

Academic Senate Council Minutes
Contra Costa College
2600 Mission Bell Drive, San Pablo, California 94806
Monday, September 15, 2014

Call To Order with Introduction of Guests: The meeting was called to order at 2:15.

Committee Members in Attendance: Gabriela Segade Bonnie Holt, Alissa Scanlin, Pam Rudy. Beth Goehring arrived after the consent agenda action items were approved.

Committee Members Absent: Wayne Organ, Irena Stefanova, Rick Ramos, Judy Flum, Andrea Phillips and Chris Tarp.

Visitors in Attendance: There were no visitors in attendance.

CONSENT AGENDA ACTION ITEMS

September 15 agenda Bonnie motioned to approve agenda; Alissa seconded; Bonnie, Alissa, and Pam were in favor; there were no abstentions.

August 18 minutes Alissa motioned to approve minutes; Pam seconded; Bonnie, Alissa, and Pam were in favor; there were no abstentions.

NON-CONSENT AGENDA ACTION ITEMS

There were no non-consent agenda items.

INFORMATION/DISCUSSION – Wayne submitted written reports for the following informational items.

Change of Grade Audit Relating to Incomplete Grade Contracts (Update) Wayne received a response from Sally Montemayor-Lenz at the district regarding Incompletes (I). The Curriculum and Instruction Procedure 4001 does not stipulate a 75% rule to the assignments completed or student attendance when issuing an Incomplete; and, neither does Title 5, Section 55023. The only time the 75% rule is applied pursuant to T5, Section 55023, is when a student is issued the non-evaluative W (Withdrawal) symbol. She doesn't find that criteria established when issuing the Incomplete non-evaluative grade symbol. Title 5, Section 55023, reads in part: Incomplete academic work for unforeseeable, emergency and justifiable reasons **at the end of the term** may result in an "I" symbol being entered in the student's record. The condition for removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for the removal of the "I" and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. There is no mention of a 75% threshold – it seems the application of that criterion would have to be in local Board Policy and a related Curriculum and Instruction Procedure. Cabrillo College's local policy describes that both, the completion of the course assignments - students doing passing work - and student attendance must be at 75% to justify the issuance of the "I" symbol. It seems our district policy (C&I Proc.4003) is much broader and allows for more faculty discretion. At this juncture, she could not find a 75% threshold in the assignment or the attendance criteria in any of our public documents as it applies to issuing an Incomplete. The FSCC will take this up again at its next meeting.

Program Review Reform (Discussion) No update available.

Academic Senate Bylaws (Update) Tabled.

Brown Act Training (Discussion) Wayne went to the Brown Act Training at LMC. There is one scheduled at CCC this Friday at 11:30 in HS101. Here are some things he found out:

- The Brown Act doesn't talk about a quorum. It does talk about that the need for a majority of members is needed to have a meeting. It does not distinguish between voting and non-voting members. We will have to revise how many and who have to be at an ASC meeting to call it a meeting.
- We must post a hard copy of our agenda in a place that is accessible outside of business hours. I think Lynette already does this.
- We can't add things to our agenda except in very unusual circumstances.
- The Brown Act doesn't distinguish between action and non-action items or consent or non-consent items.
- Members can teleconference into a meeting, but the place must be noted on the agenda and an agenda must be posted at the place where the member is teleconferencing from (like a hotel room).
- There is no Brown Act police, and if someone complains they must do so in writing and we have 90 days to correct it - "Correct and Cure"
- Only agendas and minutes need to be posted, not attachments unless someone requests the attachments in writing. They have to renew the request annually.

Curriculum and Instruction Procedure 4005 – Grade Changes (Discussion) The main revision to this procedure is that the instructor and student receives notification by email when the grade is changed instead of a copy of the change being forwarded.

SENATE PRESIDENT REPORTS - Wayne submitted written reports for the following meetings he attended.

President's Cabinet September 5

- The new Associated Student Body President, Antone Agnitsch, is now the current chair of the College Council.

