

**ACADEMIC SENATE COUNCIL**  
**Applied Arts Building AA-216 2:15 p.m.**  
**Monday, April 6, 2009**

**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:** Richard Akers (President), Leverett Smith (VP), Sue Van Hattum (NSAS), Eric Sanchez (CLASS), Luci Castruita (SS), Alissa Scanlin (SS), Rick Ramos (LAVA), Andrew Kuo (LAVA)

**Absent:** Chris Tarp (Student Services), Ellen Geringer (Faculty Development)

**INTRODUCTION OF GUESTS:** Jason Berner, Sherry Sharufa, Kenyetta Tribble, Carol Stanton, Ed Cruz, Wendy Williams.

### **CONSENT ACTION ITEMS:**

**Agenda** was approved.

**Minutes** of March 16 were approved with corrections.

**Program Review/SLO Guidelines Revisions** Wendy Williams and Kenyetta Tribble explained the revisions made to the Academic and Learning Resource/Student Services/Administrative Units Program Review/SLO Guidelines manual that mostly had to do with the addition of the SLO Plan/Assessment component. The Council voted to approve the revisions and these revisions will now be forwarded to the College Council.

**District-wide Academic Renewal Policy/Form** The Council voted to support the process.

### **NEW BUSINESS**

**Criteria Lists for Probationary, Tenured (regular) and Part-time Faculty and Student and Classroom Observation Forms** Richard asked that all comments be directed to him and he will forward them to Jeff Michels. Rick Ramos asked whether these forms will be adapted to online courses.

**Math/English Graduation Requirement** There is concern that with the replacing of MATH 118 Elementary Algebra with MATH 120 Intermediate Algebra and ENGL 142B with ENGL 1A as state required graduation requirements, that MATH 118 and ENGL 142B will be moved to the Basic Skills program. The Math and English departments disagree with this move, and prefer that these courses should stay within their curriculum and maintain local control of these courses.

**Student Satisfaction Survey** Faculty are being asked to administer this survey in their classrooms. The concern is how this affects the syllabi and valued class time. There were concerns five years ago, and those concerns have not been addressed. A solution needs to be found so it doesn't affect classroom time. Richard would like to receive concerns to pass on to Tim Clow. Suggestions include sending the survey electronically to students, or asking the students to take it as a home assignment. Richard also asked faculty to join him at the next Research and Planning meeting to express their suggestions which include redundant questions, survey being too long, too many personal questions, survey not being legitimate because it's a new group of students surveyed every five years and the results are different and not based on improvement, so therefore, would not be a legitimate baseline, have it assessable online and use as an exit survey to enable students to see their grades online, and, possibly a shorter survey given more frequently. The Council voted to write a resolution that the survey must be revised and administered another way, or the faculty will not stand behind it.

### **Proposed New College Policies and Procedures:**

**C3025.0 Eating in Classrooms, Labs, Theatre** Discussion included whether water was included, whether eight-hour training seminars were excluded from this policy, that management don't think faculty know what is disruptive in their own classroom, why it costs anymore to clean when cleaning has to be done anyway, why carpet was laid when specifically asked not. The Council would prefer a policy to defer to local control. Richard asked for faculty to populate the Outlook discussion folder with their comments or the policy will continue to go forward.

**C3026.0 Graffiti Policy** There is concern that faculty are being asked to police vandals. Richard has asked Darlene Poe how much money is specifically needed to clean up graffiti. Quick identification and removal is the greatest policy.

**Definition of Contra Costa College Art Collections** College council is discussing this policy. There is concern of where in (IV.9) the other 80% is going. It should go to the department that recommended the gift. The DVC and LMC policies will be requested.

**Locker Use Procedure**

**COLLEGE and SENATE STANDING COMMITTEE REPORTS**

**DGC Akers** reported on the minor changes to policies and procedures they covered at the meeting he attended on March 17

**PC Akers** reported on the Debra Longwood Scholarship discussion at the meeting he attended on March 17, 30

**Web CMS Akers** reported on the discussion of the CMS we are getting from DVC at the meeting he attended on March 18

**Governing Board Akers** reported on the leadership issues and union issues surrounding the evaluation that were discussed at the meeting he attended on March 18

**College Council Akers** reported on the policy discussions that took place at the meeting he attended on March 20.

**Operations Council Akers** reported on the issues, including the fence built up by the Biology Building that were discussed at the meeting he attended on March 23.

**College Enrollment Management Akers** reported on the approaching of our cap, in which we must decide which departments to cap within two years that was discussed at the meeting attended March 25.

**Safety Committee Akers** reported on the radios that the Art department got during meeting he attended on April 3. Mariles also received one.

**Website Team Akers** attended this meeting on March 24.

**Council of Chairs Smith** reported on the meeting he attended on April 1. Priority registration has begun. TBA must be stated on outlines and syllabi. The Summer-Fall schedule is at the printers. The above policies were discussed. Rick Ramos was introduced as the new Online Coordinator.

**Career and Technical Training Ramos** reported on the conference he attended. SLOs must be stated on all syllabi. He said they developed a 4-year plan so you know you're on scheduled. The next CTE meeting will be May 7.

**FSCC Akers** reported on the meeting he attended on March 26. Sabbaticals, clerical needs, and reassignment time for CIC Chairs were discussed. Richard said that he would forward the issue of part time students being eligible for Dean's List to the FSCC to be placed on their next agenda.

**Research and Planning Akers** reported on the meeting he attended. The Student Satisfaction Survey was discussed.

**Chancellor Consultation Akers** attended this meeting on April 2. Discussion was same as the FSCC meeting.

**SENATE ANNOUNCEMENTS and OPEN DISCUSSION**

Richard attended the Chancellor's Circle Luncheon took place here at CCC on March 26.

Richard and Leverett attended the Area B Meeting on March 27.

**SENATE ANNOUNCEMENTS and OPEN DISCUSSION:** There were no announcements from the Senate.

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

**NEXT MEETING:** The next meeting will be April 20.

**ADJOURNMENT:** The meeting was adjourned at 4:15 p.m.

**Respectfully submitted,  
Lynette Kral**