

DRAFT
ACADEMIC SENATE COUNCIL MINUTES
AA-216 1:30 p.m.
Monday, January 26, 2004

CALL TO ORDER: The meeting was called to order at 1:30 p.m.

Present: Saul Jones (Chair), David Rosenthal (BSSAT), Fritz Pointer (CAH), Jose Ortega (HSPEA), Suzanne Huey (R3S), Deborah Johnson-Rose (Classified Senate), Judy Mays (Student Services), Ron Weston (Faculty Development), Mike Fernandes (Instructional Technology), Gigi Green (ASU)

Absent: Emilie Wilson (MCHS)

Guests: Barbara Williams, Lourdes Sampayo, Dionne Perez

APPROVAL OF AGENDA: The agenda was approved.

APPROVAL OF MINUTES: The minutes were approved with corrections.

ANNOUNCEMENTS: Saul announced the District Office Strategic Plan 2001-04, that was developed November 2000, will complete its cycle this June. The District needs to look ahead to 2004-07 and the first step to developing a new District Office Strategic Plan 2004-07 is to review the District Mission, Vision and Core Values. Contra Costa College needs at least one faculty representative to attend these meetings. If anyone is interested in any of these discussion materials, please contact Phyllis Gilliland at the District Office.

NOTE: Jose Ortega has accepted the position as faculty rep on the District Office Planning Council.

STANDING SENATE COMMITTEE REPORTS:

Associated Student Union (Green) Gigi reported ASU activities for January and February 2004. On January 27 from 12 - 1 p.m. Dr. Amer Arim, Adjunct Professor at DVC and an Iraqi American, will be speaking in the Fireside Room. Club rush will be January 27 - 28. There will be a Blood Drive from 9 am to 3:30 p.m. On February 4 from 7:30 to 9:30 p.m., the Dallas Black Dance Theatre will be performing at the Knox Center.

Middle College High School (Wilson) No report.

President's Cabinet (Jones) Saul reported that they met on January 16. Topics discussed were 1) the College Council agenda, 2) the budget (Operating budget is on target. C-Hourly looks much better this year than last year), 3) SLO (The plan was presented. It will be shared with the senate today, faculty at large and then taken through the approval process), and 4) Program Review (A meeting was held with Automotive Department Faculty. The Spring 2004 List is being developed).

Operations Council (Jones) The minutes of the previous Operations Council was distributed. Saul reported that the Key Policy is being amended and is being forwarded to College Council. Other discussion items were the Code Blue Call Boxes and parking issues.

Career and Technical Training (B. Williams) Barbara reported that the Vocational Ed meeting that took place during Flex was very productive. As a result of that meeting the Vocational Council is recommending to the Senate that the Vocational Departments prepare a Program Review every four years like the Academic Programs do but with an update every two years. The current process of every two years is burdensome. Many of these departments have one full time faculty member who must do all the work. Vocational Department are having a problem getting space in the schedule for special programs. The class schedule is the most effective means of advertising a special program, ie, Pace. Some space should be made available for special programs, ie, Business Weekend. The Council would like for VTEA to fund the development of websites for all the vocational programs. Concern was expressed at the meeting regarding Vocational programs being perceived as less important than the academic programs. There is an issue about the brochures not being printed. Barbara spoke on the issue of fundraising, mentioning that Vocational Ed may raise money by operating expresso shop carts around the campus.

Classified Senate (Johnson-Rose) No report.

College Council (Jones) Saul reported that the next meeting is Wednesday, February 11, 2004. The December 10 agenda items were: Vision Statement (second reading), Memorial Benches, Student Services Procedure 3027 – Student Code of Conduct

District Governance Council (Weston) The minutes of the previous DGC meeting were distributed to the Senate with agenda items including new and proposed revisions of numerous policies and procedures which included the SS 3027 Student Code of Conduct. It was tabled so that the campuses' leadership groups could review it. RTI's strategic plan update was presented.

Governing Board (Jones) Saul reported that issues included the Bond Measure Report and the RTI Strategic Plan update.

Council of Chairs (Rosenthal) The minutes of the previous Council of Chairs meeting were distributed to the Senate. The next Council of Chairs meeting is February 4.

FSCC (Xiezopolski/Jones) No report.

Instructional Technology Committee (Fernandes) No report.

Student Services (Mays) It was reported that the ASU approved the revised Dean's List criteria being proposed by the Student Services Committee. This proposal will now be forwarded to College Council for approval. Committee members also reviewed student Petitions for Reinstatement for Spring 2004.

Faculty Development Committee (Weston) Ron reported that the Retirement Dinner is scheduled for April 30 at the Richmond Country Club.

Planning Council (Jones) No report.

NEW BUSINESS:

Program Review/Student Learning Outcomes (SLO) Saul distributed the proposed Contra Costa College Institutional Effectiveness Plan which includes the Academic and Vocational Program Review and Student Learning Outcomes Models. He asked the Senators to have it discussed at the Division meetings. Minor changes include 1) all Division Chairs will be changed to Division Deans; 2) responsibility for the oversight and continuity of the process resting more with the President's Cabinet and the Dean of Instruction than with Research and Planning; 3) Division Deans taking on responsibility of the Final Report; and 4) an optional Instructional meeting. Starting in Fall 2004, a SLO plan must be included with Program Review. More SLO information will be on the ASC website. A typo on page 6 was noticed. The last word of the second sentence of the paragraph that begins with Self-Study Committee, should be changed to "faculty." Lourdes said that on page 12 and 13, under Measurement of SLO, direct and indirect measures are not needed for all programs.

CCCCD New Proposal for Student Services Procedure 3027 This new proposal was tabled from DGC so that the campuses' leadership groups could review it. It was noted that VIII.A2 should include Police Services and that VIII.B3 should include a timeline. Also, attention should be given to IV Disciplinary Probation and Loss of Privileges. There are differences between a faculty's probation and college probation. Extra-curricular activities need to be clarified. Removal of student from the classroom also needs more clarity.

ADJOURNMENT: The meeting was adjourned at 3:20 p.m.

**Respectfully submitted,
Lynette Kral**