

DRAFT
ACADEMIC SENATE COUNCIL MINUTES
AA-216 2:15 p.m.
Monday, November 15, 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), Ron Weston, Ed.D. (VP-Faculty Development), Rudy Zeller (FSCC), Emilie Wilson (MCHS), Kevin Pratt (ASU)

Absent: Judy Mays, Ph.D. (VP-Student Services), Mike Fernandes (Instructional Technology), Rick Ramos (Career and Technical Training), Deborah Johnson-Rose (Classified Senate), Jose Ortega (Div. I)

Guests: Michele Jackson

APPROVAL OF AGENDA: The agenda was approved.

APPROVAL OF MINUTES: The minutes were approved.

ANNOUNCEMENTS: Kevin Pratt distributed the ASU activity calendar. Kevin would like to see the faculty and ASU work together to plan events. Saul asks the faculty to please encourage students to participate in ASU events, by possibly rewarding the student with extra credit for attending. Saul announced that Jesse Reyes is leaving the Governing Board.

STANDING SENATE COMMITTEE REPORTS:

Associated Student Union (Pratt) The student ambassador program is beginning. Kevin asked that department chairs nominate students for the positions.

Middle College High School (Wilson) MCHS welcomed Cecelia "CC" Cunningham from the Early College/Middle College High School Consortium in New York. "CC" is the former principal of the Middle College at La Guardia Community College, New York and is now the coordinator of the Gates Foundation Early College grant. Middle College students scored the highest in the district exceeding the state wide performance target of 800. They also met all of the sub-group targets.

President's Cabinet (Jones) January's All College Day Agenda was developed. Jeff Kingston will attend the 12/8 College Council and share information on bond projects. Costs are involved in implementation of Information Competency in Fall of 2006. Mack will work with appropriate deans to determine funding needs and sources by February. The College FTES is at 3,187. President's Cabinet approved the creation of a Public Safety and Advisory Committee after adding the Senior Dean of Instruction to the Committee. This committee will provide a forum for the college community to discuss police matters in order for the community and the police to create a safe environment. It will be forwarded to the College Council for approval. Anticipated implementation will be in July 05. College committees were assigned to standard areas in preparation for the writing of the upcoming Self Study Accreditation report.

Operations Council (Jones) No report.

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

Classified Senate (Johnson-Rose) No report.

College Council (Jones) Mack will send out an e-mail with the revised remodel calendar. One of the concerns around the SA Building remodel is that plans were made for the current cafeteria and fireside room to temporarily house the Library. The ASU recreation room will become the cafeteria (seating area) while the Library is under construction. We will not extend our current food vendors contracts into next semester, but will contract with the vendors on a month-to-month basis since we are not certain as to the exact date when construction will begin on the SA Building. We are hoping for a start date on construction in late spring for the both the SA and Voc Tech Buildings.

Barb had revised the Key policy from the last meeting. After a brief discussion, it was decided that policy would be approved with the corrected inclusion of banked load credit for retiring faculty and sick leave calculations for retiring classified and faculty.

Jennifer reported on the management recommendations for the Smoke Free Campus Policy: to allow smoking in only four designated smoking areas, the three existing ones (outside of the AA Building, behind the H Building and between the Art and Music Buildings), plus one other to be built by the quad area. Smoking

will also be allowed in the parking lots and proper signage will be posted on campus as to where the designated areas are located. Even though smoking will be allowed in parking lots, it still has to be 20 feet away from the entrance of a building in compliance with state law. The managers' recommendation includes that violators will be given a warning by campus police if found smoking on campus somewhere other than a designated smoking area and then referred to the dean of student services if the pattern continues. Gigi reported that the students do not want a smoke-free campus but they want designated smoking areas. Gigi disagrees and would support a smoke-free campus. Barb reported that the classified vote was too close and they do not want to make a decision one way or the other because of the close vote. Leverett said there was still discussion among the faculty. Ron asked Jennifer to send out the management recommendations since this proposal seemed to be the one that was most organized. Each constituency group will discuss those recommendations to bring back to the next meeting. It was agreed that Operations Council will begin discussions on the location of the fourth and new designated smoking area somewhere by the quad.

Some safety concerns about the loading and unloading that occurs on Castro Street, specifically in front of the gym area, were brought up. It was suggested that perhaps there could be a yellow curb designated as parking is currently allowed on both sides of the street. Joyce will take the concerns to the Safety Committee **District Governance Council (Weston)** The DGC meeting only lasted 45 minutes. The only "second reading" is for employee access to computerized records. Everything else is first reading or information and discussion only. NOTE: DGC materials were emailed to the ASC for review.

Governing Board (Jones) No report.

