

**Academic Senate Council Minutes of April 16, 2018
Contra Costa College
2600 Mission Bell Drive, San Pablo, California 94806**

Call To Order with Introduction of Guests at 2:15 p.m. in GEB 305

Committee Members in Attendance: Beth Goehring (President), Mark Wong (VP/CIC), Katie Krolikowski (CTE), Randy Carver (LA), Bonnie Holt (LA), Jon Celesia (NSAS), Luci Castruita (SS), and Alissa Scanlin (SS).
Members absent: Judy Flum (DE), Randy Watkins (SLO/NSAS), Sandra Moore (LAVA), and Aminta Mickles (LAVA).

Visitors in Attendance: Evan Decker (Workforce Career Pathways Manager)

CONSENT AGENDA ACTION ITEMS

April 16 agenda

ACTION: Katie motioned to approve the agenda with the addition of a report from the CIC chair to the top of the agenda; Alissa seconded; Beth, Mark, Randy C, Katie, Luci, Jon, Bonnie, and Alissa were all in favor; there were no abstentions.

March 19 minutes

ACTION: Alissa motioned to approve the minutes with minor corrections; Jon seconded; Beth, Mark, Randy C, Katie, Luci, Jon, Bonnie, and Alissa were all in favor; there were no abstentions.

NEW BUSINESS/ PENDING BUSINESS/ UPDATES/DISCUSSION

Report from the CIC Mark reported that there are 90+ courses overdue for content review that need to be done by Fall 18. It has been decided that any course not updated by September will not be offered in the Spring schedule. Irena, Tish, and Mark will speak to the department chairs and offer assistance. A CIC retreat may be scheduled during the summer, possibly in June or/and a flex workshop in August.

Blocked Schedules/UF Calendar Survey Questions Discussion The Council discussed the survey questions and would like to add a question on how necessary Final's Week is: a) absolutely necessary, b) Either way, or c) not necessary. They also discussed the impact of not having a Final's Week affects the quality of the class. Some students need extra time to complete the Final exams. Other discussion was on how many weeks the academic Winter Intersession should be. Beth will take the Council's concerns back to the UF.

Review of the Faculty Resource Page The Council discussed concerns regarding the Faculty Resource page which included the following:

- The title of the page should be Faculty and Staff Resources;
- When you return to the previous page, it takes you back to a different location on the menu than where you left;
- The Distance Ed form should be accessible from this page;
- Collapse videos, exams, etc. into one folder;
- Move curriculum items such as the content review form, etc. under the CIC heading;
- Change the color at the bottom of the page from dark blue to light blue to make reading easier.

Katie motioned for the Council to form a taskforce to create a list of suggestions and move them forward; Jon seconded; Beth, Mark, Randy C, Katie, Luci, Jon, Bonnie, and Alissa were all in favor; there were no abstentions. Beth and Jon will compose the taskforce.

ACCJC conference Interested in going? This item was removed from the agenda because the spots were filled.

Electronic Submission of Concurrent and Dual Enrollment Update A few years ago electronic form was used for concurrent enrollment that allowed for an electronic signature of the high school principle. DVC didn't want this used because the form enabled the student to sign up for courses other than the concurrent enrollment courses that were being offered. The district has been saying a "wet signature" is required, but now that decision is being reversed. Evan says that the main problem is getting the parents' signatures electronically. They have done mail merging so that all the information except the signatures is included on the electronic form. The problem here is equity. Some parents don't have access to the electronic forms. It was suggested that instead of a form, create an electronic process accessible from the CCC website, much like the process Turbo Tax offers. Evan mentioned that a College Credit Coordinator with a 2-year contract is being hired. CCC concurrent enrollment figures for 2017-18 were 1,092 and does not include MCHS students.

Report from ASCCC Plenary Katie reported that CCC is average in making progress in the Guided Pathways process. AB 705 was discussed at the Plenary. "AB 705 requires community college districts to maximize the probability that a student will enter and complete transfer-level coursework in math and English within a one-year

timeframe by utilizing assessment measures that include high school performance to achieve this goal.” Non-credit starts the clock. The state says that they see no results from the \$50billion that has gone into community colleges. Katie also said that it is rumored that the online community college won’t be accredited but that the ASCCC says it will be. Motivation for this program is to serve un-degreed workers with help during economic downturns.

Guided Pathway (Katie) Katie announced that Evergreen College in San Jose will be having a conference hosted by the ASCCC that is free to attend on May 12. She discussed the CC My Path project and the Guided Pathway release time positions. The GP Steering Committee will meet on May 18 and will possibly get paid to meet during the summer break. The PRT (Partner Resource Team) met with the GP Committee.

IEPI PRT Grant Beth said that Enrollment Management wanted the Council to identify which areas need to be worked on. Work on Areas 1-4 can be paid out of the \$200K grant.

Areas of Focus

- A. Enrollment Management: Data Literacy/Access/Use for Decision-Making**
 - Remove #5 (Costs too much)
 - Don’t need #3 (already being done)
 - Can do #1, 2, 4 (#2 is in process but needs to be rolled out to Dept. Chairs)
- B. Enrollment Management: Strategic Enrollment Management (SEM)**
 - #2, 3, 4 already in process
 - Can do #2b-d
- C. Enrollment Management: Student Behaviors**
 - Can do #3,4
- D. Guided Pathways**
 - Can do 1a, 1b, 2b, 2c, 4

Existing Composition of Faculty Positions on Management Hiring Committees Update Tabled for lack of time.

Reassigned Time Job Template Update Tabled for lack of time.

Scheduling Committee Update (mission, criteria for cuts, state of college) Tabled for lack of time.

Possible Purchase of New Planning Software Desirable Functions for Purposes of Curriculum, Program Review, SLO, Catalog Tabled for lack of time.

Non-Credit Committee Chair and Committee Discussion Update Tabled for lack of time.

Disciplines List Revisions - Call for Revisions The review process is now an annual process.

Department Bylaws Discussion Tabled for lack of time.

COMMITTEE REPORTS

CTE Committee (Katie) There were no committee reports for lack of time.

PRESENTATIONS FROM THE PUBLIC/ANNOUNCEMENTS/OPEN DISCUSSION

There were no presentations from the public.

Adjournment

Meeting adjourned at 4:05 p.m. Next meeting will be May 7, 2018.

Respectfully submitted,
Lynette Kral