

**ACADEMIC SENATE COUNCIL**  
**Applied Arts Building AA-216 2:15 p.m.**  
**Monday, November 7, 2005**

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

***DRAFT 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), Rudy Zeller (FSCC), Robert Chan (Instructional Technology), Rick Ramos (Career and Technical Training)

**Absent:** Chris Tarp (VP-Student Services), Emilie Wilson (MCHS)

**CONSENT ACTION ITEMS**

**Agenda** of November 7, 2005 was approved.

**Minutes** of October 17, were approved with corrections.

**ASC Changes to the College Procedure Handbook** – The Faculty Development Committee is a sub-committee of the Academic Senate. It was motioned and approved to delete Managers from the Faculty Development Committee. Terence was asked to find out if DVC and LMC have managers on their Faculty Senate sub-committees. Terence announced that a new Staff Coordinator is needed.

**NEW BUSINESS:**

**ASC Position on Online Courses** Rick Ramos led this discussion. Every student who uses Blackboard and WebCT must have a license. The belief is that all three campuses should share in the cost of an unlimited license through the district. LMC has received a federal grant for three years of software and training for Blackboard. DVC pays for unlimited licenses for both. CCC pays \$10,000 a year for unlimited WebCT license. Rick uses Publisher sites. The price of the text includes the software and license.

Rick was asked how a faculty receives a stipend for developing an online course. He said that the faculty must attend various staff development workshops and a 6-week training course. When the online course is published in the schedule, the instructor receives .10 release time. DVC has a whole group to help faculty write online courses. CCC doesn't have access to these groups. Rick recommends using PowerPoint for visual with a voice over. That way, the student can record the lecture and listen to it more than once. He said that the only thing needed is a good microphone. He has laptops to loan out.

Rick discussed CCC offering an online AA in liberal arts degree in the future. Proctored tests could be conducted at the Skills Center. Terence asked for a Distance Education Online AS/AS Degree ad hoc committee to be formed. Committee members are Rick Ramos, Randy Watkins, Fritz Pointer, and Terence Elliott. There was further discussion on the need for a general orientation of computer skills needed before taking an online course. It was thought that an online Computer Literacy requirement course would fulfill this need. There is a Distance Education committee led by Lynda Lawrence. Terence will talk to her about this and email faculty to find out who is doing online courses and who may be interested in an online AA/AS degree offering.

**ASCCC Fall Plenary Session Information** Terence and Fritz attended the 3-day affair of the 109 California community colleges in attendance. DVC had two representatives; LMC sent one rep, and CCC sent two. The Breakout sessions included issues of Virtual Definitions, Standards and Practices, Equivalencies, and Disciplines, AA/AS degree differences, integrity in SLOs, and budget issues. It was brought to light in the Enrollment breakout session, that classes with only nine to ten students, being taught by a part-time instructor, would still pay for itself. In the Basic Skills session, one issue was that in hiring math and English instructors, they should know how to deal with remedial levels. An Academic Freedom issue that was discussed was that some schools are dealing with students challenging teachers' balance and fairness with Student Bill of Rights. The session on Accreditation and Governance brought up the issue of how some colleges have lost accreditation and that the Accreditation teams are composed of managers only, with no faculty involvement. There were three keynote speakers. Terence will send more highlights of the plenary session out to the faculty.

**UNFINISHED BUSINESS:**

**Equivalency Discussion** Terence had asked 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. Managers should be able to teach in an emergency.

Departments need to be encouraged to review their equivalencies at least once a year. A committee within the department could be formed to make sure the perspective's qualifications fit within the department's current equivalency if the state minimum qualifications aren't met.

**SLO Discussion** The General Education SLO team needs to get up and running by the end of this semester. Department Chairs have been notified, and need to respond. There is some discussion about tying SLOs to department funding. David Rosenthal said that they should redirect discussion to SLI (Student Learning Incomes). Set outcomes should be reachable. How "soft skills" are addressed will be taken to the College Council. Assessment test can chase students away. Terence says the State is concerned when the unit value of a major is over 18 units.

**STANDING SENATE COMMITTEE REPORTS:**

**President's Cabinet** Program Review Validations and Strategic Initiatives were discussed.

**Operations Council** Safety issues were discussed.

**District Governance Council** The issue of District Task Force committees not coming through DGC was discussed.

**Governing Board** McDermott stated that the colleges aren't concerned with the students. The deletion of travel expenses on expense claims was discussed. The Board asked that their salary decrease of 25% be reduced to 10%. The Enrollment Report stated that a one-year forgiveness would be given if FTES isn't reached. FTES equals on the average of 33.84 students per class.

**Planning Council** No report.

**College Council** Discussion centered on the signage.

**FSCC** Discussion centered on WebCT and Blackboard merging.

**Council of Chairs** It doesn't look like the compressed calendar is going to make it.

**Faculty Development Committee** No report.

**Student Services** No report.

**Instructional Technology Committee** No report.

**Middle College High School** Emilie Wilson reported that MCHS at CCC has been nominated for the honor of Blue Ribbon School. MCHS is being honored for its "active learning" approach to education by collaboration with CCC. In addition, the MCHS principal Gary Carlone has been nominated for Administrator of the Year award by the WCCUSD.

**Career and Technical Training** No report.

**Associated Student Union** No report.

**Classified Senate** No report.

**SENATE ANNOUNCEMENTS and OPEN DISCUSSION:** Randy Watkins submitted a memo from Joe Ledbetter requesting an up or down vote on the two items he put before the Senate regarding the job description of College President, and, the collapsing of the Senate into a single standing committee. This request will be placed on the next agenda. It appears that effective Spring 06, registration windows will only be open from 10 a.m. to 2 or 3 p.m. with no evening or weekend registration.

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

**NEXT MEETING:** The next meeting will be November 21, 2005.

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

**Respectfully submitted,  
Lynette Kral**