- The first order of business was to set the College Council agenda. Beyond the standard constituency reports and reports from the major subcommittees of the College Council, the agenda was focused on the new Student Equity Report that was prepared by the Student Success Committee and presented by Mayra Padilla. This report is a focused report on performance gaps between ethnic groups in 6 different categories: Access by High School Graduates, Access by Service Area, Success in Basic Skills English, Success in Basic Skills Math, Course Completion, Degree and certificate Completion, ESL and Transfer. The report identifies significant gaps between ethnic groups and we are required to report what they are and what we are going to do to remediate them. It is related, of course to our ongoing conversations around the achievement gap.
- The rest of President's Cabinet was primarily about assigning Program Reviews to members of the Cabinet to read and report. The way Program Review works around here is that you do a bunch of work (particularly if you are a Chair of a Department) to write program review, then it goes to a Validation Committee, which is a kind of peer review committee, that is supposed to make sure that what you say in program review is accurate. Then it goes to the President's Cabinet for further review and "Commendations and Recommendations". Here the Cabinet is supposed to collect especially good stuff you have done since your last Program Review, and list them. For Recommendations, we go through the recommendations the department made, plus the ones the Validation Committee made and consolidate them. If, after reading the program review, we think that additional recommendations are warranted, we add those. Then, at a subsequent President's Cabinet meeting, we each present our findings, weighty and serious discussions commence, and we come up with a final set of Commendations and Recommendations. We can also ask that the department make an appearance at a Cabinet meeting, if we don't understand something. Here is an important thing to know: When you get your Commendations and Recommendations and they don't make sense, you can request a meeting with President's Cabinet for clarification. On occasion the Cabinet completely misunderstands what was written in the report and include recommendations that are unwarranted.

Operations Council September 8th.

There were four major items on the Operations Committee agenda:

- With all the construction on campus there was a concern that there wasn't sufficient signage on campus so that folks could get from one part of the campus to another. During the last meeting a task force was put together to walk around campus and report on how well we are "signed". You will not be surprised to find out that we could use some more signage. So, now we will have to decide what we need, and where the money will come from.
- We had a discussion on staff only parking spots at night. I brought this to the Operations Committee as a request from an Adjunct Faculty member in Music, who finds that by the time he gets here, all of the parking spaces in the lot near Music are filled, and he has to park a long way away and as the last person to leave the building, has to walk a long way back to his car. His request was for a couple of designated parking spots in the Music Lot that would stay "staff only" at night. This is not that simple. It turns out that some lots say "staff" all the time, some only some of the time and some do not, and it is hard to enforce partial space designation within one lot. There was a discussion about having a standardized way of color-coding spaces (...even the President's space is sometimes parked in...). We got into a discussion as to whether there should be any staff designated spots anytime. I am not personally committed one way or the other on that discussion, but I would be interested to hear your opinions.
- Bruce King presented a prioritized list of proposed maintenance projects that included their cost. It looks like a lot of money will be spent in the next while to spruce us up.
- Finally we talked about the need for a Disaster Recovery plan... as in what we do after the Big One. I will keep you updated as that plan develops.

Enrollment Management August 27th,

- The main item on this agenda was a review of the ideas that were generated from the Council of Chairs Retreat that took place on August 13th. The retreat was an idea from our Vice President. We all got together off campus in a storefront banquet hall next to the Sunshine Café. After some depressing information on enrollment presented by Jonah from the District office (somehow bright colors and a nifty power-point can't hide the fact that we have some ongoing enrollment challenges that may have some serious consequences in the not so distant future) and a very nice lunch, we broke into groups to come up with ideas. This was delightfully non-structured and generated the ideas ranging from the harebrained to the sublime. All the ideas were written on large sheets of paper stuck on the walls, and when time was called, we had an opportunity to vote for the best ideas. The Vice President's role in all this was a pledge to get the ideas out to the committees and groups that could implement them. These ideas were presented to the Enrollment Management, now categorized into seven subheadings: CCC Collaborative, Marketing, Outreach, Barriers Affecting Outreach/ Enrollment, Possible Solutions to Barriers, Strategies to Improve the Quality of Student Life, and Retention/College Success Strategies. Many, many of them deserve consideration and action.
- We also talked about options for additional Cohort Programs and some ideas on new ways to build the schedule.

