

Academic Senate Council Minutes *DRAFT*
Contra Costa College
Monday, October 4, 2021

A. Online meeting was called to order at 2:18 p.m.

Academic Senate President: Gabriela Segade
CIC/Vice President: Anthony Gordon
Distance Ed: Maritez Apigo
CTE Rep: Romus Reece
Representatives:
LA: Randy Carver, Erika Watson
SS: Sarah Boland
AACE: Michell Naidoo, Brianne Ayala
NSAS: Agustin Palacios, Deborah Dixon
Adjunct Faculty: Vacant
Voting Representatives not present: Lorena Gonzalez
Non-Voting Representatives in attendance:
Classified Senate: Carla Matute
ASU: Raul Gonzales

B. AGENDA ITEMS

1. Approval of Agenda of October 4 Maritez approved with corrections to 4b (add the Peralta Equity Rubric for endorsement) and 5a,b (separate the OER/ZTC Committee Update from the DEC Update); Sarah seconds; all in favor.

2. Approval of Minutes from September 20 Brianne approved; Agustin seconds; all in favor.

3. Public Comment There were no public announcements.

4. Academic and Professional Matters

- a. Changes to by-laws to incorporate the Distance Education and the ZTC/OER committees as subcommittees of the Academic Senate** Randy motioned; Deborah seconded; all in favor to approve the following revisions to the Constitution and Bylaws:

CONSTITUTION

- **ARTICLE III: SENATE MEMBERSHIP** Remove **Section 2** Only Senate members shall have the right: (c) “To attend all Senate, Senate Council and committee meetings except executive sessions.” And renumber according.
- **ARTICLE IV: SENATE COUNCIL** Replace **Section 7** “The Senate Council shall elect bi-annually a Chairperson for the Distance Education Committee.” with “The Senate Council shall, in consultation with administration, appoint bi-annually a Chairperson for the Distance Education Committee, the Equivalency Committee, and the Open Educational Resources and Zero Textbook Cost (OER and ZTC) Committee.

BY-LAWS

- **ARTICLE V: THE SENATE COUNCIL** Include in **Section 1** Membership and Term of Office (a) “OER and ZTC Committee Chairperson”; remove (c) “The Distance Education Committee Chairperson shall be elected by the Senate Council to serve a two-year term of office, commencing July 1.” And replace (c) with “When possible, the Distance Education Coordinator shall serve as the Distance Education Committee Chairperson.”; replace (d) with “When possible, the OER Coordinator shall serve as the OER and ZTC Committee Chair”
- **ARTICLE VI: COUNCIL AND SENATE OFFICERS** Add **Section 5** “The OER and ZTC Committee Chairperson shall: (a) Chair the OER and ZTC Committee. (b) Maintain records

and report to Senate Council all actions taken by the OER and ZTC Committee and responses thereto.; (c) Perform such other tasks as the Senate or Senate Council may assign.”; and, renumber 6-8 accordingly.

- **ARTICLE VII: COMMITTEES** Revise **Section 1** “Standing Committees and workgroups”
 - (a) “The standing committee is: Curriculum and Instruction” to (a) “The standing committees are: Curriculum and Instruction, Distance Education, and Open Educational Resources and Zero Textbook Cost (OER and ZTC) Committees.”;
 - (b) Revise “The workgroups are: Distance Education Committee, Equivalency Committee” to (b) “The Equivalency Committee is a Working Group of the Academic Senate Council.” (c) Revise “Membership and Term of Office:” from “Each division shall elect two representatives and alternates, who shall serve a two-year term of office, to each standing committee.” to (c) “Each division shall elect two representatives and alternates who shall serve a two-year term of office to each standing committee, except for the Distance Education Committee, which shall have three representatives and two alternates from each division.

Section 2 and (a) Revise “Equivalency Committee” to “Equivalency Workshop”.

Section 4 Revise “Committee chairpersons shall: (a) Preside over all meetings.” to “(a) Preside over all committee meetings.”
- b. **Endorsement of [CVC-OEI Course Design Rubric](#) and [Peralta Equity Rubric](#)** Sarah motioned; Agustin seconded; all in favor to endorse the OEI (Online Education Initiative) Course Design Rubric and the Peralta Equity Rubric.
- c. **Endorsement/support for the Meta Major Groupings for Guided Pathways** Brianne motioned; Maritez seconded; all in favor to endorse the Meta Major Groupings for Guided Pathways.
- d. **Discussion and possible action taken about faculty participation in ASC business and how to engage the faculty to get involved.** The Council discussed how to engage faculty’s interest in decisions that affect them directly. Faculty may get involved when they feel like it is relevant to them but may not realize how the senate is involved. A suggestion was to have an all-faculty plenary. Gabriela will draft a questionnaire asking what issues they are interested in.

5. ASC Committees and Continuous Improvement

- a. **Distance Education Committee Update** Maritez shared information on the [Oct. and Nov. DE PD workshops](#) coming up, and the [Consortium Key Messages from May 2021](#), She said that besides the zoom workshops, they also have asynchronous resources in the DE PD shell that faculty can self-enroll in. Highlights from the CVC-OEI May 2021 Consortium Meeting are: The Spring 2021 STAC (System-wide Technologies Access Collaborative) where we purchase technologies, window closes on June 15 so the DE Team is working on that. We just went live on the CVC (California Virtual College) Exchange!
- b. **OER/ZTC Committee Update:** Five faculty have been awarded OER/ZTC grants in Nursing, ESL, and English. The entire math department is collaborating with a goal to make all their classes ZTC and will be applying soon. ECHD is ready to apply for their grant money. Maritez has started tracking student savings based on each class using ZTC. There was been a savings to students of approximately \$58K from last year, and this semester has been over \$74K. Another issue is compliancy with [SB 1359](#) to [ensure course cost transparency for students](#). There are two areas that SB1359 bases compliancy:
 - 1) All courses that are ZTC need to be noted in the schedules.
 - 2) Course cost transparency needs to be available to students whether it includes ZTC or cost of textbook, and should be listed in the course schedule and at time of registration.We are in compliance with having all courses that are ZTC noted in the schedule but not in

compliance in ensuring course cost transparency for students. We may be able to hyperlink each course section to the bookstore to disclose that information to students, if our schedule can handle hyperlinks.

- c. **CIC Update** Anthony said that the committee decided to expedite some courses through the curriculum queue to fulfill the ethnic studies since CCC has no courses in our catalog that fulfills the Area F Ethnic Studies requirement. He'll be sending out a letter to All Faculty explaining that. They are also working on how to approach the GE approval process and the emergency policy on what will allow courses to be bumped to allow courses to be moved up in the queue. He will bring this policy back to the Senate for a vote.

6. President's Report Gabriela said she learned at the parliamentary training she attended that there's no reason to abstain from approving the minutes, that the trainer said that if the majority of the members agreed with the minutes, that there would be no reason to abstain. She attended College Council with five others from the senate: Sarah, Vanna, Stephanie, Miguel, and Maritez. These faculty reps need to speak on behalf of all faculty. She asked if only members from the Senate Council should attend College Council since we need to be informed about the issues discussed and the decisions made in order to represent the body. She asked the ASC to begin attending the College Council meetings and invite other faculty to get involved to support our participatory governance process through the transition in administration.

7. ANNOUNCEMENTS

Brown Act Presentation A representative from the ASCCC will be presenting a short training on the Brown Act and Robert's Rules of Order next Monday at 3 October 11.

8. ADJOURNMENT – Next scheduled meeting October 18 from **2:15-4:00pm**

Submitted by,
Lynette Kral
Academic Senate Office