

**ACADEMIC SENATE COUNCIL**  
**Applied Arts Building AA-216 2:15 p.m.**  
**Monday, November 3, 2008**

**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), Sue Van Hattum (NSAS), Leverett Smith (NSAS), Eric Sanchez (CLASS), Dionne Perez (SS), Alissa Scanlin (SS), Rick Ramos (LAVA), Andrew Kuo (LAVA)

**Absent:** Chris Tarp (Student Services), Ellen Geringer (Faculty Development), Janelle Hope (ASU), Shondra West (Classified)

### **ACTION ITEMS:**

**Agenda** was approved.

**Minutes** of October 20 were approved with corrections.

### **NEW BUSINESS:**

**College Hour** Jeanelle Hope, ASU President, did not attend to present the modified College Hour proposal. Richard expressed concern that when asked if Fridays would be a good time for the College Hours, Jeanelle said that there are no students on campus on Fridays. This led to a lengthy discussion about a possible six-day workweek. Richard is going to facilitate a dialog on this subject by emailing an outline of ideas to the Council to get the college up and running six days a week so as to change the appearance of CCC on Fridays to the students. There was discussion on block scheduling – MW/TTH/FS. Rick Ramos said that FTE plummeted because of the class cancellations. Most students attending CCC have job in the evening and would benefit from courses being taught on a two-day block schedule. Leverett said the five-day schedule went to four so to leave Fridays for meeting but just became a four-day workweek. Richard would like ideas submitted that don't compromise the contract but will allow CCC to be open for business six days a week. This will be returned to the next agenda.

### **UNFINISHED BUSINESS:**

**Revision of Faculty Evaluation Forms** Richard reported that there hasn't been much progress completed on revising the forms. He did suggest to Jeff Michels to add a question on whether or not the class being evaluated was atypical or typical of how it is normally taught and whether the department chair can write a narrative on the performance of the faculty being evaluated.

**Faculty Survey** Eric Sanchez reported on progress. He received a few responses. He said it was good feedback. The point of the survey is to narrow the areas and priorities of the Senate for this year and to elevate the presence of the Academic Senate on campus. Erik is giving mid-November as a cut-off date for responses. Sue Van Hattum suggested that All College Day in January would be a better time to announce the survey.

### **SENATE STANDING COMMITTEE REPORTS**

**Faculty Development Committee** The minutes from the September 22 Faculty Development Committee were included with the meeting packet.

**Curriculum and Instruction Committee** Rick Ramos gave a short report on what the CIC has been doing and that Jason Berner is now the CIC Chair. He informed the council that a new curriculum management system will soon be in the works. The new portal was discussed. Rick would like to survey the students on what they need to finish, and whether there is a night or Friday population available. Sue has a concern about notifying students about a class cancellation and wondered if the portal could automatically email students notifying them of this. Dionne said there is a way to download student email addresses off the roster automatically into an email. She and Sue will meet to discuss this further.

### **COLLEGE COMMITTEE REPORTS**

**President's Cabinet** President's Cabinet met on October 31. Richard reported that they discussed safety cabinets, building monitor list, keys, and College Hour, in which Jeanelle said that everyone was on board except the faculty.

**Governing Board** Governing Board met on October 22. Richard reported that the Fulltime/Part-time ratio was discussed. The current ratio for the District is 53/47. LMC has the worst ratio. CCCC ranked 10 in the Top 10 in faculty ratio. The Board asked Helen to speak to this issue of faculty ratio.

**CCC Research and Planning** Research and Planning met on October 30. Richard reported that the discussion evolved around the Strategic Plan.

**District Educational Planning Council** District Educational Planning Council met on November 3. Richard reported that they looked at each college and their programs, new, existing, programs of concern, eliminated, and shared programs. This information came from the completed Program Reviews.

**FSCC** FSCC met on October 23. Richard reported that they discussed the faculty ratio and Senate budgets, in which CCC's is always in the red. Our Senate can not afford to send any extra faculty to any conferences. Richard would like to be able to pay the Senate Vice President a stipend.

**ASCCC Area B Meeting** Richard attended this meeting on October 24. They reviewed the resolutions that will be voted on at the ASCCC Plenary Session Richard will be attending from November 6 – 8. All the resolutions are on the ASCCC webpage.

**District Box 2A Meeting** The district Box 2A meeting was on October 27. Richard reported two spots are available to CCC with 12 department applications. He said that the decision isn't based on the department profitability.

**Career and Technical Training** Rick Ramos reported that the City of Richmond has received \$68 million from Chevron and he is hoping CCC gets a piece of it. The Mayor has approved to pay for 40 ADJUS students as Police Aides for K-12 schools in the district. Rick needs to write a grant for this. He said the City of Richmond approved it 9-1. He said the CTE applications for 12-18 unit Certificates of Achievement have arrived. The next CTE meeting is in the Library conference Room on November 12 from 2-3:30.

**Basic Skills** Alissa Scanlin attended the CAPED conference and spoke on the idea of Universal Design Learning which is effective teaching practices. She stated that the CSU does not have timed tests., and that Basic Skills students usually don not have time to finish timed tests. This led to a discussion on possibly creating a campus-wide test center. She will meet with Richard to discuss how to move forward on this.

**SENATE ANNOUNCEMENTS and OPEN DISCUSSION:** The Chancellor will be attending the December 1 ASC meeting which will be held in the Fireside Room. She will be answering questions from the faculty. Please direct questions to the Senate Office to be forwarded to the Chancellor so she can be better prepared. On Tuesday, December 9, Helen, along with Associate Vice Chancellors Gene Huff and Roy Stutzman, and Vice Chancellor Kindred Murillo will also be meeting with the Senate in the Fireside Room to discuss C-hourly and productivity.

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

**NEXT MEETING:** The next meeting will be November 17.

**ADJOURNMENT:** The meeting was adjourned at 3:35 p.m.

**Respectfully submitted,  
Lynette Kral**