

ACADEMIC SENATE COUNCIL
Applied Arts Building AA-216 2:15 p.m.
Monday, October 17, 2005

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), Barbara Williams (VP-Faculty Development), David Rosenthal (LAVA), Sally Brooks (LAVA), Fritz Pointer (CLASS), Dionne Perez (CLASS), Randy Watkins (NSAS), Emilie Wilson (MCHS)

Absent: Chris Tarp (VP-Student Services), Robert Chan (Instructional Technology), Rick Ramos (Career and Technical Training), Rudy Zeller (FSCC)

INTRODUCTION OF GUESTS: Leverett Smith, Joe Ledbetter, Gigi Green ASU

APPROVAL OF AGENDA: The agenda was approved.

APPROVAL OF MINUTES: The minutes of October 3 were approved.

ACTION ITEMS: There were no action items.

UNFINISHED BUSINESS:

Equivalency Discussion The equivalency and hiring processes needs some fine turning. Equivalencies should not be changed in order to hire. Too many instructors are put in classrooms before the hiring paperwork is completed. At CCC, a request for equivalency to hire is not approved until the ASC president and both ASC vice-presidents sign off on it. Terence said that the Deans and Department Chairs need to be more thorough during hiring. Training may be arranged for them in July or early August before hiring. More non-traditional degrees are around that don't fit into the disciplines allowed. Terence suggests that the Deans and Chairs work more closely when composing equivalencies. He would also like the ASC to take the following proposals to their Division/Departments for feedback. Equivalencies can only be changed once a year, preferably one to two months before the semester begins. A pool of instructors to choose from in case a course is left without an instructor could be formed. A class should be postponed if there is no instructor. Certified managers should be able to teach in an emergency.

ASC Changes to the College Procedure Handbook Terence asked the ASC to take the suggested changes to their divisions for feedback. This item will be returned to the next agenda as an action item to decide whether managers should be removed from faculty committees, such as Faculty Development.

NEW BUSINESS:

Student Health Fee PowerPoint Presentation Gigi Green made this presentation to the Governing Board in May 2005. Many of the CCC students are without health insurance. The Health Center on campus would provide First Aid and emergency care, health counseling, STD/HIV/AIDS testing and counseling, allergy injections and immunizations. The cost to the students would be \$14 for Fall and Spring semesters, and \$9 for the Summer semester.

Academic Senate Council and Council of Chairs Merge Discussion Joe Ledbetter led this discussion. He said that there are 32 Committees on this campus. The same issues are often discussed in several forums and it tends to dilute issues to a common low-level importance. He feels that action is usually taken by management. He suspects that they have already decided the plan of action before the discussion among the faculty groups. He feels that faculty don't have much say regarding the management committee structure, but that they can restructure the faculty committees.

Joe would like to propose that the academic senate council and the standing committees of the academic senate be collapsed into a single body consisting of the department chairs that would meet twice a month as the Academic Senate Council. Rules would need to be established that allow only important issues to rise to the floor. Curriculum issues could be brought to the senate floor only when of broad college interest, whereas almost all other curricular issues (including new course proposals and changes) would be handled at the departmental level. Management can occasionally be invited to participate in these AS forums so there would no longer be a need for a Council of Chairs.

The ASC responded to Joe's proposal with the following statements. Curriculum issues, equivalencies for example, need to be supervised closer due to state regulations. Department chairs are not expertise enough in curriculum matters. Most Departments Chairs would not attend the ASC meetings. The faculty are too passive, with a lack of involvement. Even the Division meetings are not faculty oriented. Faculty issues are not discussed at Division meetings. Terence said that we can change the Academic Senate structure, but not the

Council of Chairs structure. He suggests that the departments begin to have more discussion within their groups. This issue will be returned to the agenda after more discussions take place among the divisional Department Chairs.

STANDING SENATE COMMITTEE REPORTS:

Associated Student Union: No report.

Middle College High School: Congressman George Miller visited the 9th grade Biology class on Friday, Oct 14, 2005. He was here with the Ma'at Youth Academy participating in a lab demonstration on ecology and water contamination.

Friday and Saturday, October 21 and 22, MCHS is hosting the first Western Regional Middle College Conference. Principals and counselors from ten Middle College High Schools will converge on Contra Costa College campus to visit classes and hold panel discussions regarding best practices and collaboration with the college. CeCe Cunningham, the director of the Middle College Consortium, and her entourage will be participating in the two day event. MCHS is holding "Back to School Night on Wednesday, October 19 from 5 - 6:30pm in the LA building. Parents and students are encouraged to attend to meet with teachers and discuss student's progress for the first quarter.

President's Cabinet: Department chairs are being asked to form a committee to form SLO for the General Education requirements. An Appreciation Day may be organized aimed at boosting moral. The Compressed Calendar was discussed. The semesters would go from 18 weeks to 15 or 16 weeks. Faculty would only work 15 to 16 weeks with a cut in pay, or another semester would be added. Increasing online courses to increase enrollment was discussed.

Operations Council: Most of the discussion was about emergency alert systems.

Career and Technical Training: No report.

Classified Senate: No report.

College Council: Most of the meeting was spent discussing the CCC logo. The \$2,000 equipment money was eaten up. The management makes the decisions as to where the equipment money gets spent. Faculty would like to see cameras installed in the parking lots because of the many break-ins lately. They would also like to see more patrolling.

District Governance Council: Most of the discussion involved the Chancellor's Climate Survey and the Compressed Calendar.

Governing Board: No report.

Council of Chairs: It was announced that Jim Duvall is the Interim Dean of NSAS during Carlos Murillo's leave of absence. The district will not meet its FTES goal of 31,386, so the goal has been revised. CCC's new goal is 5,953. CCC will be funded for 1 percent enrollment growth, and for every FTE over 1 percent CCC will receive \$350. The Chancellor wants a written policy from Contra Costa College on class cancellation policy. It was announced that the 5 percent limit for high school students in college classes has been lifted during the summer, with the exception of P.E. classes.

An equivalency policy is being developed. Any comments on this policy should be sent to the CIC Chair or the Academic Senate President. A list of all low-enrolled classes in each division should be sent to the counseling department so students can be directed to those classes.

Student incentives were discussed. The first 200 new students increasing their unit load will receive a rebate for one unit. A current student who brings a new student that enrolls in at least three units, will receive a \$25 gift certificate to the CCC Bookstore AND be placed in a drawing to win a Sony Play Station Portable. The CIC is working on course level SLO. There will be a section added to the Course Outline form for the SLO. A 4-year Content Review schedule rotation is being prepared.

FSCC: No report.

Instructional Technology Committee: The IT survey was sent out.

Student Services: No report.

Faculty Development Committee: The committee is working on sending out "Teaching Tips of the Week."

Planning Council: The committee is working on a presentation to the Divisions to encourage and clarify the work on SLOs.

SENATE ANNOUNCEMENTS: Terence will attend Division meetings if he is notified and asked to attend. Barbara Williams said that the Business Club is flourishing. The ASU has many activities planned.

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

NEXT MEETING: November 7, 2005

ADJOURNMENT: The meeting was adjourned at 4:20 p.m.

**Respectfully submitted,
Lynette Kral**