

**Academic Senate Council Minutes of February 6, 2017
Contra Costa College GEB 305
2600 Mission Bell Drive, San Pablo, California 94806**

Call To Order with Introduction of Guests at 2:15 p.m.

Committee Members in Attendance: Beth Goehring (President), Rick Ramos (VP/CIC), Judy Flum (DE), Katie Krolikowski (CTE), Wayne Organ (LA), Randy Carver (LA), Leslie Alexander (NSAS), Bobby Sturgeon (LAVA), Luci Castruita (SS), and Alissa Scanlin (SS).

Committee Members Absent: Intisar Shareef (LAVA) and Randy Watkins (NSAS/SLO).

Visitors in Attendance: There were no visitors in attendance.

CONSENT AGENDA ACTION ITEMS

February 6 agenda

November 21, December 5, 12 minutes

ACTION: Alissa motioned to approve the consent agenda action items; Wayne seconded; Beth Goehring (President), Rick Ramos (VP/CIC), Katie Krolikowski (CTE), Wayne Organ (LA), Randy Carver (LA), Leslie Alexander (NSAS), Judy Flum (DE), Bobby Sturgeon (LAVA), Luci Castruita (SS), and Alissa Scanlin (SS) were all in favor; no abstentions.

NEW BUSINESS

Police Services Program Review Survey The Council discussed the survey and agreed to forward the following feedback to each question:

1) According to the survey, most contacts with Police Services are for “information”. What kind of information have you needed and how would you like the information made more readily available?

- Better communication on process for requesting keys
- Temporary parking for guests
- There have been no strategic plans provided

How would you like the information made more readily available

- Police Services Website
- Once a year, come to division meetings (modeled after Beat Cops)

2) We are conducting preparedness training on all campuses. We know we are not reaching the entire community. What type of training would you like to receive and be available to your personnel?

- Active shooter
- Voice speaker system (display not facing students)
- Panic buttons
- Fire extinguisher
- AED on locations in buildings. Question as to why outside hiring, and why the location for training is at the District Office instead of on-campus by EMT instructors.
- Process for disruptive students when removed from class
- Training should be in written form (Tip Sheets)

Available to students?

- Active shooter

3) For instance: Instruction on sheltering-in place? How do we communicate this material effectively? What methods do you recommend to reach our community especially those that are underserved, such as adjunct and non-traditional students?

- Police speaking at Division meetings and giving instruction on “Shelter in Place”. Inform adjunct faculty of opportunity to receive training by attending division meetings.

4) Is there a general sense of safety on campuses? Do you and your direct reports/students feel safe? Understanding that we cannot stop all crime, how can we make the community feel safer?

- Better patrol around bus transfer area
- Better lighting at night
- Inform faculty of who to contact in case of a safety issue, such as a student assaulted on campus.
- Better email response (too long of a wait period to hear back, or no response at all)
- More movement of police on campus

5) How can we be more proactive at addressing safety concerns?

- All the above
- Better communication

6) Where would you like to see officers more often, to be more helpful or effective?

- Parking lots and bus stop (especially at night)
- Circulation on campus would create a welcoming presence (Police aides are located grouping together and should be moving about campus more)

7) Provide any thoughts on where you see that the department is today and where we should be going to be more valuable to you and the College/District.

- Processes need to be more transparent
- Police Services website

Revisit Transfer Model Curriculum Pathway Options to Maximize Portability Opportunities and Degree Attainment at CCC Rick and Robert discussed the issue of departments that have created their own specialized courses for their transfer degrees without considering using options from other departments' courses to fulfill the degree. Rick said, for instance, that some CSU/UC do not accept SOCIO 234 as an option to MATH 164. This issue was brought to the Senate to create a policy so that CIC can enforce this issue. Beth said that the departments are in charge of their programs, not the Senate. The Senate can intervene with content reviews and program reviews, but not programs. Judy suggested that the Senate meets with the department chairs to coach them to change. Wayne said that the faculty role in validation is that faculty purview is allowed. Since transfer degrees were created to make it as easy as possible for the student to transfer, Katie motioned the Senate to pass a resolution asking that all departments revisit their programs, and be open to potential equivalent course options (C-ID approved) to their transfer degrees (TMC), local degrees, and certificates offered by fellow departments, to maximize student success; Judy seconded; Beth Goehring (President), Rick Ramos (VP/CIC), Katie Krolkowski (CTE), Wayne Organ (LA), Randy Carver (LA), Leslie Alexander (NSAS), Judy Flum (DE), Bobby Sturgeon (LAVA), Luci Castruita (SS), and Alissa Scanlin (SS) were all in favor; no abstentions.

