

# Academic Senate Council Minutes

Contra Costa College

Monday, September 16, 2013

**Those in attendance were:** Wayne Organ , Kenyetta Tribble, Luanna Waters, Bonnie Holt , Alissa Scanlin, Andrea Phillips, Beth Goehring, Lucile Beatty, Seti Sidharta, and Judy Flum.

**Those absent were:** Ellen Geringer, Chris Tarp, and Irena Stefanova.

**Call To Order with Introduction of Guests:** The meeting was called to order at 2:20 p.m. Guests in attendance were Joe Ledbetter and Doug Dildine.

**Approval of today's agenda and minutes of August 16.** Agenda item 12 Curriculum Issues (Tammeil) was removed from the agenda. Corrections to the minutes include item 3, line 2 should read "UNCF Empower Me Tour; item 6 Academic Senate Goals should include that it was discussed that Catherine Fites from Admissions and Records would be invited to attend the next meeting to address the deadline for semester grades. This will be put on the October 7 agenda. In Open Discussion Distance Education, Judy and Bonnie presented six D2L workshops. These corrections will be made and the minutes will be sent out to the college community.

**Presentations from the Public/Senate Announcements** Kenyetta announced that Chancellor Benjamin is willing to sponsor a financial aid student to attend the \$8,000 study abroad program in Italy this year. Send names of students to Aleks Ilich, or Andrea Philips.

**Reviewing Program Review and Content Review Requirements** Wayne said that the goal of the Academic Senate is to revamp Program Review from the bottom up. Performance Metrics needs to be defined. SLO data needs to be integrated into department, division, and college levels. Cost of program needs to be defined. Every department must do a profit and loss statement. Wayne says this should be done at the business department-level. Joe asked why the President's Cabinet gives recommendations since that are what the Validation team does when they review the self-studies. Wayne says that if it goes from the Validation team right to President's approval, it would end up too much of a management decision. Wayne says that the Validation committees are only rubber stamping it and not performing a really good peer review. Wayne said it is appropriate that the Academic Senate overviews Program Review according to the Title V 10+1 academic and professional matters. Wayne says that it takes too long to complete Program Review, and that we should use the process to do better than what we do and this is what ACCJC reviews. Wayne sees FTES vs. cost-of-program as a problem as far as methodology. Lucile said that the college doesn't want actual cost, but just a lower cost, and if the program costs too much, it can be cut. Equipment that needs to be replaced can't be. Wayne said that there has to be enough money in the budget to replace these items and this is why the college has a reserve. Beth said that College Council discussed a maintenance agreement and campus-wide tutoring will be paid by the district or college, not by the departments. Wayne asked how program review affects the strategic initiatives, Ed Plans, Facilities Master Plan and Mission Statement. For example, there is not a Facilities Plan for improving programs. He suggested that the Annual Unit Plan become an annual Program Review to update goals, SLOs, etc. with one complete Program Review every six years with long-term planning. Joe Ledbetter's structural recommendations will be placed on the next Senate agenda.

**Mission Statement and Strategic Initiatives Update** CCC's strategic initiatives are supposed to crosswalk with the district's initiatives. They will have theirs done by December and then we would need to align ours to theirs.

**DGC Membership Distribution** Wayne said that eight faculty are allowed to be voting members of the District Governance Council. At this time, the Brentwood and San Ramon Centers are allowed one representative each, and that person could be from any of the constituency groups. Wayne recommends that the eight faculty reps come from all five campuses with CCC, LMC, and DVC receiving two representative s each, and Brentwood and San Ramon receiving one representative each. The Academic Senate Council approved the recommendation and Wayne will take it to the FSCC.

**Facilities Priority Ratings** Wayne said that Denise wanted the faculty's opinion of the facilities priority ratings so the Senate office sent it out to the faculty at large. The Council discussed the Master Plan projects

and did not come to an agreement as to the ratings. The Council did not feel that the 23 responses received were enough to make a correct decision. The faculty-at-large ranked the project priorities as: 1) New Science and Allied, 2) Building Systems/Seismic Repair, 3) Renovate Physical Science, 4) Renovate Biological Science for Art, 5) Physical Education Modernization (Gym Annex), 6) Infrastructure/Site Improvements, 7) Renovate Gym and Locker Rooms, 8) ADA and Travel Projects, and 9) Renovate or Construct Operations Buildings. The Council submitted rankings and those will be added to the current tally. It was discussed further that the Smart Classroom do not work well and that construction wasn't followed through and watched from start to finish. Judy said that the library's construction was done haphazardly and now there's no money to fix such things as the heating and air conditioning, and the entrance that needs sound proofing. She would like projects such as these to be part of the bond measure. Wayne said that Denise has a discretionary fund of \$100K set aside to address these types of issues. He said that the Budget Committee addresses the Facilities Repair List through a grant committee, and that anyone with repair issues needs to participate on this committee.

**Repeatability Issue Repeatability Issue Discussion** Kenyetta met with the Curriculum Chairs from the other two colleges to discuss this issue. They agreed to share all new courses which fit into the families of classes (Music, Drama, Art, and PE). DVC has repeatable drama courses that are listed in their catalog, but not shared with the other two campuses.

**Academic Senate President's Report** – No reports.

**Academic Senate Vice President's Report on Curriculum Issues** Kenyetta introduced the new CIC form. The change was made to include the CB (Course Basics Data) on the form. This is information that is needed to submit to the state. The CIC will be forming a Technical Review Committee. She asked if decisions made at CIC need to be approved by the Academic Senate. The Senate agrees that authority will be delegated to the CIC to make all decisions as far as forms and other issues. She also gave an update on CurricUNET. So far, everything is working correctly but 22 tasks were assigned to be worked on. Her task was to go through the help buttons and make sure the information was accurate. She asked the Council if CIC could have approval to eliminate "conditional approval" for course proposal agenda items. This would mean that if a problem could not be resolved and corrected at the CIC meeting, that it would not be approved and returned to the faculty representing the proposal. The Council moved to eliminate "conditional approval".

**College Committee Reports** – No reports.

#### **Open Discussion**

- **Unsung Hero Awards Commemorating the District Office 65<sup>th</sup> Anniversary Showcase** – Michelle Jackson made the presentation of this program. The district is celebrating their 65-year anniversary on December 7 from 2-4 p.m. the theme is "Student Success." The district is sponsoring Unsung Hero awards from each campus. An unsung hero is a person who has never be recognized for the contributions they have made to the college community and to society. Four people from the district, Michelle included, will make up the Unsung Hero Committee. Their charge is it read the applications and make sure nobody nominates themselves. The showcase will be held at the Amtrak Warehouse with fun activities, games, culinary treats, etc.
- **Program Discontinuance Procedure** This issue will be tabled to the next agenda.
- **Should Faculty focus on degrees/certificates, retention, or enrollment issues?** (Randy Watkins) This issue will be tabled to the next agenda.

**Adjournment** – Meeting was adjourned at 4:05. Next meeting will be October 7.