

Academic Senate Council Minutes DRAFT
Contra Costa College
2600 Mission Bell Drive, San Pablo, California 94806
May 20, 2019

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

Committee members in attendance:

Academic Senate President: Beth Goehring

LA Rep: Randy Carver

LAVA Reps: Amanda Choi, Sandra Moore

Distance Ed: Mike Kilivris

Members not in attendance: Lorena Gonzalez (SS)

Guests in attendance: Karen Ruskowski, Elaine Gerber

VP/CIC: Mark Wong

SS Rep: Luci Castruita

NSAS Rep: Leslie Alexander

CTE: Katie Krolikowski

CONSENT AGENDA ACTION ITEMS

May 20 agenda Leslie motioned to approve the agenda; Sandra seconded; all in favor; no abstentions.

May 6 minutes Mike motioned to approve the minutes; Katie seconded; all in favor; no abstentions.

COMMITTEE REPORTS

Curriculum Committee Mark reported that an emergency meeting is being called Thursday for proposal approvals. There are still 130 proposals in review. The Tech committee will be creating workflows over the summer. Beth made a motion for Mark to be paid for working on eLumen over the summer; Leslie seconded; all in favor; no abstentions.

Distance Education Michael reported that there were 89 applications filed for the \$35M grant which would mean \$400K per college if all are accepted. Beth said that she has reviewed 19 applications and that not all are asking for the full amount. Mike hopes to hear back by June 1-2. OEI has a course finder, called Finish Faster. available for students to assist them in finding online courses on the consortium. They are working to put online student readiness on a Canvas page for online instructors to put this link into their courses. Kelly Cadungug has a digital information sheet available and will send it to Mike. He is also working on an online shell in the readiness module for students when they sign up for online courses. Beth made a motion for Mike to be paid for working on the module over the summer; Katie seconded; all in favor; no abstentions.

Guided Pathway Katie reported that the Program Pathway and Pedagogy group needs faculty and a co-chair of the Tri Committee. This is a 20% release time position. She said that because of faculty input, student voice is now prioritized in the draft of the Guided Pathways Scale of Adoption document submitted to the state on April 30. Goals for this next year are:

- Categorizing and sequencing and defined
- Clusters
- More pedagogical development

The need for more timely communication between GP and the faculty was discussed. Randy said that information is available on the GP website. The Senate Council suggested the following be added to website:

- Meeting notes uploaded to website
- A newsletter, somewhat like the UF Tuesday Talk, be created
- The full plan from the Chancellor's Office be on website
- Organizational charts
- Timeline

NEW BUSINESS

CCC Procedure Handbook The procedure handbook was reviewed by the Senate Council. The faculty would like input on the following:

- B2100.0 Academic Senate
- B2100.1 Flex time
- B2300.0 -.2 Requirements for Hiring, Library
- C3006.0 Syllabus to be sold
- C3008.0 Degrees and Certificates Awarded
- C3015.0-.1 Academic Honesty Policy
- C3010.0 Class Audit
- Children in the Workplace
- E5000.1 Instruction Information Evening Supervisor *Beth to take to President's Cabinet
- E5000.1 Who is eligible to attend classes
- E5000.3- 4 All
- E5000.5 Grant speakers
- E5000.8 Media lab
- E5000.11 Counseling
- E5001.2 Projects and assignments
- E5001.3 Removal of Instructor
- E5003.0 Grading Policy (SP and EW grading)
- Academic Probation and Dismissal
- E5004.3 Course material fee procedure
- E5005.0- 4 Program Revitalization
- F6000 Telephones (*Text phones are needed)
- Student outside of state travel

New Funding Formula Beth reported that CCC is slated to lose \$2.5 million; DVC \$7.8 m, and LMC \$1.2m. This is based on national wages. Even though CCC is considered in a high economic area, our students are primarily low income. Luci said that our students don't have the money to pay upfront for the Promise Program even though they eventually get reimbursed. The low income get BOG, but the second tier doesn't qualify because the max cap is \$18K.

Review of Faculty Senate Structure/Processes/Outcomes (for Accreditation) The Senate Council reviewed the list of accomplishments from input of faculty this 2018-19 term.

- Academic Freedom Statement
- Library Censuring
- Restructuring of Council of Chairs
- UR/4CD Online Evaluation
- Update Faculty Resource Page
- Online Education Initiative
- Guided Pathways
- eLumen
- OER
- New Late Add Process
- Peer Online Course Review (POCR program)
- Website Filtering
- 16+unit Certificates of Achievement
- Academic Renewal Policy
- Excused Withdraw Guidelines (EW)
- Department Book Loan programs
- Online training for student readiness
- Strategic Enrollment Management (SEM)
- Cornerstone
- Faculty Leadership Release Time Positions
- Student Learning Outcome Assessment
- GE Requirements to Local Degree (needs revisiting in 2020 – Approximately 330 FTES lost since

Proposed GP Resolution Statement for Faculty Working over the Summer The following resolution was reviewed, minor edits

made, and it was motioned and approved for Beth to forward to administration.

1. Whereas: Effective decision-making and collegiate work is best accomplished with the input of all staff constituencies on campus (Faculty, Classified, Management)

2. Whereas: The business of the college continues over the summer because managers and classified staff are required to work throughout the summer, but the full faculty are not involved because faculty are not required to work during this time

3. Whereas: Faculty time and expertise are of great value to the campus over the summer period

Be it resolved that the ASC of CCC

1. Management and classified staff should avoid making substantial decisions affecting academic or professional matters over the summer, and must include representatives of the ASC in any substantial decisions that must be made.

2. Faculty who wish to participate in collegiate work during the summer should be offered compensation by management along with the invitation to do the work.

Computer Assignments for Campus Shield Panic Buttons Beth demonstrated how the Campus Shield phone app works. Beth will find out if this app can be installed on all computers. It would be good to have safety training. The PS113 button needs relocation.

Program Review (WEPR Modification) Two questions need to be added to the plan. After reviewing the proposed questions, the following were agreed upon:

1. How has your area worked towards one or more of those goals?
2. Considering the State Chancellor, what areas of importance for equity is your program challenged by? How do you plan to address that?

Other feedback:

- Challenges and issues can be removed or be optional
- Prompt box would be useful to help answer

PENDING BUSINESS/ UPDATES/DISCUSSION

Faculty Leadership Release Time Positions Available and Updates If there are no full time faculty applying for the GP position, it may go out to part time faculty. Position could also be split.

Town Hall Meeting State Chancellor Eloy Oakley scheduled a visit to CCC on May 13. There was no report on the event.

eLumen Update SLO assessment on eLumen will not be available until Spring 2020.

OER coordinator position Amanda reported that the position is for 56 hours or 10% release time.

PRESENTATIONS FROM THE PUBLIC/ANNOUNCEMENTS/OPEN DISCUSSION

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

Adjournment

The meeting adjourned at 4 p. m. The next meeting will be September 16 2019 in GE-305.

Respectfully submitted,
Lynette Kral