Institutional Effectiveness Mandate Review of Goals and Indicators at CCC as relate to 10+1 Katie brought this informational item to the agenda. Teams visit to review colleges and prepare reports of optional goals to enhance a framework of indicators to measure the conditions of the community colleges in regards to student performance, accreditation status, fiscal viability, and program compliance with state guidelines. As a condition of the receipt of SSSP funding, CCC must develop, adopt, and post the 2-year goals by June 2017. This is now being discussed at the Planning Council.

Utilization of Morale Survey to Institute Positive Change Beth presented the survey results. Results of Employee Landscape (What kind of employee are you?) at CCC (217 responses out of 450 invited) were Champions (Strongly satisfied) 61.8% (District Overall was 61.4%); Tenants (Very satisfied) 4.6% (District Overall was 5.1%); Captives (Rather critical) 27.6% (District Overall was 25.9%); and Disconnected (Dissatisfied and disconnected) 6.0% (District Overall was 7.6%). The top three issues to be fixed: poor technology, poor staffing, and broken processes that includes the ease of student enrollment in traditional and online courses, understanding department budgets (resonates with entire Council), forms and procedures for traveling with students (traveling expenses), keys, room scheduling, student registration, and redundant processes.

MiraCosta Job Announcement for English instructors Recently, MiraCosta College advertised for a new English instructor. The language in the desirable qualifications (see below) reflected the need that the new applicant must have a strong background in diverse student awareness and the ability to work with underrepresented and first generation students. Katie motioned that the Academic Faculty Senate ask that all departments include this type of language in current and future job announcements; Alissa seconded; all in favor; no abstentions.

DESIRABLE QUALIFICATIONS:

The college seeks candidates who have achieved the highest level of professional excellence as demonstrated by:

- Relevant coursework in composition, literature, and/or theory addressing marginalized communities.
- Experience designing and teaching curricula responsive to the needs and interests of historically underrepresented students.
- Experience collaborating with faculty or community leaders in programs or initiatives that are specifically designed to help historically underrepresented students achieve their educational goals.
- Demonstrated ability to work effectively with first-generation college students using multi-modal approaches and student-centered pedagogy.

College Advertising Policy Requests to advertise college events must be approved by the Public Information Officer, Brandy Howard using the approved template for all advertisements. The Senate Council does not approve of the policy and will not adhere. For faculty to be able to do a quick advertising effort for their events or classes, the proposed process would create bureaucratic barriers. Faculty have no problem using a standardized advertising template, if that template was readily available on our college website. Faculty believe that seeing signs (large and small) advertising events is part of the college culture and they want to see more signs not less. Faculty within each department should be included in identifying locations in their buildings/campus areas where they feel signage and advertising would enhance the student college experience and student success. Policy requiring the advertiser to place and remove the signage in a timely manner is acceptable and the department chairs should be held responsible for this to happen. Outside organization advertising on campus must go through Student Life and/or college marketing. Internal organizational advertising efforts should have access to an advertising template, and have the ability to advertise in and around their buildings (within reason) without approval from Student Life or college marketing. Each department would like department/program brochures to advertise their degrees and certificates in their area. If a "fill-in" brochure template could be developed, departments would activity and happily participate in the brochure development. The faculty would like this "fill-in" brochure template to be available by May 1, 2017.

CurricUNET SLO Assessments Module Randy has it up and running.

AA/AS District Equivalency Policy Tabled

Strong Workforce Program Local Share Plan, Academic Senate and CTE Faculty Tabled

OLD BUSINESS (UPDATES/DISCUSSIONS)

Code Alignment Project No update.

Faculty Purview Over Curriculum and Program Design (Update) Tabled

Faculty Schedule Committee Tabled

Adding SP (Satisfactory Progress) to the District Grading Policy Tabled

Senate Bylaws Tabled

Sanctuary Campus Tabled

General Education Requirements Tabled

Guided Pathways Tabled

Planning Institute Conference at District Office Tabled

Survey Processes Conversation Tabled

Equity Projects Tabled

COMMITTEE REPORTS

Tabled

PRESENTATIONS FROM THE PUBLIC/ANNOUNCEMENTS/OPEN DISCUSSION

There were no presentations from the public. Beth announced that Tammieil is in the final interview stage for the position of President of Laney College. She asked for Senators to be available for the interview on February 14 at 11 am in SAB 211. Alissa, Wayne, Robert, Judy, Rick, and Luci agreed to participate. Beth will also ask Jeff Michels, Najia, Terrill, Norma, and Randy to participate.

Adjournment – Meeting adjourned at 4 p.m. Next meeting will be March 6 in GEB 305 Conference Room

Respectfully submitted,
Lynette Kral