District Governance Council No report available.

FSCC September 3rd.

- First, a word about what the FSCC is and what it does. Senate Bill 1725 gave faculty primacy in certain areas, and these areas are often called "Academic and Professional Matters". AB 1725 identifies 10 specific areas and also includes one area that is essentially "other stuff". Collectively we refer to these rights and obligations as the "10+1". The Governing Board must either "rely primarily" on the advice of the Academic Senate or "Consult Collegially" with the Academic Senate in each of the 10+1. Which is which was negotiated a long time ago between the Academic Senates of the three colleges, represented by a joint committee call the FSCC and the Governing Board. So, essentially, the FSCC, which is made up of the Presidents and Vice Presidents of the three college Academic Senates, represents

faculty in Academic and Professional matters on a district wide basis when district issues are at stake. We meet regularly together, and we meet with senior district leadership. These meetings can be both interesting and lively.

- The FSCC also represents faculty interests at the District Governance Council (DGC), which is supposed to function like a district-wide College Council. So, the first item on the agenda was to look at the upcoming DGC agenda. The district is in the process of a year-long cleanup of their processes and procedures, so it seems that most every DGC meeting consists of pages and pages of revisions to procedures. Only some of them directly affect faculty, so this item on the FSCC agenda was a discussion as to how we identify items that we need to have input and how we coordinate that input. It is important so that anything that is an Academic and Professional matter gets looked at by faculty.
- The FSCC is also responsible for setting up how Repeatability works in the District, since by law, Repeatability must be coordinated district wide, not college by college. We have a summit meeting of the Senate Presidents and Curriculum Chairs from the three colleges scheduled for this Thursday (September 18) at the District Office and the purpose of that meeting is to further refine the process and timelines of assigning courses in P.E. and Fine and Performing Arts to “families”.
- We tasked the FSCC Chair, Laurie Lema, to find out the district interpretation of the 75% rule for the assignments of Incompletes, an issue that came from our Academic Senate. More on that as it develops.
- Lastly, we discussion the issue of Managers teaching classes. This was apparently an issue from LMC. Do we have any managers teaching at CCC?

Student Success Committee September 4th.

- The main topic for this meeting was the Student Equity Plan, who would work on it, and the timelines for presentation to college leadership groups. There is a link to this document on the State Chancellor’s Office website. (<http://extranet.cccco.edu/Divisions/StudentServices/StudentEquity.aspx>)
- Student Equity has been an issue for the California Legislature since at least 1991. The current requirements for a plan to remediate inequities comes from the Student Success Task Force that was notably in the news a few years ago. While the visibility of the Task Force has dwindled in recent years, the long term results of that effort will continued to reverberate for years to come.
- CCC’s eventual plan will require an effort on the part of many folks on campus, staff and faculty alike. Please take some time to follow the link above and familiarize yourself with its history, philosophy and requirements.

Governing Board No report available.

Chancellor Consultation September 11

- Some things we do are not part of Participatory/Shared Governance. Some things are just discussions between faculty and the Board. When these discussions involve matters that are not either compensation or workplace conditions (that is the purview of the United Faculty), then they are discussed in District Wide Consultation. Actual members of the Board are not there, but the Academic Senate Presidents from the three colleges as well as the Executive Vice-Chancellor for Education and Technology are, as well as other folks that can help the conversation along.

