

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

Call To Order with Introduction of Guests: The meeting was called to order at 2:20.

Committee Members in Attendance: Wayne Organ, Gabriela Segade, Irena Stefanova, Bonnie Holt, Alissa Scanlin, Pam Rudy, and Beth Goehring.

Committee Members Absent: Andrea Phillips, Chris Tarp, Rick Ramos, and Judy Flum.

Visitors in Attendance: There were no visitors in attendance.

CONSENT AGENDA ACTION ITEMS

November 3 agenda Bonnie motioned to approve the agenda; Alissa seconded; Gabriela, Bonnie, Alissa, Beth, Irena, and Pam were in favor; there were no abstentions.

October 20 minutes Bonnie motioned to approve the minutes with corrections to the Planning Report (The student success rate for the Student Success Scorecard could be raised by five points by moving 40 students from unsuccessful to successful. Results may be inaccurately recorded and students may be inaccurately placed in Basic Skills classes.); with last names added to Sally (Montemayor-Lenz) and Mojdeh (Mehdizaden); Alissa seconded; Gabriela, Bonnie, Alissa, Beth, Irena, and Pam were in favor; there were no abstentions.

NON-CONSENT AGENDA ACTION ITEMS

There were no non-consent agenda action items.

INFORMATION/DISCUSSION

Proposed Management Organization for Spring 2015 Update: President Noldon presented the proposed management organization chart at the October 20 Senate Council meeting. She was proposing to add a second Division Dean of Student Services. She initiated the meeting to ask for consensus, but did not say how she would go about receiving consensus from all the constituency groups. She will be using SSSP funds to finance this position and would like to get this approved by the chancellor. Wayne said that this organizational chart will need to go into the College Procedures Handbook and needs to be correct. While reviewing it, there were mistakes found and she has sent him back a revised document. Now CCC has more managers than we did before. Even though she says that we have the least number of managers of all three campuses, and that this would bring us closer to match LMC, it was noted that LMC is one-third larger than CCC with 3,531 FTES compared to CCC's 2,429. Wayne says that we do have a say in how this position will be funded after the SSSP money runs out in five years. We do not want it absorbed into the college general budget. Other than that, Wayne says that there is not much else that can be done other than come up with alternatives and make those recommendations. Pam feels that this organizational chart should be sent out to the whole college community. Alissa and Beth heard that the other two colleges are using the SSSP to hire faculty, but Wayne said that he didn't think that SSSP funds could be used to hire faculty. The Council members came up with other ways the SSSP funds could be used more efficiently. Those included paying for tutors and part-time office hours. CCC needs more people to serve students in Student Services, not to oversee Student Services programs and managers. Wayne asked for someone to step up to research how DVC and LMC are using their SSSP funds to see if it is true that their SSSP funds are being used to hire faculty. Since the colleges will receive the SSSP funds for only the next five years, we need to pay special attention to what happens after the five years. We would also like a more transparent view of how the SSSP funds are distributed, so therefore, the faculty, classified, and student constituency groups on the College Council need to ask for an annual reporting of how these funds are being spent at the beginning of each school-year.

Change of grade Audit Relating to incomplete Grade Contracts Update: Wayne had nothing to report.

Census Day Student Drop for Non-attendance Update Wayne sent an email to Sally Montemayor-Lenz at the district but there has not heard back from her yet. The Council members discussed the problems the students are having in registering for classes. Wayne said that out of his 45 students, one-third of them require his help to register. He asked if this was systematic and if this is the reason the enrollment is down 3%. Gabriela explained how much time it takes to register for a class if the student doesn't give up because of the numerous error messages that are continually received. Wayne took screen shots of the registration process and of all the error messages he received while trying to register for a class. The problem of low enrollment is due to not being able to register for classes. Alissa said that a student said that he dropped her class but continues to be reported on her roster. Wayne said that a list needs to be completed to include all the problems involved in registering for classes.

Program Review Reform Discussion: Wayne said that he has given the Drama self-study to others but has not received any reports.

Academic Senate Bylaws (Update) Wayne said that in reviewing the changes to the bylaws that the Council agreed upon, Bonnie found some issues.

- Article II Section 3 regarding quorums was left out and is now included
- Article V Section 1 changed to state that the Council consists of eleven people (President, vice-president, two representatives for each of the four divisions, and the CTE Chair) and only needs six to hold a quorum.

While the bylaws were being discussed, Wayne said that the senate president election wasn't held according to how the bylaws

stated and asked if the Council would like to have the election done again, but the Council agreed to continue the election as it is, but to revise the bylaws to reflect the proper election process which will include the president and vice-president positions be elected bi-annually at the same time; and to announce the names of the candidates before the final voting ballot goes out.

Compressed Calendar Wayne said that the way the calendar begins in Fall 16, we would lose about \$1million in FTES, unless we go to a compressed calendar. There is a one-time bump for new students to start late. Gabriela says that ESL already uses a compressed calendar, but she says the administration says that their FTES is low. She doesn't think the ESL students would do as well with an 18-week calendar. Wayne said the UF would support the compressed calendar if one of the three campuses' Senate drew up a resolution to support. This will be returned to the next agenda for further discussion.

Equivalency for Non-master's Degree Wayne said that in the past, it was thought that non-master's degrees did not allow equivalencies, but it has now been determined that the applicant must have taken all the GE requirements of an AA degree, but that the major unit requirements could be substituted with working hours and certificates. He said that he will be creating a handbook for the next senate president to use to help review and approve equivalencies, which he said is one of the most difficult responsibilities of that position. Requests to update current discipline equivalencies will be going out to the department chairs by the end of this semester.

ASCCC Fall Plenary Issues No report available.

SENATE PRESIDENT REPORTS

There were no Senate President reports available.

STANDING COMMITTEE REPORTS

There were no standing committee reports available.

COLLEGE COMMITTEE REPORTS

There were no college committee reports available.

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 4:00 p.m.; Bonnie seconded; Gabriela, Andrea, Bonnie, Alissa, Beth, and Pam were in favor; there were no abstentions. The next meeting will be November 17.

Respectfully submitted,
Lynette Kral