

**Academic Senate Council Minutes
Contra Costa College
Monday, March 19, 2012**

Those in attendance were: Wayne Organ, Kenyetta Tribble, Rick Ramos, Beth Goehring, Aminta Mickles, Luci Castruita, Irena Stefanova, Gabriel Gonzalez, Alissa Scanlin, Seti Sidharta

Absent: Wendy Williams, Bonnie Holt, Chris Tarp, Gabriela Segade

Call To Order with Introduction of Guests The meeting was called to order at 2:15 p.m. There were no guests in attendance.

Approval of today's Agenda and minutes of March 5 meeting. The agenda was approved with the addition of "Wait Lists" added to Open Discussion. The minutes were approved with corrections.

Presentations from the Public/Senate Announcements Wayne attended the ASU General Assembly. He said it was passionate without being personal, with no sense of personal attacks. He would like to start a tradition of having ASU General Assemblies, or Summits, that would include faculty.

Proposed Policy on Program Revitalization, Suspension, or Discontinuance Update (Wayne) Wayne took this proposal to the College Council where it had very little discussion. Classified wanted a rep on the Task Force, but no need to be notified. Dan backed off on financial exception. The next step is to get a unified policy between the three colleges regarding the cutting of programs from the colleges, and the issue of the offering of one program at only one campus.

Role of the Senate in Assisting Departments in SLO Assessment Completion Update (Wayne) Some courses can't be removed from the catalog because it affects majors. For this reason, Wayne would like a third category for the ACCJC report in the Fall – courses that will be assessed by the next report. The question was asked why these courses have not been assessed when instructors knew beforehand that all the courses listed in the catalog to be offered needed to be assessed. It was asked whether there is a two-year limit that a course must be offered within before it is removed from the catalog. The process for reactivation of a course needs to be clarified.

Faculty Internship Program Selection Committee Proposed Changes Wayne said this came down from the district to create more diversity in the teaching ranks. Seti estimated that it involves 90 hours paying less than \$20 per hour. Wayne asked the Council to review the documents and to email him any concerns.

SLOA Department Reporting Form - Informational Only (Wendy) This item is being tabled until Wendy is present to lead the discussion.

Shared Governance Discussion (Wendy) This item is being tabled until Wendy is present to lead the discussion.

Discussion of Presidential Candidates (Open Discussion) Michelle Jackson has a VCR tape of the Presidential Candidate Forum available for watching. Wayne felt the interviews were good, though it seemed surprising to him that not many of the candidates seemed to have public speaking skills. Aminta felt that all the same questions should be answered by each candidate. All the questions seemed to be on the same subject. It was noted that not all the submitted questions were asked.

Program Review as an Administrative Policy (Wayne) While Wayne was writing Paragraph G for Substantial Change, he noticed that DVC and LMC both had policies for Program Review. He would like to take the lead in creating an administrative policy and authoritative procedure for CCC which would go into the College Procedure Handbook, telling us to do Program Review in the way that we do. Rick feels that Distance Ed needs to do the same thing, but get all the information into a Distance Education Handbook, which should be an administrative procedure listed in the College Procedure Handbook. Wayne says that the faculty need to know that at "Show Cause", the college can lose its financial aid. We would have to publically tell the public that we're closing our doors, and provide plans for the eventual closure. Cuesta College had to do this. The Council would like to see the report.

Proposed Changes in the College Mission Statement – Lifelong Learning (Wayne) Wayne reported that this issue came through Planning. The State Chancellor’s Office says that lifelong learning may not need to be in the Mission Statement for community colleges. Wayne says that until the State Chancellor decides, we don’t have to move on it. Kenyetta says that it is part of transfer to CSU and UC. Wayne asked the Council to review the Mission Statement and send feedback to him.

Proposed Program Review Changes proposed by Helen Kalkstein Update The College Council directed Wayne to work with Helen to clean up the Validation Recommendation page, and it needs to link better with the Program Discontinuance Policy. Wayne will bring it back after some rewording. Beth said she would help with this. Wayne hopes to link this to the portal using Wiki.

Task Force on Student Success/Achievement Gap Updates Wayne said that the Student Engagement Survey will be completed in 39 sections. There 30 questions with 50 minutes to explain the survey and for the students to complete the survey. All answers will be confidential. Keeping with the recommendations from the Task force on Student Success, the Achievement Gap is working to get Ed Plans completed for all first-year students. The next Achievement Gap meeting will be Wednesday, April 11 from 11 a.m. to 1 p.m. in the CRC.

Senate President/College Committee Reports There were no reports.

Open Discussion In response to a question regarding if the response period for the Wait List was business days, or whether it included weekends, Kenyetta answered that it will be three calendar days, including weekends. If students don’t read their email over the weekend, they will be dropped from the Wait List on Monday. The reasoning behind dropping the wait period from five to three days means that more students would have an opportunity to be served.

3 days = 10 students have an opportunity

vs.

5 days = only six students have an opportunity.

Adjournment Meeting was adjourned at 3:50. The next meeting will be on April 16.