

**Academic Senate Council Minutes
Contra Costa College
Monday, October 21, 2013**

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

Those absent were: Luanna Waters, Ellen Geringer, and Chris Tarp.

Call To Order with Introduction of Guests: The meeting was called to order at 2:20 p.m. Guests in attendance were Denise Noldon and Randy Watkins.

Approval of today's agenda and minutes of October 7: The agenda and minutes were approved.

Presentations from the Public/Senate Announcements

Veteran's Walk-a-thon President Noldon presented information regarding the event to raise funds for a Veteran's Center. The El Sobrante and San Pablo Rotary Clubs are working together to help establish a veterans' group here on campus. They donated \$1,000 to house a center for 75-120 veterans. The goal of the center is to help with their needs by asking them what CCC has done to serve them, and what more can CCC do. The event will be a Walk-A-Thon scheduled for November 2 at Kennedy Grove in El Sobrante beginning at 10 a.m. Denise will send this information out to the faculty digitally. There will be a reception for veterans on November 8 in the Three Seasons.

Announce New Academic Senate Vice-President/CIC Chair 2013-15 Gabriela Segade has been elected as the new Academic Senate vice-president and chair of the College Curriculum Committee (CIC) beginning in Spring 2014 through Spring 2015.

Resolution Expressing Gratitude for Kenyetta Tribble's Service to the Academic Senate Wayne presented Kenyetta with a framed copy of a resolution thanking her for her service to the Academic Senate. Kenyetta expressed her thanks to the faculty. Kenyetta has taken a position at DVC and will begin her new job on November 1.

Study Abroad Coordinator Discussion Wayne said that a cost analysis was made of the uncompensated hours put in by the chair of the Study Abroad Committee which totaled approximately 60 hours per month. The district has agreed to fund a coordinator position for this committee. Questions from the Senate Council included whether the faculty member who teaches the Study Abroad course pays for their trip, and if this 60 hours per month includes helping faculty apply for the program. This year's Study Abroad trip will take place in Italy and a DVC faculty has been chosen to teach a Political Science course.

Processes for Establishing Institutional Standards for Completion, Retention, and other Student Success Scorecard Metrics

Update Wayne gave an update on the process of how CCC will begin to establish institutional standards. Since this should begin in a shared governance committee, Wayne suggested that it begin at the Student Success Committee level, where there are three student members, and then tasked out to the Council of Chairs, where the discussion would be chaired by the Academic Senate president and College Vice-president. He said that Tammie agreed to suspend management control while the Institutional Standards were being discussed with the department chairs. It will then be moved to the College Council for debate and adoption.

Faculty Focus on Degrees/Certificates, Retention, or Enrollment Issues Randy began the discussion with the definitions of measurements from the District Research, Cognos, Retention, and Success Report in which the faculty are not privy to the definitions of grades. Completed do not include MW or W. Successful are students who actually passed the course. Retention should be the difference between MW and W. For determining Successful Course Completion Rate it isn't valid to use attempted enrollments. Seti said that based on zero-based budgeting, if her class has 26 students, the retention is 70% for 18-19 students, but if she takes more students, up to 35, 70% of 35 is higher than 18-19 students. She asked why her retention rate is still based on 70%. She said that taking more students helps the district monetarily, but not the retention rate for the department. Randy discussed how to find the information in the SQL reporting folders. Most have access to Department Reports which go deeply into other reports, but that if you go to the District Report, you can get individual reports for success and retention: whereas you don't find that type of information in the CCC department reports. Wayne will look at how to access these individual reports and bring it back to the next Senate meeting using a PowerPoint presentation.

Structural Recommendations Discussion Joe Ledbetter was not available to lead the discussion so the item was tabled.

Academic Senate Bylaws Review This issue tabled for lack of time, and will be returned to the next agenda.

Academic Senate President's Report Report was tabled for lack of time.

Academic Senate Vice President's Report on Curriculum Issues Kenyetta reported that the latest version of CurricUNET is being purchased for an additional \$20,000, which will allow James to make changes to the LMC outline. She said that all faculty have access to CurricUNET now. The workflow is still being worked on by James. Jason has agreed to chair the CIC meetings through the end of this semester until Gabriela takes over. When Kenyetta gets the feedback from Donna on the accreditation standard 1A, she will pass it on to Gabriela. Kenyetta reported that syllabi, justification statements, and sample assignments and tests are no longer required for Content Review. Syllabi and sample assignments and tests are also no longer required as extra documents when proposing new courses. There are a few changes to the course outline of record which include a separate section for lab content, percentages no longer being required for course content, and a brief sample assignment narrative listed under "Outside of Classroom Assignments."

College Committee Reports Reports were tabled for lack of time.

Open Discussion Lucile reported that she had spoken with Catherine Fites and it was confirmed that the turn-around for reporting grades was three days from the last day of the term. For Fall 2013, December 18 will be the last day of the semester and, because of the holiday, grades will be due on January 7. For Spring 2014, May 21 will be the last day of the semester and grades will be due on May 27. Judy asked if the UF could be asked to consider the 3-day grade turn-around problem when considering calendar planning, and include it in the academic calendar. Beth was asked to take this issue to the UF.

Adjournment – Meeting was adjourned at 4:00. Next meeting will be November 4.