Council of Chairs (Rosenthal) At a recent Enrollment Management Committee meeting various ideas were discussed to increase enrollment. One of the issues that came up was block scheduling. Block scheduling had been floated around and discussed in the past. At that time a consensus was not achieved by departments participating in that discussion. Over the years, many departments have begun offering block schedules. More and more departments are offering four-day schedules based on a block scheduling model. The Enrollment Management Committee suggested this be brought back to the Council of Chairs to test the waters if this is something that should be implemented college-wide. The Enrollment Management Committee felt there should be agreement among all the departments to avoid problems in scheduling rooms. When this issue was being considered in the past, most of the resistance came from the science departments. The science departments felt block scheduling was not conducive to some of the labs that are required for some science classes. Leverett Smith said there are concerns because many classes that include a lab are six-hour and nine-hour blocks of time. Susan Lamb pointed out that a three-hour lab could be a three-hour block. Terrill Mead said math classes are three hours per week, four hours per week, and five hours per week. Classes that are four and five hours per week don't fit into a 1-1/2-hour block. McKinley Williams responded that it would be possible to have a two-hour block on Mondays and Wednesdays, and a one-hour block Tuesday or Thursday. Rick Ramos pointed out that many students would rather come to school one or two days per week instead of five. Wendy Williams suggested assigning certain classrooms to certain departments so departments can schedule the room any way they want. Room utilization is the main reason block scheduling must be campus-wide. There is a room problem now because some departments are using a room for a block. When construction begins on the bond projects there will be a shortage of rooms. The college is trying to mitigate this by getting portables during the construction. There was a lengthy discussion. Many felt this was worth pursuing but there should be some guidelines for departments wanting to block schedule, and departments that won't want to go to block scheduling shouldn't have to. If this is adopted college-wide, it will take a year or a year and a half to implement. This will be brought back to the Council of Chairs again.

The college is making a lot of progress with Student Learning Outcomes. Tim Clow distributed the Health and Physical Education Department's student learning outcome instrument and introduced Mike LeFebvre. Mike explained that the process was very simple. The department broke their course areas into five different types of classes: aerobic courses, anaerobic courses, lifetime learning courses, academic courses, and health courses. They then assigned what they thought should be the percentage of students who would succeed in each type of course (benchmark). They created an essay the students would take to determine if the benchmark had been reached for each group of courses. The essay question asks students what they have learned from the course. If the benchmark percentage of students mention the themes of the course in their

essays and understand them, the course would be successful. Ellen Smith and the academic skills English teachers can be of assistance in formulating the essay questions.

It was decided that instructors could not rate essays from their own courses. Two instructors from the department would rate the essays, but not their own courses. Mike said the committees were kept small and if a problem arose they would ask the instructors of those classes about what the students should be learning and then they would compact them into four different themes. For the mission statement, they used the statement in their self-study for program review. Tim said SLO are only done every program review, not every year. Tim then distributed a program SLO instrument developed by Peter Lock and Mike Fernandes. Leverett Smith talked about the SLO instrument for the chemistry department. The American Chemical Society's Division of Chemical Education has a variety of nationally-norm chemistry exams, designed for various levels including introductory, general and organic chemistry.

CCC's FTES projections for 2004-05 are:

Summer 2004:	475	
Fall 2004:	3400	2800
Spring 2005:	2400	2800

If we duplicate this year next year, assuming that the District will accept a 2 percent increase of our goal, we will be in good shape. We will make our goal if we have an enrollment of 2400 in the spring. (The ability to project FTES during the current term has been an ongoing challenge for the college. At the November 3, 2004 Council of Chairs meeting McKinley Williams gave you the latest projection from our Cognos online system. It was later discovered that that information was flawed because of the reporting patterns for positive attendance courses. In italics next to the numbers above you will find what the projected FTE for fall and our upcoming spring. As you can see, the fall is significantly less than what we had projected based on the overstating of positive attendance hours. For every variable unit class the current program assumes that all students will enroll and receive the maximum units. Hence, for a class that is a one- to four-unit variable unit class, the program assumes that all students will receive four units. As you can see, this overstating of what is the true reality caused our projection to be higher. We hope this is not as confusing as it sounds.)

Everyone was asked to print out and read the accreditation standards that were e-mailed to everyone. These new standards will become our bible. The standards have been reduced from ten to four, but the document is still just as long. Currently, we are working on our midterm report. We made 130 recommendations for ourselves, and in the midterm report we must report the status of each of the recommendations. We will be more conservative about our plans of action during the next accreditation since many of the recommendations were to continue a practice that was being done.

Lynda Lawrence stated that since there are so many events in the Fireside Room and it will be closed during the construction, it could become an issue about where to place all the events that are scheduled in that room. The preparation of the cafeteria and Fireside Room to house the library will begin in April 2005. The vendors have been put on a month-to-month contract. The library construction will take approximately eleven or twelve months. It will also take a long time to move everything back. The construction on the VA Building will also begin late next spring.

