

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

**ACADEMIC SENATE COUNCIL
Applied Arts Building AA-216 2:15 p.m.
Monday, September 19, 2005
MINUTES**

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

Present: Terence Elliott (Chair), Barbara Williams (VP-Faculty Development), David Rosenthal (LAVA), Fritz Pointer (CLASS), Dionne Perez (CLASS), Randy Watkins (NSAS), Rudy Zeller (FSCC), Emilie Wilson (MCHS)

Absent: Chris Tarp (VP-Student Services), Sally Brooks (LAVA), Robert Chan (Instructional Technology), Rick Ramos (Career and Technical Training)

Guests: Leverett Smith, Joe Ledbetter

APPROVAL OF AGENDA: The agenda was approved.

APPROVAL OF MINUTES: The minutes were approved with corrections.

ANNOUNCEMENTS: There were no announcements.

STANDING SENATE COMMITTEE REPORTS:

Associated Student Union (vacant) No report.

Middle College High School (Wilson) MCHS is reporting the largest enrollment ever, of 270 students! They are also collaborating with almost every department to have MCHS students added to their college level classes.

President's Cabinet (Elliott) Review of Accreditation (2008) Self-Study Committees to College Council Mack distributed the four accreditation standards, showing the committees he would like to write them. Some of the standards have been broken up so that different committees will write aspects of the same standard.

The College President will write most of the fourth standard and the President's Cabinet will review it. Mack would like very few recommendations on the next self-study because each recommendation must be addressed in the mid-term report. Mack will try to have someone from the Accrediting Commission come to the campus to do a workshop.

The Cabinet approved the committees to be assigned the various tasks, with one modification. Under Standard III, Section A (Human Resources) Mariles will write the human resources part of this section and the staff development committee will write the rest. Because there are three staff development committees (management, faculty, and classified) the recommendation was made for representatives from each committee come together to write the staff development portion of the self-study. Mack will send a memo to the three staff development committees after College Council approves it.

CCC will be visited in October 2008 and all three campuses will be visited at the same time. The Commission must receive our self-study 45 days prior to their visit. Mack would like the self-study completed by February or March 2008 so that College Council will have time to sign off on it by Summer 2008. Mack thinks the committees should be identified and trained and beginning to gather data by spring 2006. Mack would like to ask Walter Masuda to be the editor/writer of the self-study. Everything would be sent to Walter electronically and he would edit it and make it sound like it is being written from one voice. Mack and Linda Cherry will also both review the self-study for accuracy. NOTE: The Council asked whether Walter was receiving release time for his effort.

During the report period from the contingency groups, Terence reported the following:

1) Terence said faculty are trying to understand the compressed calendar. DVC has brought this up, and Mack said that every district that has gone to the compressed calendar has seen an increase in enrollment. The semester is shortened from 18 weeks to 15 or 16 weeks and there are two inter-sessions. A compressed calendar must be approved by the State, but block scheduling, as we have discussed at CCC, does not. Some

departments being on a block schedule now have caused room conflicts and departments competing for the same students. One solution is for each department to take one class that is sure to fill and offer it at 8:00 a.m. or in the afternoon. NOTE: The San Ramon Center is already on a compressed calendar.

2) It is confirmed that a student must be taking six (6) units to be considered a full-time student during the summer.

3) EOPS and DSPS students have priority registration. DVC thinks that athletes should also be given priority registration. Rudy Zeller has said the Athletic Dept. at CCC is not in favor of this. Mack is also not in favor of it because athletes already receive special privileges and they should have to go through the process like any other student.

Operations Council (Elliott) Terence report that at the September 12 meeting they discussed having additional picnic tables in the Amphitheater; the bathrooms nearest the bookstore reopened for student use; and, that the keys to the bike lockers were misplaced. The lockers will be rented for ten dollars per semester.

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

Classified Senate (vacant) No report.

College Council (Williams) Barbara reported that a good portion of the meeting was spent discussing the CCC logo. The new logo will be presented at the next meeting. NOTE: A faculty rep is needed to be on the logo committee. Since John Diestler designed the last logo, Terence will ask him to represent faculty on that committee. The ACD dialogue was discussed. The self-study for Accreditation was discussed. The Brown Act was discussed. All meetings on campus are open to the public except for College Council.

District Governance Council (Elliott) Terence reported that Helen wants feedback on the Strategic Directions that will be discussed at ACD in January. There was Enrollment Management discussion. The DGC meeting day of the week may be changed from Tuesday to Thursday so that the DGC will have copies of the Governing Board meeting agenda to review. The ASC presidents will be meeting with Helen after the next DGC meeting to discuss involvement in the Budget process. There is a concern that there is no student rep or Student Services rep participating on the Chancellor's Cabinet. NOTE: David Rosenthal suggested looking into having online committee meetings instead of having to travel to the district.

