

ACADEMIC SENATE COUNCIL
Applied Arts Building AA-216 2:15 p.m.
Monday, March 20 2006

Contra Costa College
2600 Mission Bell Drive
San Pablo, California 94806

MINUTES

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

Present: Terence Elliott (Chair), David Rosenthal (LAVA), Sally Brooks (LAVA), Dionne Perez (CLASS), Sue Van Hattum (NSAS), Robert Chan (Instructional Technology), Emilie Wilson (MCHS), Rachelle Whitfield-Wormely (ASU)

Absent: Chris Tarp (VP-Student Services), Fritz Pointer (CLASS), Rudy Zeller (FSCC), Rick Ramos (Career and Technical Training)

INTRODUCTION OF GUESTS: Leverett Smith

CONSENT ACTION ITEMS:

Agenda of March 20 was approved.

Minutes of March 6 were approved.

DISCUSSION ISSUES:

Continuing District Budget Issues – The Values and Parameters and District Budget Priorities were discussed. The Academic Senates were asked to come up with a list of budget priorities for the district that should focus on and connected to the District Strategic Goals and Objectives. It was suggested that more effort be put toward educating faculty on the distant education course process which led to a discussion of the need for a central site focused on distant education and the start process with emphasis on telecourses and WebCT with release time assigned to the person in charge of this website. The draft Budget Preparation Process was discussed. Terence said that DGC had some language changes in #3. The ASC suggested changing the language in #5 from “recommends” to “reviews.” Terence will send out the final draft to the ASC when it is approved by DGC. It was suggested to send the following proposal to the Chancellor:

“Whereas the District has not ensured meaningful involvement of all constituencies in key decision making processes over the past five years, including the change to division dean structure and the cut in pay imposed on faculty and staff,

Whereas interactions between administration and faculty have not been based on mutual respect over the past five years (examples could be provided),

Therefore, the only way to move forward is to both look forward and heal the wounds of the past, and so we must consider salary as part of our budget priorities.”

DVC Curriculum Issue – The DVC curriculum committee is having problems getting course outlines, new and revised, signed off by their Vice-President of Academic Affairs, thus not being able to comply with Title V, nor file paperwork with the state for new majors or programs. After appealing to the DVC president, without getting any satisfaction, they are taking this issue to the district-wide level (FSCC) and then to ASCCC and the State Chancellor’s Office. The FSCC has asked the Faculty Senates of LMC and CCC to have it discussed at their curriculum committees. The response from our CIC was as follows: “In our shared governance model, instructional decisions such as this have been made by our CIC in a committee model that includes Faculty, Classified, Management and Student participation. Issues of pay and load have not been part of the discussion within our CIC, nor have they impeded our combined efforts to offer the best educational opportunities for our students. We thought that under the leadership of Mack (or Helen or Candy), an action such as the DVC president undertook, would be unthinkable, given the spirit of cooperation that exists here. We could only justify the action by the DVC president as an attempt to take over sole control of curricula using budget control as a straw man. As such, we thought that this issue is more of a union issue than a CIC issue.” Terence said that DVC took this issue to the UF, but the UF said it is not a union issue. DVC will take this issue now to the CCCCDC Chancellor’s Office.

Faculty Works Exhibit – Terence asked the ASC to encourage the faculty to participate in the Faculty Works Exhibit that will be held in the Three Seasons on April 13 from 3 – 5 p.m. with light refreshments. Dionne Perez has volunteered to help set up this event.

Department Equivalency Request for Approval Form – The President’s Cabinet had requested some changes to this form. The ASC approved the changes and added one of their own. They would like the wording “Current Department Equivalency for:” to read “Current Discipline Equivalency for:”

Partnerships with Local High Schools – The CALPASS K-16 program was started in San Diego in 1998. A survey showed that if a student hasn’t taken Algebra 1 by eighth grade, they probably won’t finish the A-G requirements by graduation needed to attend college. CALPASS will help organize the workshops and/or task forces with the District in connection with MCHS, to help students attain better skills in the Math and English areas. Leverett asked if High School instructors could attend these workshops for continuing education credit.

Enrollment Challenges – Terence asked for suggestions of how faculty could be more involved and/or instrumental in increasing enrollment. Our enrollment isn’t increasing and it will affect the amount of state funding we will receive. This is an issue that will be discussed at the next Governing Board meeting. The distant education issue discussed earlier was a viable suggestion. The groups of students who do not graduate from high school or do not want to attend college need to be targeted. We are losing the older student group because there is not a good course offering evenings and Fridays. It was also suggested to have more “late start” classes because it enables a student who is failing a course, to add another class later if additional units are needed for one reason or another, such as financial aid. It was also suggested that a PR person be hired to advertise and promote the colleges. It was asked what had happened to the advertising project that was created during ACD. A district-wide marketing person should be included as a budget priority.

