

**Academic Senate Council Minutes**  
**Monday, March 7, 2022**  
**Contra Costa College**  
**2600 Mission Bell Drive, San Pablo, California 94806**

**The online meeting was called to order at 2:15 p.m. with introduction of guests**

**Academic Senate President:** Gabriela Segade

**CIC/Vice President:** Anthony Gordon

**Distance Ed:** Maritez Apigo

**Voting Representatives:**

**LA:** Randy Carver, Erica Watson

**SS:** Sarah Boland, Lorena Gonzalez

**AACE:** Michell Naidoo, Brianne Ayala

**NSAS:** Agustin Palacios, Deborah Dixon

**Adjunct Faculty:** Ivy Johnson

**Voting members not in attendance:** Randy Carver

**Non-Voting Representatives:**

**Council Assistant:** Lynette Kral

**Classified Senate:** Carla Matute, Karen Ruskowski

**CTE:** Romus Reece

**ASU:** Raul Gonzalez

**Non-Voting members not in attendance:** Lynette Kral

**Liaisons (Informational)**

**ASCCC CCMS Liaison:** \*Lucy Giusto                      \*Not in attendance

**ASCCC OER Liaison:** Maritez Apigo

**ASCCC Relations with Local Senates:** \*Katie Krolikowski

**Guests:** Satish Warriar (District IT Director)

**AGENDA ITEMS**

**Approval of Agenda of March 7, 2022**

**ACTION:** Agustin motioned to approve with removing ten minutes from item 5A, and five minutes from item 5D; Lorena seconds; all in favor.

**Approval of Minutes from January 31, 2022**

**ACTION:** Brianne Deborah motioned to approve; Anthony seconds; all in favor.

**Public Comment** There were no public comments.

**Announcements - Multi-factor Authentication to Access District and College Servers** Satish Warriar explained that it basically is to authenticate access to the servers with two pieces of information. Currently we use what is considered one piece of information, which is our ID and password. With MFA (Multi-factor Authentication), a OTP (One Time Passcode) and a number is generated and sent to your phone which is the second authentication. This change has come along mainly because of Ransomware. Possible reasons for Ransomware to have affected us was if a link was clicked on, the password was too weak and easily guessed, or that the password is the same as used on social media where it could be traced to the place of employment. There will be two options to avoid this happening. First, being a text message sent to your cell phone and second, to install a free app called Google Authenticator which requires no cell signal or Wi-Fi to work. If the employee cannot do either of the two options above, a low-cost device that can be used to access the system will be provided by the district. This device is made to fit on a keychain. This will be done in three phases. The first phase is to go to the Microsoft login where you normally type in your full email address (@4cd.org), and click "work account". If you want to use MFA, you'll need to get rid of the Microsoft login and replace it with your Insite login. This first phase will begin on March 21 around noon. Users will need to delete the email and then put it back so the email app recognizes the switch to SSO (Single Sign On) and users will need to download the Microsoft Outlook app. Phase Two will be troubleshooting, and Phase Three will be when MFA will be required to access the emails/servers, which should be after Fall census.

**Academic and Professional Matters**

**Faculty Committee Service: engagement, fairness, value, burnout** This is an ongoing conversation. Gabriela said that VP Kimberly Rogers is asking who are on committees, and why they are not. Gabriela has been confirming committee appointments and will pass the feedback to Kimberly. Faculty are talking about burnout and the frustration in attending committees where they do not see the work connecting at all to the teaching. Also, the fact that the college has gotten much more contentious and political. Gabriela will take this feedback to Kimberly and she voiced that she understands the faculty are extremely busy, burnt out, frustrated and deflated from the parade of administrators, but that if the faculty do not attend these committees, the faculty voice won't be heard. Her desire is to keep pushing against the administration, communicating with committee chairs and try to make them relevant and meaningful so that the faculty feel it's worth their time.

**Expectations for students' time commitment/academic rigor** [Guide to Determining and Establishing Mandated Level of Academic Rigor](#)  
Gabriela wanted to continue the conversation on how to have better communication with students in clear ways of what is expected from them in different classes and provide the support that they need to succeed. She asked Professional Development if they would support

faculty by giving flex credit to those who go through this list of activities she has created and write a short report on what they learned. The goal of this document is to encourage institutional reflection and what and how courses are taught. Gabriela asked for members to send her feedback and she will bring it back to the agenda to ask for approval to endorse it as a flex activity.

**Guidelines for Engagement – Robert’s Rules – Adapting parliamentary procedures/endorsing caring communication** [Guidelines for Dialog](#) Gabriela reviewed particular areas of Robert’s Rules of Order and then presented the Guidelines for Dialogue-Community Expectations, which is about equity in making sure all voices are heard, and movement towards more equality, more respect, more compassion, and more active listening. She asked the ASC if they would endorse these guidelines and recommend them to the whole campus for other committees to adopt. Maritez motioned to postpone action until next agenda; Deborah seconded: all in favor.

**Recognition of mental health month (May)** – This is a recommendation to FSCC and District that we recognize and endorse mental health month. Maritez motioned to postpone action until next agenda; Deborah seconded: all in favor.

### **ASC Committees and Continuous Improvement**

**Distance Education Committee** [Update](#) Maritez shared the DE Professional Development workshops available during March. She announced the online training (BEOI or an approved PD program in online pedagogy) requirement that is going to be required in the fall semester for any faculty who are going to be teaching online starting in the fall, whether that be asynchronously, synchronously, partially online, or hybrid. The UF has approved the \$700 stipends through Spring 22. The BEOI course will be offered pm April 4 and June 6 and a tentative one on June 27.

**OER/ZTC Committee** [Update](#) Maritez reported that a survey shows that 70% of students could not afford their books, 56% dropped a class. And 64% avoided a full load of 12+units because of the high cost of textbooks. She presented the number of ZTC sections growth from the past semesters Fall 20 (24), Spring 21 (62), Fall 21 (80), and Spring 22 (168)! The savings to students have gone up from \$58K in Spring 21 to this Spring of over \$387K! she said she has noticed some approval in success retention and withdrawal rates. There is now a website explaining what ZTC is and how to find those classes on the schedule. To show appreciation for ZTC faculty, they’ve received ZTC mugs, t-shirts, and stickers. They are now working and designing a new icon LTC (Low Textbook Cost) for Spring 23.

**CIC Update** Anthony reported that he is doing a beta test of Program Review in eLumen, and for now, WEPR is still being used. The CIC queue is caught up first time in long time.

**CTE Report** No report from Romus.

**Adjunct Faculty Report** Ivy introduced herself as the adjunct faculty representative. She asked for any ideas on how she can best support adjuncts.

**ADJOURNMENT** The meeting adjourned at 4 p.m. The next scheduled meeting is March 21.