

**Academic Senate Council Minutes
Contra Costa College
Monday, December 3, 2012**

Those in attendance were: Wayne Organ, Wendy Williams, Rick Ramos, Aminta Mickles, Suzanne Huey, Beth Goehring, Alissa Scanlin, Seti Sidharta, Bonnie Holt, Vern Cromartie, and Irena Stefanova.

Absent: Kenyetta Tribble, Lucile Beatty, Luanna Waters, Chris Tarp, Ellen Geringer

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 November 5 meeting. The agenda and minutes were approved.

Presentations from the Public/Senate Announcements All ASC meetings will be accessible using CCCCONFERENCE for phone meeting participation if you are either on or off campus. Directions on how to access the meetings are written beneath the agenda. Landline users dial (888) 450-4821 and cell phone users dial (719)-785-4469; and, enter the password that will be included on the agenda. There were no presentations from the public.

Families of Classes Wayne reported that the state wants all active participation classes (Music, Drama, PE, Art) to be placed in families, of which courses can either be taken in sequence, or courses may be repeated, but with a limit of four courses taken per family. They intend to eliminate the life-long learner. The three campuses must all agree on and offer the same families, with compatibility of courses. Beth has had discussions with the PE departments at LMC and DVC. DVC has decided on families of five. LMC and CCC have decided on A-D (beginning, intermediate, advanced, masters) with the first three being interchangeable, up to a repeatability of three times. Bonnie said that the CCC Art department uses Beginning I and II, and Intermediate I and II. Wayne said that all three campuses have agreed on the Music families. Wayne also said that if any CSU allows a class, such as Sculpture or Percussion, to be repeated, then it doesn't need to be included in a family, and can be in a family in itself. Wayne will be meeting with the two other Senate presidents to discuss this issue.

Program Review Reform Discussion Wayne reported that the Program Review cycle has not been approved to be done every six years. Wayne would like the Council to make revising Program Review a priority next semester. The annual Unit Plan can be made more robust. He said that all Unit Plans will be published. Seti explained how each proposal will be scored and the applicants can ask why they received the scores.

Shared Governance Discussion

- **Annual Unit Plan Application Form and Rubric Update** Wendy worked on Gabriela's productivity question. If cap of class is at 17 students, costs are covered. Wayne would like this issue to be a priority next semester.
- **Faculty Position Application (Box 2A) Form and Rubric** Wayne will look into Seti's comment that she had heard that there were no signature block. There were more changes after the focus group reviewed it. Wayne will bring it back to the Council when he receives it from Donna.
- **Operational Budgets and College Resource Allocation Process** Operational budgets need to be tied to College Resource Allocation. The President Office's discretionary fund of \$150K and 10% of operational funds will be pooled so nobody has to go to zero-based budgets. There must be a connection to the Strategic Plan. Wayne explained "set-asides", or recurring expenses the first year and the removal of 10% of operating budgets, the second year. Wendy pointed out that there must be contingency funds for emergencies. Rick said that after July 1, CTE funds (Perkins grants) can be used for the whole college, not just CTE students. He will send Wayne a rubric.

Proposal for Scheduling Committee DVC's Scheduling Committee is a sub committee of the Academic Senate and decides what sections are to be added or cut from the schedule. Wayne has sent out a survey to all Department Chairs asking what they know about how scheduling is decided. The survey showed that there is a lot of transparency at the Department level. Donna has a rubric for the Deans to use, but the Departments do not see it. Seti has the rubric LMC uses that she feels is good.

Senate President Report Wayne reported that enrollment will hit target and that some classes can be added and there will be a 3-week summer intersession. He said that the President's Cabinet reviews the Program Reviews after the Validation Teams do and that it is pointless for the Validation Team to do all that work and then the President's Cabinet ignores the suggestions. Rick feels that the Validation Teams are intimidated so they don't put what they want to on the recommendation list. The Council discussed the issue of how the Validation Teams are assigned. The feeling is that the team should be more familiar with the operation of the program being reviewed. The process of assigning Validation Teams needs to be reviewed.

Senate Vice-President/College Curriculum Committee Report There was no report available.

College Committee Reports

- **Professional Development** Ellen Geringer forwarded a copy of the minutes to the Council. They can also be accessed through the Professional Development website.
- **Distance Ed Committee** Rick said that the Distance Education process is not in compliance with accreditation, and that the supplemental form is still being worked on. Rick is sending out a 4-question survey to faculty regarding D2L and will decide on training next semester. Wayne said that the UF is worried about making sure faculty are competent using the D2L software.
- **CTE** Rick reported that CTE is working on a Student Success grant to test drive degree audits and provide Education Plan for 100 CTE students. The goal is for students to do their own Education Plans using our templates.

Open Discussion There were no other discussion items.

Adjournment – Meeting was adjourned at 3:55. Next meeting to be announced.