

ACADEMIC SENATE COUNCIL
Applied Arts Building AA-216 2:15 p.m.
Monday, October 19, 2009

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: Richard Akers (President), Leverett Smith (VP/NSAS), Randy Watkins (NSAS), Eric Sanchez (CLASS), Irena Stefanova (CLASS), Luci Castruita (SS), Alissa Scanlin (SS), Rick Ramos (LAVA)

Absent: Andrew Kuo (LAVA), Chris Tarp (Student Services), Ellen Geringer (Faculty Development), April Tisby (FSCC), Kristina Bautista (ASU)

INTRODUCTION OF GUESTS: Jeffrey Michels, Donna Floyd, Joe DeTorres, Priscilla Leadon, Tom Murphy, Mickelle Arnold, Lynette Gibson-McElhaney

CONSENT ACTION ITEMS:

Agenda was approved.

Minutes of October 5 were approved with corrections.

OLD BUSINESS

Faculty Evaluation Packets Jeff Michels attended the meeting to ask for a vote of confidence for the UF to continue. There are 18 Evaluation Guidebooks in the set to cover part-time, probationary, and tenured Classroom, Librarian, Counselor, and Online Classroom Faculty. The DSPS Evaluation Guidebook is still being worked on. Also missing are Evaluation Guidebooks for Non-Classroom roles such as Speech Team, coaching, and other non-instructional roles. Each book contains everything needed for the evaluation. Faculty are encouraged to review them through October. The UF is asking for approval by the end of the Fall 09 semester with implementation at the beginning of the Spring 10 semester. The key area left to do is online procedures. There is no reference to Distance Education in the UF contract. Work on that will begin next semester. A 10% reassigned time and an increase in Department chair stipends have been negotiated. The District would like department chairs to go through an evaluation process but the UF feels the chairs would feel too much pressure from their supervisors, the Division Deans. The UF agreed to an informal evaluation by the Deans, and that the evaluation would not go in the personnel files. Also, the Dean can request the department to design a process to evaluate the chair. Concerns regarding the evaluation process are that 1) there is no rotation of chair positions if there's only one fulltime faculty in a department composed entirely of part-time faculty. 2) CTE counselors are not evaluated because they are funded from year to year. It is the equivalent position to a part-time faculty. Jeff will look into this further. The Council reviewed the guidebooks and gave Jeff a vote of confidence for the UF to continue with the process.

NEW BUSINESS

HUD Homebuyers Workshop Fee Based Course Donna Floyd and Joe DeTorres met with Sabina Crocette, of Neighborhood Housing Services, in October, to discuss the details of an eight-hour fee-based course that will be scheduled in March 2010 on two Saturdays of four hours each. The course will cost the student \$30, which will include the text. The course will cover all aspects of homeownership. Before the course is offered, a free 2-1/2 hour seminar will be presented. Concern about student assessment was raised. Lynette Gibson McElhaney explained that student evaluation is built into the course so if the course becomes an offered CCC course, that there will be assessment data available.

Policy on Residency Requirement - Tech Prep The main goal of Tech Prep is to articulate high school students to CTE programs. Most community colleges do not have a residency requirement for Tech Prep students. Credit by examination is eligible when a course has been taken in high school that is comparable to a college level course. CCC has a 12 unit requirement before a credit by exam can be attempted. Priscilla is asking for a waiver for only Tech Prep students. Richard and Rick will work together to come up with a resolution requesting a waiver for Tech Prep students from requiring the 12 unit requirement.

Policy on Competency Verification for Online Teaching The Distance Education Committee made a list of what faculty need to know to be able to teach an online course. Jeffrey Michels suggested tutorials or training

either online or on-campus, otherwise it would have to go through collective bargaining. Rick distributed an Online Faculty Evaluation form which will be changed to an assessment form that faculty will fill out and ask for help on the skills they need to acquire to teach an online course. This must be a Best Practice. At the time of hire, new faculty should be asked to do an assessment of their skills needed for teaching online courses.

Senate President and CIC Chair Elections The Senate President's term is for two years with the option of being in office for two terms. The end of Spring 10 will be the end of Richard's first term in office. An election must be held this semester so that the president-elect would be able to job shadow during the Spring semester. The request for nominations will go out this week.

DISCUSSION ITEMS

Incomplete Policy, Withdrawal Policy, and Renewal Policy Conversations of these policies are going on in Chancellor's consultation and FSCC. Richard asked the division reps to review these policies and discuss them at division level for feedback.

Conversation about Teaching and Learning in These Times of Economic Stress This conversation is coming up everywhere. Richard asked the division reps to have conversation at the division level.

COLLEGE and SENATE STANDING COMMITTEE REPORTS

President's Cabinet (Akers) Oct 9 Mack's initiative "Healthy Living" was discussed. He did his power walk, Classified is planning their Spa Day, and the Senate Office is talking with a CSA do purchase boxes of locally farmed vegetables and fruits.

Chancellor's Consultation (Akers) Oct 1 Policies and Hours By Arrangement was discussed and if we are currently complying with Title 5.

Operations Council (Akers) Oct 12 The Bulletin Board Policy was discussed. There should be no tape on the windows or coverings that block view into classrooms or offices.

District Governance Council (Akers) Oct 13 There was policy discussion, budget allocation formulas, and justification of parking fee increase up to \$5 per day with \$0.51 going to Police Services.

Governing Board (Akers) Sept 30 Budget issues were discussed.

Research and Planning (Akers) Oct 9 It is time to revisit the mission statement. We must have an open door policy but the state has put a cap on enrollment.

CEEOAC (Akers) Oct 15 There is a rollover budget of \$24,000. Richard suggested it go into recruitment.

College Council (Smith) Oct 14 The Student Services building cannot be named after Martin Padilla. District says the buildings belong to the district and they name buildings after donor. A bronze plaque has been suggested to be placed at the entrance to the building.

Council of Chairs (Smith) Oct 7 Revisions to the Smoking Policy was discussed. Construction to the AA and Music buildings will begin next year. Preferential hiring for part-time faculty was discussed.

FSCC (Akers/Tisby) Oct 15 No report.

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

Associated Student Union (Bautista) No report.

Basic Skills (Scanlin) Alissa reported that the conference was very good. The Basic Skills Committee is looking at state level changes regarding coding classes.

SENATE ANNOUNCEMENTS and OPEN DISCUSSION: There was a reminder from the academic senate to ask faculty if they would pursue further inquisition in collapsing the current department into 10 departments. The Division Dean positions will not be part of the proposal. A reminder was given that it also will be voted on at the next Council meeting.

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

NEXT MEETING: The next meeting will be November 2.

ADJOURNMENT: The meeting was adjourned at 4:25 p.m.

**Respectfully submitted,
Lynette Kral**