saul Jones (Chair), David Rosenthal (Div. I), Barbara Williams (Div. II), Fritz Pointer (Div. III), Dionne Perez (Div. III), Judy Mays (VP-Student Services), Ron Weston (VP-Faculty Development), Kevin Pratt (ASU)

Absent: Jose Ortega (Div. I), Mike Fernandes (Instructional Technology), Rudy Zeller (FSCC), Emilie Wilson (MCHS), Deborah Johnson-Rose (Classified Senate),

Guests: Leverett Smith, Carol Stanton, McKinley Williams, Tim Clow

APPROVAL OF AGENDA: The agenda was approved.

APPROVAL OF MINUTES: The minutes were approved with minor corrections.

ANNOUNCEMENTS: Saul announced the November 3 Sabbatical Leave workshop and distributed the deadline dates for the application process for sabbaticals to be taken in 2005-06.

STANDING SENATE COMMITTEE REPORTS:

Associated Student Union (Pratt) No report.

Middle College High School (Wilson) Middle College has completed the first quarter and will be hosting a "Report Card" night for parents and students on Tuesday, October 19 in the Fireside room. The annual MCHS Fall Rally will be held on Friday, October 29 at noon in the amphitheater.

President's Cabinet (Jones) No report.

Operations Council (Jones) No report.

Career and Technical Training (R. Ramos) The CCC Vocational Technology programs are behind other colleges as far as offering online courses. The high schools are asking for after school hours online prep courses. A pilot program will be tested next semester. VATEA will be asked to support those vocational departments who want to participate for 2005.

Classified Senate (Johnson-Rose) No report.

College Council (Jones) The Key Policy became a Property Disbursement form and was approved.

District Governance Council (Weston) No report.

Governing Board (Jones) No report.

Council of Chairs (Rosenthal) Student Learning Outcomes are becoming standard across the nation. In order to measure SLO the department's mission must be clear. Each department or unit must have a mission statement. McKinley Williams asked everyone if it was possible to submit departmental mission statements to Tim Clow by the end of October. It was finally agreed that departmental mission statements would be turned in to Tim Clow's office by Wednesday, November 24, 2004. Research and Planning will have the statements back to department chairs by the end of January 2005, or by the February 2, 2005 meeting.

Tim Clow distributed the latest enrollment figures. CCC's FTES was 3,798 as of this morning (October 6, 2004). CCC has a higher FTES figure than LMC. McKinley Williams thinks if we duplicate this year we should be in good shape. We must also stay within our C-Contract budget this year. We must grow in areas where we can logically grow without overspending. If we overspend, we will have to pay the district back.

Courses that are non-degree credit, non-vocational, non-transferable, and non-basic skills should be changed to degree credit or vocational so that those courses do not fall under these categories. Only 2 percent of a district's FTES can be enrolled in non-degree credit, non-vocational, non-transferable, or non-basic skills courses. Courses that are below college-level can be coded as basic skills courses or vocational courses.

It was reported that students aren't finding out about events on campus. It was suggested that the Advocate print upcoming events, and that electronic bulletin board somewhere at a central location on campus. The board could possibly be installed during the remodeling of the student services building. Announcements are also posted on the college network that is shown on the TVs in the cafeteria.

The Vice President's Office received ten requests for new full-time positions. CCC has always maintained that we do not want any new positions, but we do want to fill all full-time vacancies. We currently have 108 full-time faculty. If any of those faculty members retire we want to be able to fill those positions. The

college has not had the local Box 2A meeting yet. The District Box 2A meeting is tentatively scheduled for November 8, 2004. At that meeting it will be decided if any positions will be filled, and if so, which campuses will be able to hire any new faculty.

It was suggested there be a large, centralized shredder on campus if there is any extra money available. McKinley Williams said there are bins outside the AA-Building for material to be shredded. The bins are secure.

It was asked about having computers hooked up to the projectors in the smart classrooms. McKinley Williams will make that a priority and will contact technology services to see what the project status is.

FSCC (Zeller) No report.

Instructional Technology Committee (Fernandes) No report.

Student Services (Mays) No report.

Faculty Development Committee (Weston) No report.

Planning Council (Jones) No report.

OLD BUSINESS:

Program Review - Chair Stipends The question arose at the last ASC meeting of increasing stipends for Vocational Ed Chairs because of the increase in workload from doing Program Review every two years instead of four years. Carol Stanton and McKinley Williams attended this meeting to explain the formula stipends are based on. Carol said that stipends are stipulated in the union contract. Both she and Mack agreed that the stipend formula is based on 2.5 FTES and head count. A head count of ten people would result in a 12.5% stipend. CCC gets a certain amount of stipend money. If one department gets more, another department would get less. Carol will check at other colleges to see if the increased workload due to Program Review is being considered. McKinley was asked how faculty could be more involved in course scheduling. Mack replied that the faculty should meet with their and other department chairs at the beginning of the course scheduling process. He really doesn't want to see the Deans making up the schedule because then it becomes a management approval of the schedule. He said that the deans do a analysis based on faculty schedules to make sure there are no conflicts that are harmful. He said that the deans have been talking with the department chairs about more flexibility. It was pointed out that students should be able to take a full course load during the day Monday through Thursday. The ASC agreed that there is an area of concern that distance education courses are not as rigorous as an on-campus course. The question of whom is monitoring these course and if they are being taught at the same level of content. The following statement was penned and Saul will present to the President's Cabinet or Council of Chairs. *"We applaud and support administrative efforts to offer a full curriculum to the broadest possible consistency, including during our popular summer sessions. However, in doing so it is essential that we maintain the same standards throughout, so as to assure that students will fully meet the performance levels required by our course outlines, by transfer institutions, and by our accreditation process."*

Student Learning Outcomes - SLO Mission Statement Tim Clow did a presentation on the SLO mission statements. He handed out information on how to write a mission statement. The mission statement should state why the program exists; what is hoped to achieve in the future; and what the department's values are. The mission statement should correspond to the mission statement of the college. All dialogue regarding developing the mission statement must be researchable. Make sure SLO are incorporated in the mission statement.

HR 1040.8 Institutional Code of Ethics There were no comments from Divisions

HR 1040.7 Unlawful Discrimination and Sexual There were no comments from Divisions

Chair Election Consistencies It was motioned and approved that all elections for Standing Committees which include the CIC, Faculty Development, and Student Services be done every two years in early Spring. The election for the ASC president will be done in December. The amended page of the bylaws will be brought to the next agenda.

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

Respectfully submitted,
Lynette Kral