STANDING SENATE COMMITTEE REPORTS:

President’s Cabinet No report.

Operations Council No report.

District Governance Council No report.

Governing Board No report.

Planning Council No report.

College Council No report.

FSCC Zeller sent a report on the March 16th meeting. A concern has been issued about the fact that all three senate presidents are serving terms that expire at the same time and the belief is that trying to establish staggered terms so that there would be some continuity of leadership would be very important. It was decided that Bruce would consult bylaws; as well as each president would consider personal implications of making any changes.

There is a “shared governance” procedure to deal with Adm. Proc. 5033.1 found in step 3 of document where “mutual agreement” is required. It is opinion of committee that exact document of what this procedure is needs to be referenced in this step. It is also felt that somewhere between step 3 and 5 a statement that references the involvement of the senates and the FSCC must be included. There are also some questions about deletions of items in step 5 and Bruce will discuss this issue with chancellor and thus senates will not discuss this Procedure until this issue is clarified. Bruce, Terrence and Erich will try to outline and develop a general District/Faculty Senate meeting calendar template that can be used by future presidents. There is further clarification needed with chancellor on Board Policy 5003 and Bruce will try and get those clarifications. Campuses senates will deal with this issue after above two clarifications are made.

A second discussion was held on battle between administration and biology department on changes requested in courses that affect lab versus lecture hours. It was decided that before FSCC steps into the issue that Bruce will attempt to get the chancellors office involved with parties at DVC in attempt to resolve issue that has not been resolved for eighteen months.

A discussion was held around the need to hold senate and FSCC leadership retreat to enhance and accelerate leadership development at all three campuses. Should the word instructor or professor be used on job listings? Why is district still using the word instructor when agreement was reached that faculty should be know as professors? It is believed that in the union contract faculty are named as instructors. Bruce will look into this issue and try and get some answers.

Council of Chairs Rosenthal reported that at the March 1 meeting, the class cancellation policy was discussed further. Carol thought the cancellation policy could state something about vocational program enrollment. Carol made notes and will send out a draft of the revised policy. The draft will be discussed at the next meeting.

CCC has a general education SLO committee, which has met twice. The general education SLO committee is concerned with the college-wide SLOs, not individual programs. The next meeting is scheduled for March 8. The G.E. SLO committee meets the second Wednesday of each month from 2:00 – 4:00 p.m. in #AA-216. This committee consists of department chairs that have some connection to the general education requirements on IGETC. Wendy Williams is the chair. All SLO's should be sent to the Academic Senate, where they are reviewed. Tim is here to help any department with their SLO's but they do not have to work with him. All department chairs are encouraged and need to develop their own SLOs. SLOs are part of program review. John Christensen is supposed to be tracking the graduates of our vocational programs.

The 2008 Accreditation process has started this semester. Committees have been assigned to write certain aspects of the self-study.

There are a number of faculty who have not turned in their census rosters. Census rosters are required by the state to verify enrollment for every course. Census rosters validate state funding for the course and must be on file for each course. All chairs are encouraged to work with their deans to get census rosters turned in.

There will be a hiring workshop Thursday, March 2 from 2:30 – 5:00 p.m. in the Fireside Room. Everyone who will be on a hiring committee needs to attend the workshop.

The fall and summer schedule is ready to go to the printer. It will be on the CCC website on Monday, March 6 and the hard copy will be on campus by March 15. The scholarship award program will be on Friday evening, May 19, 2006.

Faculty Development Committee No report.

Student Services No report.

Instructional Technology Committee Chan reported that the compressed calendar issue was discussed. A problem that would arise from this would be that there would be not time for technology updating.

Middle College High School Wilson reported that MCHS has been very busy this month. MCHS has been voted one of the best middle college high schools in the nation. They are now accepting applications for the Fall semester. CCC faculty are invited to review the applications. The Tech Prep Grant includes the Administration of Justice program and can include the Culinary program.

Career and Technical Training No report.

Associated Student Union No report.

Classified Senate No report.

SENATE ANNOUNCEMENTS and OPEN DISCUSSION: Terence announced that the Student Copy Release for has been upgraded with the District policies and procedures cited. It must be approved by the District lawyers before becoming a district form. Terence also distributed a proposal called "Enhancing Collegiality in the CCCCD," which will define the eleven areas of "academic and professional matters" in order to clarify the roles and responsibilities of the three academic senates. It will be discussed at the next couple ASC meetings, one area at a time.

PRESENTATIONS FROM THE PUBLIC: There were no presentations from the Public.

NEXT MEETING: The next meeting will be April 3

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

**Respectfully submitted,
Lynette Kral**