

**Academic Senate Council Minutes
Contra Costa College
Monday, April 15, 2013**

Those in attendance were: Wayne Organ, Kenyetta Tribble, Rick Ramos, Beth Goehring, Aminta Mickles, Bonnie Holt, Alissa Scanlin, Seti Sidharta, and Luanna Waters.

Absent: Suzanne Huey, Irena Stefanova, Joanne Solano, Chris Tarp, Ellen Geringer

Call To Order with Introduction of Guests The meeting was called to order at 2:15 p.m. Joe Ledbetter was introduced a guest.

Approval of the agenda and minutes of the April 1 meeting. The agenda was approved and the minutes were conditionally approved with the correction of the wording in the report on the CIC process.

Presentations from the Public/Senate Announcements There were no presentations from the public. Luanna reported that there will be a Student Forum on SB1456 on April 29 in LA 100 from 1-3 p.m. sponsored by the ASU and Student Services. ASU is also planning their first induction ceremony to show students how important ASU is. Kenyetta announced the Student Services Super Saturday coming up on Saturday, May 11 from 9-1 in the Gym, CTC and Student Service Plaza along with the Student faire.

Families of Classes Impact on Faculty Load Wayne reported that a course may be repeatable if there is evidence that a class is required for transfer to a 4-year college. Only Music majors can repeat courses three times while other non-major students can only take the class once. If this passes, there won't be any music ensembles throughout the district next semester. Wayne is writing a district-wide letter that takes Title V language and compares it to the new requirement.

- Lecture is the only component that differs
- What does individual study actually mean?
- What is the difference between learning objectives, course objectives, SLO, or methods of evaluation?
- Course repetition is only for transfer to CSU/UC for completion of degree (says that it's courses, not students that can do the repeating)
- Why is the clause there if repeatability isn't allowed except for level (families)? Wayne doesn't think that Music ensembles must be leveled because of this clause. He believes that nobody in the district agrees on what this clause means.

Faculty Issues with CIC Process Update from Division Reps Kenyetta reported that the writing style will not be examined until after a style manual is created, but that content and objectives must be examined to make sure that the course has not substantially changed. She said that Shondra is getting all the courses uploaded into the state's curriculum inventory records and James Eystone will then ask Governet to do another pour into our CurricuNet system.

Faculty Online Teaching Self-Assessment Issues Rick stated that Distance Education needs to be uniform throughout the district. No more than 0.6 of faculty load can be taught online and bank load cannot be used to do it with. For accreditation purposes, the Distance Education self-assessment forms will be reviewed by the Professional Development Committee, noted in the minutes of their meetings, and stored in the Staff Development office. Rick mentioned that there is a Senate bill being created that will state that if a course is too crowded, a student can take the course online elsewhere, and receive college credit from the college they are registered.

Shared Governance Open Discussion there was no other open discussion on shared governance.

Definition of "Teacher of Record" Update Wayne is still researching this issue regarding the responsibilities and duties of a Teacher of Record.

Faculty Keys Poll Results The result of the poll was that the faculty was more against than for having the responsibility of locking classrooms up after themselves.

College Council Caucus Vote on Dental Assisting Update Wayne reported that the correct procedures were not followed, but that basically, President Noldon will be the one to make the decision as to whether the program will be discontinued. He said that if Sandra started teaching for another college in their Dental Department, she could take the money she applied for and received to that college. Wayne reported that a policy procedure is being seen by the DGC tomorrow to make managers in charge of goals instead of the Program Manager of the grant. He discussed how Program Review is developed at the department level; moves information to the Validation Teams; which sends recommendations to the President's Cabinet, where recommendations are put into Action Plans; which are shown in the annual Unit Plan; and the cycle begins over again with Program Review addressing the action plans. Nowhere in the last ten years has Wayne found a connection that the Dental Assisting Program was ever recommended to be discontinued.

NOTE: It was discussed that the Program Discontinuance form should require supporting data with a check-off box for financial hardship.

Senate President Report Wayne reported that after the President's Cabinet reviewed and made recommendations to Program Reviews, these recommendations never turned into action plans. Joe said that it is because it is not tied into the budget, but are limited to Program Review. Wayne is working to get the district to use TOP codes for Program Review data instead of program data. Wayne would like the Senate Council to begin reorganizing the Program Review process using an easier, friendly template so faculty don't put more than what is needed for Program Review, and to beef up the Annual Unit Plan . He also mentioned that Prioritization lists come from the Academic Senate at Los Rios, so Denise may allow that here at CCC.

Open Discussion There was no further open discussion.

Adjournment Meeting was adjourned at 4:10. Next meeting will be on May 6.