Governing Board (Elliott) Terence reported Enrollment Management was discussed. There needs to be a 5 % increase in enrollment. The Chancellor recommended that the Classified and Faculty limit their group reports. The subject of the Board not responding/commenting to public announcements was discussed. The Board responded that is a policy not to discuss and comment on public announcements. Strategic Initiatives were also discussed.

Council of Chairs (Rosenthal) Lynda Lawrence said one of the biggest challenges this year is enrollment growth. CCC's goal this year is 6245. Enrollment is significantly down from this time last year (-168.5) There are usually 150-200 withdrawals after the census date. Enrollment was good in the summer, which will help our enrollment figure. CCC is no longer on stability, which means we must meet our previous base. We're currently offering 845 active course sections, which are about 20 more active course sections than were offered last fall. Because there are more active courses, our productivity is down. Frank Hernandez said that if we can hold enrollment at 3,000 this semester we will still be in the ballpark for our goal.

Tim Clow distributed a handout showing lab FTES for spring 2005. Tim asked everyone to check the report. Each lab is associated with a department. Labs don't issue grades but they do collect FTES. Datatel doesn't show which departments get credit for labs that are shared by more than one department. Ellen Smith felt that non-credit labs shouldn't be counted as productivity. Ellen would like this to be discussed at the next Council of Chairs meeting and Lynda Lawrence agreed to have it on the October agenda.

It was reported that the new system of adding classes has helped registration immensely. Frank Hernandez invited Craig Lee from the D.O. to the meeting so that he can hear the problems with the new system, but Craig didn't attend. Susan Lee said the coop education classes are all open-entry classes so there should not be a cut-off date for enrolling in coop education courses. Frank assured Susan that students should be able to go on-line and register for those classes anytime. The students don't need a TREG number. They knew the students weren't able to register, so they were given an add code. There will be no deadline for registering for coop education. Frank and Shondra West answered many questions about add cards and conflict cards.

The ten-day-to-pay policy is affecting all three campuses' enrollment. Frank said no students at CCC would be dropped if they don't pay within ten days. If students are still having trouble registering, they should

be sent to Frank Hernandez's office (H-31) and they will get the students registered. Everyone will be kept informed about registration developments. The problems must be fixed by November, when spring enrollment begins.

Lynda Lawrence asked the Council for ideas on how we can grow. One of the big challenges is retention from fall to spring. Department chairs are asked to take one section from every department and move it to an early morning hour when planning the spring schedule. Chairs are asked to work with other chairs when degree requirement courses are competing with others. The Division Deans will be working with the department chairs on this. David Houston said that department chairs need to know they have support for trying new things with the schedule. If a department tries offering an early morning class and enrollment is at 15, the class is canceled. We lose credibility with our students when the classes are canceled. David would like some assurance that experimental courses will not be canceled. Lynda responded that McKinley Williams is pursuing with the district the possibility of not canceling some courses with 15-16 students because those courses will help our enrollment figures. Lynda said there must be a plan in place within the next month for increasing enrollment. The plan should include how to retain our students and how many additional sections can be offered in the mornings and late afternoons. Rob Valentine is in charge of the enrollment management task force for the entire district. Linda Cherry is in charge of marketing at CCC. Linda said the plan is to put ads in the West County Times and at the movie theaters. The district is also considering sending postcards. Rick Ramos suggested every class take one week to develop an accurate e-mail list for the students. ACES is one way for instructors to do an email to students. If all faculty got permission to use it, it's available right now.

Short-term courses work for a lot of students. Lynda Lawrence asked what chairs thought about having four-week intensive intersession courses starting in May. Linda Cherry said there needs to be some event on campus, if not an Open House, that shows the community we are here and showcases what CCC has to offer. Rick Ramos, David Houston, Ellen Smith and Sandra Everhart volunteered to work on planning some kind of event.

Ellen Smith reported that since the library is closed, more students are coming into the Skills Center to study, and this is not a good place for that. Ellen asked if there is a plan for students to have somewhere to study. Lynda responded that each dean is being asked to come up with one or two rooms in their divisions that could be designated as study areas. David Rosenthal said the Three Seasons Restaurant is available for study on Tuesday, Thursday, and Friday after 2:30 p.m. The only concern is that someone must be there to supervise the students.

An additional food truck will be coming to campus. David Rosenthal reported that this is the largest first-semester enrollment in the culinary program in many years. There are nearly 60 students trying to cook in a limited space. The Espresso Room will be open next week on Wednesday, Thursday, and Friday, and lunch will be served in the dining room on Thursday and Friday beginning next week (September 12). The culinary arts department has also been given permission to sell food in the ASU area.

