

**Academic Senate Council Minutes**  
**Contra Costa College AA216**  
**2600 Mission Bell Drive, San Pablo, California 94806**  
**Monday, March 3, 2014**

**Call To Order:** The meeting was called to order at 2:15.

**Committee Members in Attendance:** Wayne Organ, Irena Stefanova, Bonnie Holt Alissa Scanlin, Seti Sidharta, Beth Goehring, Rick Ramos, Andrea Phillips, and Judy Flum.

**Committee Members Absent:** Gabriela Segade, Chris Tarp, Ellen Geringer, Michel Arnold, and Luanna Waters.

**Visitors in Attendance:** There were no visitors in attendance.

**CONSENT AGENDA ACTION ITEMS (See Voice Vote Sheet below)**

**March 3 Agenda** Seti motioned to approve agenda with the addition of a discussion item regarding the replacement of Beth on the College Council; Irena seconded; all in favor; no abstentions.

**February 3 Minutes** Beth motioned to approve the minutes; Alissa seconded; all in favor; no abstentions.

**NON-CONSENT ACTION ITEMS**

**Revised DE Supplement Form** Judy discussed the process to approve an online/hybrid course. She presented the revised form and explained the revisions made to it that included: a shortened form in which the SLO section was removed because of redundancy; an introductory information section explaining process has been included; and, there are now two signatures from the Distance Ed Committee required for approval. She said that faculty must be certified to teach online and there is a process for that. The form will be revisited in one year to see how the faculty are responding to the questions. Judy is working on updating the Distance Ed list of courses that have be updated using this new form. The deadline to have all distance education courses contact hour compliant is Fall 2014. Judy will be visiting the division meetings to present the new form. Wayne asked Judy to email the deans asking them to notify the faculty of this new requirement. Rick motioned to approve the form; Bonnie seconded; all in favor; no abstentions.

**INFORMATION/DISCUSSION**

**Distance Education Committee as a Sub-Committee of Academic Senate** Wayne said that the College Council is doing committee reform and has Distance Education as an advisory committee but it doesn't report to anyone. It is subject to the Brown Act if it is a standing committee, but is not a Brown Act committee if it is an advising committee. The Academic Senate did not create the DE Committee; Carol Maga did. The DE Committee needs an advisory committee charge and composition, and who they are an advisory to, stated in the College Procedure Handbook. Wayne says the committee should advise the CIC.

**Use of the Transition Between Classes Policy Draft Proposal Update** Wayne reported that the draft proposal was approved at the Operations Council and President's Cabinet and went to the College Council for a first read.

**Accreditation Report** Wayne reported that the first draft has been submitted to Donna. All three campuses' reports are at the same state of completion which will be submitted to the Governing Board in May.

**Program Review Reform Update** Wayne reported that DVC has a Program Review template that seems successful. It was written by someone at DVC. The district may purchase the program to use district-wide. Wayne says that there will be sections that will ask questions, and finishing all the sections, a report would be automated from those answers. There will also be text boxes for individual comments that will become part of the report.

**Academic Senate Bylaws Review** This agenda item was tabled for lack of time.

**STANDING COMMITTEE REPORTS**

**Curriculum Instruction Committee** The last approved minutes from the CIC meeting were made available.

**Student Services** This committee has not met recently. No report was available.

**Professional Development** The last approved minutes from the Professional Development meeting were made

available.

### SENATE PRESIDENT REPORT

Wayne reported that the President’s Cabinet approved the transition time between classes and moved it forward to the College Council. The committee also reviewed scholarship applications.

Wayne reported that the CCC Class Audit Procedure is dated from 1993. DVC adopted ours last year and LMC is going to adopt it so it will become a district-wide procedure. Wayne will take this issue to the Operation Council regarding any feedback from students who are auditing. The funds will be split between the Student Services and the division.

Wayne reported that having a BA degree in the Nursing program will not happen here at CCC, but that the CSU’s may allow the community colleges to give BA for fields that the CSU’s don’t offer degrees.

Wayne reported that the augmentation funds were approved at the Budget Committee meeting.

Rick recommended a paper, “Doing What Matters” that can be accessed through the Internet regarding which disciplines are being pushed back, and which ones are being increased.

### COLLEGE COMMITTEE REPORTS

The college committee reports were tabled for lack of time.

### OPEN DISCUSSION

There was no open discussion.

### Presentations from the Public/Senate Announcements

There were no presentations from the public or Senate announcements.

### Adjournment

The meeting was adjourned at 4:00 p.m. The next meeting will be April 7.

	Agenda	Minutes	Reviewed Distance Ed Supplemental Form																
Wayne Organ	A	A	A																
Gabriela Segade	X	X	X																
Allisa Scanlin	Y	Y	Y																
Andrea Phillippe	Y	Y	Y																
Rick Ramos	Y	Y	Y																
Beth Goehring	Y	Y	Y																
Irena Stefanova	Y	Y	Y																
Bonnie Holt	Y	Y	Y																
Seti Sidharta	Y	Y	Y																
Michel Arnold	X	X	X																
Chris Tarp	X	X	X																
Ellen Geringer	X	X	X																

Y - Yes to Approve  
N - No to Approve  
X - Absent  
A - Abstain from Vote