McKinley Williams distributed the final Dept. Chair List of Reassigned Time/Stipends. Allocations are always based on the previous year.

Lynda Lawrence thanked everyone for their cooperation in building the schedule this semester. The schedule should be on campus by November 11 and it is online now. The suggestion was made at the catalog/schedule meeting to give the department chairs and division deans the rollover for fall in December. Lynda wanted to know if it would help in projecting classes. Some chairs felt it would help to get the rollover in December instead of January and some felt they wouldn't look at it until January anyway. December 13 is the last CIC meeting to have new courses approved, so the rollover would have to go out after December 13. Ron Weston asked that the scheduler look at the short-term courses because a number of them are showing as full-term courses. The schedule is correct but the screen shows some of the courses as being full-term courses.

Wendy Williams announced that AGS is sponsoring a discussion about scholarships tomorrow, November 4, at 2:00 p.m. in H-1. Everyone was asked to let their students know.

The Hall of Fame Gala will be this Friday, November 5. Tickets can be purchased until 12:00 noon on Friday.

FSCC (Zeller) Three issues regarding the CCCC Budget were discussed. We need to find out if the district has paid the state academic senate dues for the year, which they are mandated to pay. We need to find out what has happened to carryover funds for ASC from last years budget. We need to find out where this years allocation of \$60,000 is. Each ASC gets \$10,000 and the balance is divided up according to each school's FTES.

Judy Mays reported from CCC and the student service's committee to make a policy revision regarding the Dean's List for part-time students. The recommendation was to allow part-time students the opportunity to also be added to list after completing 12 academic units when taking between 6 and 11.9 units. This must be a district policy and is being forwarded to LMC and DVC for their approval. A discussion was held around the issue of raising the GPA for the Dean's List above the present 3.0 standard. In reviewing other community colleges' standards, they all are significantly higher. CCC students rejected the proposal to raise that standard to a 3.25 GPA.

The district has gotten the Equivalency and FSA District forms in an electronic format and wants FSCC to approve them. The process is somewhat different for the Equivalency Form at each campus but discussion centered on three changes needed on this form. Space must be created for printing name of candidate, since signatures are sometimes unreadable. Boxes that designate what campus the student comes from and insure that the form is signed by member of the equivalency committee should be added. The FSA Form issue was tabled but concern was raised when faculty should have been involved in the process, that we were not involved at all in coming up with the form.

Need to arrange meeting with Tom Smith to insure that faculty is involved in the budget process from the outset for the 2005-06 budget. This did not happen this year and the budget process has changed significantly since Hendrickson left the district.

The state Faculty Obligation Number for us this year is 456 and we presently have about 451. Questions were raised about who is included in the 451 number. Does it include retired teachers that were given a golden hand shake? The full time to part time ratio as mandated by the state should be 75/25. Our present percentage of fulltime faculty is at 59%.

Clay David will be the CCC faculty representative on the Chancellor Hiring committee. LMC and DVC still need to choose their representative.

Instructional Technology Committee (Fernandes) No report.

Student Services (Mays) The proposal to include part-time students on the dean's list was presented to the Faculty Senate Coordinating Council on October 21, 2004. The senate presidents from DVC and LMC will present the proposal to their faculty for comments and feedback.

Faculty Development Committee (Weston) No report.

Planning Council (Jones) No report.

NEW BUSINESS:

Bylaws for Standing Committees Discussion A copy of the bylaws for standing committees, which begins on page 11 of the Academic Senate bylaws, was distributed to the senate. Section B. a. states that the election of committee chairperson will occur at the end of the preceding term. Section B. b. states that the committee elects its chairperson and forwards that name to the Senate President.

Conflict of Interest Policy Discussion It was agreed that there is no conflict of interest when the CIC chairperson presents a course proposal while residing over the committee meeting. It is felt that the committee ultimately has the greater authority and ability to approve or disapprove a course proposal.

ASC President Election for 2005-07 Discussion Barbara Williams will chair the ASC President-Elect election committee. The call for nominations will go out immediately so we can have an election before winter break.

All College Day Discussion The theme will be "Shaping the Dialog." The entire CCC staff will be broken up into approximately 15 groups with 10-15 in each group. There will be classrooms available for these groups to meet for about one hour to discuss the knowledge, skills, and abilities a CCC graduate should process. They will then return to LA 100 to report their ideas.

Faculty Issues Discussion This item is tabled to the next agenda.

Student Equity Plan 2004 The State wants each college, as part of Title 5, to look at its demographics and compare it to the opportunities given at the campuses.

ADJOURNMENT: The meeting was adjourned at 3:45 p.m.

**Respectfully submitted,
Lynette Kral**