For the September 11th meeting we had four items on the agenda:

- First was an update on Adult Education Planning. Governor Brown is interested in moving Adult Education from the K-12 system to the Community College System. Oh, and by the way, with a fraction of the money.... Wayne provided a link to this from the LAO.
- Assembly Bill AB86 charges the California College Chancellor’s Office and the California Department of Education with establishing a regional consortia system and provides 25 million dollars to develop plans. Since each consortium must include a least one K-12 adult school and one community college, one can only imagine the communication challenges. Wayne provided a link to where the plan was as of Feb 2014.
- Randy Tillery talked us through the state of regional CTE Grants. Wayne thinks it is safe to say that California has an increasing interest in Career Technical Education and is expressing it with dollars... and more dollars...
- Next we talked about the status of Repeatability. Since there is an upcoming meeting devoted to this, it was a short discussion.
- Lastly was a discussion of proposed changes to Curriculum and Instruction Procedure 4015. This procedure deals with a district process to place courses into disciplines, and a good example of items that go to Consultation before they go to the Board. It is also a good example of how policies and procedures get stuck in a manual, ignored and how eventually folks are baffled as to what it is doing there at all. This Procedure was written in 1990, when Bob Jensen was the Chancellor. It seems that as soon as he left, we stopped following it, and we have not followed it since. What started out as a simple revision, is now a full blown research project, as we try to figure out where the language came from, and if the laws that supposedly created it are still in effect. Right now, we don’t follow 4015. Wayne asked the faculty to review it. It is in the District Procedures Manual.

Convocation on Innovation September 11th.

- Helen Benjamin, our Chancellor, has organized a district wide meeting on Innovation to take place at the Hilton Concord on January 9th, 2015. There will be buses. There will be vendors. There will be food. There will be bells with whistles.
- There have been meetings for a while and several of CCC’s own have attended them, including Gabriela Segade, Rick Ramos, Katie Krolkowski and Tammeil Gilkerson, and others. There are a number of subcommittees already formed, including: Event Logistics, Communications, Programs and Services, Identifying District Innovation, Post Evaluation and Benchmark and Post Convocation.
- The aim of this convocation is probably best summed up in their Mission Statement: “Promote an educational

community that supports a growth mindset, fosters creative confidence and innovation and recognizes the interdependence of our collective contributions and commitment to student success”.

- This particular meeting Wayne attended was primarily to bring the three Academic Senate Presidents up to speed and to get our support. It took place in the Chancellor’s office at the District.
- Innovation abounds on our campus. Wayne has been in various email conversations that is an example of this. The difference with this effort is the organizational embrace of innovation as a central characteristic of our entire organization. Think Ted Talks.
- The details are still sketchy, but from what Wayne has seen so far, this is an effort that we should support. Wayne has heard an idea for a district innovation competition with individual grants attached. There are many ideas being floated and they will become more realized, as we get closer to the meeting.
- Wayne asked the faculty that if they have an opportunity to get involved in this effort, please do.

STANDING COMMITTEE REPORTS

Curriculum Instruction Committee Gabriela reported that the CIC is trying to streamline the course proposal approval process by looking at uniform training procedures. CurricUNET, and parent Governet, are very unorganized and the contact person has changed three times. Gabriela and Tammeil looked at the mea test version, but they didn’t like it. It was suggested that we start looking at other competitors, such as Track DAT. It was also suggested that we turn this over to the district lawyers and have them draw up a formal letter requesting a reasonable end date to supply the product; or refund the money that has been paid to allow us to follow up with competitors, or use Access, locally, to create and design our own database.

Student Services No report available.

COLLEGE COMMITTEE REPORTS

College Council Gabriela reported that most of the meeting was used to discuss the Student Equity Report.

Council of Chairs No report available.

Safety Committee No report available.

Distance Education Bonnie reported that the contract for D2L version 2 is expiring and version 3 is required. She said that committees for hiring and training online instructors were discussed.

Presentations from the Public/Senate Announcements/Open Discussion

There were no presentations from the public, senate announcements, or further open discussion.

Adjournment Beth motioned to adjourn the meeting at 3:15 p.m.; Bonnie seconded; Bonnie, Alissa, Beth, and Pam were in favor; there were no abstentions. The next meeting will be October 6.