

Academic Senate Council Minutes
Contra Costa College
2600 Mission Bell Drive, San Pablo, California 94806
(510) 235-7800x4215

| | |
|--|--|
| Academic Senate President: Wayne Organ worgan@contracosta.edu | Office: Lynette Kral lkral@contracosta.edu |
| *ASU Rep: Luanna Waters asucccdisa@contracosta.edu | Distance Ed Coordinator: Judy Flum jflum@contracosta.edu |
| LA Rep: Irena Stefanova istefanova@contracosta.edu | LA Rep: Bonnie Holt bholt@contracosta.edu |
| SS Rep: Alissa Scanlin ascanlin@contracosta.edu | SS Rep: Andrea Phillips aphillips@contracosta.edu |
| LAVA Rep: Beth Goehring bgoehring@contracosta.edu | LAVA Rep: Lucile Beatty lbeatty@contracosta.edu |
| *NSAS Rep: Michel Arnold marnold@contracosta.edu | NSAS Rep: Seti Sidharta ssidharta@contracosta.edu |
| *CTE Chair: Vacant vacant@contracosta.edu | *Student Services Chair: Chris Tarp ctarp@contracosta.edu |
| *Professional Development: Ellen Geringer egeringer@contracosta.edu | *Classified Rep: Vacant vacant@contracosta.edu |
| *absent | |

| | | |
|--------------------------|-----------------|-----------------|
| Monday, December 2, 2013 | 2:15 pm-3:30 pm | Location: AA216 |
|--------------------------|-----------------|-----------------|

Call To Order with Introduction of Guests The meeting was called to order at 2:15. Guests in attendance were Francine Mowry, Darlene Poe, Vicki Ferguson, and Michele Jackson.

Approval of today's agenda and minutes of November 18. Approved

Presentations from the Public/Senate Announcements No presentations or announcements.

Graduation Vicki Ferguson asked for approval to change of venue for graduation from the gym the CCC gymnasium to the Richmond Auditorium. The number of graduates has increased from 250 to 331, with over 2,300 people in attendance expected, so a larger venue is needed. Also the audio and safety in the gym is not the best. Denise, Michele, and Vicki have toured the Richmond Auditorium and feel that it would be a better venue for graduation. There is \$7,000 budgeted for graduation, with the cost of the auditorium being only \$3,000. With the larger space, tickets may be increased from four to seven per graduate. After some discussion of the use of public transportation to rehearsals, the Academic Senate moved to relocate graduation to the Richmond Auditorium and it was approved.

Use of the Transition Between Classes Policy Draft Proposal It was agreed that the proposal would be split between a brief policy and a section on best practices to be added to the Employee Handbook as follows:

**Use of the Shared Transition Time Between Classes Policy Draft
Proposed by the Academic Senate Council – November 18, 2013**

The ten minute class transition time is shared between the instructor leaving and the arriving instructor.

Employee Handbook

Best practice for use of the shared transition time between classes may include:

A. Best practice for the teacher who is leaving:

- 1) Instruction must stop at end of assigned instruction time.
- 2) The starting and ending class time is determined by the GMT of cell phones and not classroom clocks because not all clocks or watches are in sync.
- 3) Signing off of the classroom computer so arriving teacher can sign in.
- 4) Erase board and clear table space.
- 5) Return classroom to previous desk arrangement.
- 6) For students who want to speak with the teacher who is leaving, moving students clear of where arriving teacher must set up, and leaving the door free for other students to enter or leave. They will be out of the room before the end of the transition time.

B. Best practice for teacher who is arriving:

- 1) Will be able to enter at the end of instruction which should be the scheduled end of previous class per GMT of cell phones.
- 2) The arriving teacher will instruct their students not enter the class while previous instruction is going on per GMT time.
- 3) As the previous teacher signs off computer, clears table, and erases board, the incoming teacher will be able to set up for their class.

C. Best practice to resolve any problems or conflicts between instructors about the transition time:

- 1) In case of conflict, the first desired step is for instructors to resolve the matter between themselves.
- 2) If they cannot resolve the problem, they should meet as a group with their respective department chairs.
- 3) If the faculty and their department chairs cannot resolve the issue, the group will contact their respective division deans.
- 4) The final arbitration will be with the college vice-president or designee.

Before continuing the policy approval process, the drafted policy sentence, “The ten minute class transition time is shared between the instructor leaving and the arriving instructor.” will be sent out to the faculty-at-large asking them to respond to whether they agree or disagree with the statement.

Faculty Performance Reports for College Performance Standards Wayne led a discussion on productively, retention, and completion issues. Comments from faculty included the issues that there is nobody available to help show the faculty how to increase these numbers; and, Professional Development only allocates \$300 per instructor for training, but the district has an abundance of money for professional development that could be tapped in to. It was agreed that productivity, retention, and completion numbers should not be used as a performance indicator.

Academic Senate Bylaws Review Tabled

Academic Senate President’s Report Tabled

College Committee Reports Tabled

Open Discussion Tabled

Adjournment The meeting was adjourned at 3:30 p.m. The next meeting will be January 13, 2014.

Respectively submitted by Lynette Kral.