FSCC (Zeller) The Council met on August 25. They discussed Board Policy 1000.9, which states the process by which the Board consults with FSCC. They discussed the basic role of FSCC. A change in title to this policy is needed so that it reads "policy development and implementation areas by constituent groups." They also will need to finish pending discussion about the amount of units makes a fulltime summer student, and parameters for priority registration. The Dean's List for part-time students was also discussed. The District Budget process was discussed. The process does not include faculty, classified, and students. It seems that presently, it is done by vice-chancellors and sent to the Board for review and approval. FSCC needs to sit down with the Chancellor on developing a new process with regard to district budget. The Senates will be asked to support this endeavor, by getting involved with their own individual college budget process. The FSCC goals are to A) establish a budgetary process that includes true shared governance, B) revitalize the DGC by understanding its true role and how it is connected to each school's senate, C) establish a coherent priority registration guideline, D) Find what constitutes a full time student, E) examine the issue of compressed calendar thoroughly, and F) discuss Program Review and the deletion of programs. Bruce Koller, DVC, was elected the new FSCC president.

Instructional Technology Committee (Chan) The Instructional Technology committee has yet to meet. They are coordinating with the membership on their availability to meet. At this time, most of the campus will have taken a technology survey. They will be compiling the information. NOTE: Fritz Pointer will make a priority list of rooms that need better technology equipment. Randy Watkins expressed his disappointment that eight

labs are being condensed into four labs. Those labs must support CIS, BOT, CS, HPC, CCT, and also the Skills Center. The master calendar for room assignments in the vocational Education building is needed.

Student Services (Tarp) No report.

Faculty Development Committee (Williams) Barbara reported that at the September 12 meeting, the need to share ideas and tips for effective teaching methods through newsletters or email was discussed. She informed the Senate that up to eight hours of flex credit can be claimed on ACD. Currently, they are only allowed to receive five hours for the whole day. The mandatory workshops could be eliminated but optional workshops for faculty who aren't on Validations teams could still be offered. She suggested that Terence discuss this change with management. It was also discussed whether faculty could receive flex hours for sitting in on other faculty's classes.

Planning Council (Elliott) The committee will be discussing the Strategic Plan Initiatives at the meeting, Friday, September 23.

NEW BUSINESS

Department Reorganization as Management Units Discussion Joe Ledbetter feels that now, what with an interim president and new Chancellor, is a good time to make a change from the current Division Dean structure to the Department Chair structure. He also feels that one of the new college president's desirable qualifications should be that they support the adoption of the department chair structure. His suggestion that the Department Chairs be given .5 FTEF and a \$20,000 stipend would save the college \$166,000 per year. Further discussion included that managers are required to be on campus 40 hours a week, 12 months a year. That is not happening, leaving faculty nobody to report to when management is needed. Division Chairs were faculty and understood faculty needs better. Department Chairs are elected and can be replaced. Terence suggested that this issue be taken back and discussed at department level. It will be returned to the next agenda under Unfinished Business.

ACD Dialogue on Student Learning Discussion Terence said that Mack would like the ASC to choose one of the eight outcomes to start working on, which he feels should be included in the SLO. He would like the ASC to pick which ones should be included in discussions as far as the SLO for the GE requirements. The ASC responded that these are good things to discuss as far as the mission statement of the college, but not as far as SLO. The faculty will integrate their own desirable outcomes for completers of CCC. The ASC feels the need to form a group to address the GE requirements for SLO.

EMERGENCY ITEMS:

Strategic Initiatives Discussion and Response Helen wants a response to the Strategic Initiatives. The ASC felt that the list is too general. They would like hard facts and come up with something concrete like 1) Open House, 2) improve the maintaining of classes, 3) an enrollment systems that works, 4) cutting DO expense by 2%, and, 5) do away with the Division Dean structure.

Climate Survey Discussion and Response Helen wanted feedback from the survey. The response to #20 was to restore salaries, and respect faculty by giving them adequate office space. The ASC felt that the questions were impractical.

Box 2A Discussion Terence will be attending the District Box 2A meeting on October 4. Mack sent out an email requesting all Department Chairs to request additional faculty. The Department Chairs should cc: Terence.

SENATE ANNOUNCEMENTS: Faculty are needed for Bookstore RFP Evaluation Committee. Terence asked for the Senate members to send him any information they feel would be good to share at the Governing Board meetings. Randy Watkins suggested that the ASC take a stand on RTI. RTI contracts out to businesses to train employees. The colleges used to do it themselves, but if they still did it, 60% of the money would still go to RTI. RTI has lost money ever since it was conceived. RTI needs to go! Terence asked for a faculty to participate on the Request for Proposal committee. Randy Watkins volunteered.

PRESENTATIONS FROM THE PUBLIC There were no public presentations.

NEXT MEETING The next meeting will be October 3, 2005.

ADJOURNMENT The meeting was adjourned at 4:30 p.m.

Respectfully submitted,
Lynette Kral

THE COMMUNITY IS WELCOME AND ENCOURAGED TO ATTEND

