

DRAFT
ACADEMIC SENATE COUNCIL MINUTES
AA-216 2:15 p.m.
Monday, September 15, 2003

CALL TO ORDER: The meeting was called to order at 2:15 p.m.

Present: Saul Jones (Chair), Barbara Williams (BSSAT), Fritz Pointer (CAH), Suzanne Huey (R3S), Deborah Johnson-Rose (Classified Senate), Judy Mays (Student Services), Ron Weston (Faculty Development)

Absent: David Rosenthal, Gigi Green (ASU), Tom Murphy (NAS), Jose Ortega (HSPEA), Emilie Wilson (MCHS), Mike Fernandes (Instructional Technology)

Guests: Dionne Perez

APPROVAL OF AGENDA: The agenda was approved.

APPROVAL OF MINUTES: The minutes were approved.

ANNOUNCEMENTS: Bruce Carlton is resigning as faculty representative to the College Council effective this Fall. The Council meets the second Wednesday of the month, from 2:30 to 4:30 p.m. Any faculty interested in representing faculty at the College should contact Saul.

STANDING SENATE COMMITTEE REPORTS:

Associated Student Union (Green) Gigi reported on the ASU activities for September. There will be Tables Tournaments on September 22-26 which includes dominoes, pool chess and ping pong. Food will be sold. Activities for October will be Breast Cancer Awareness Month. There will be a walk around the campus starting at 10 am with the program beginning at 10:30 am. Food will be served. The speaker will be Barbara McClain, and the musical selection by John Christensen. ASU will be selling candies for Breast Cancer Awareness Month. The 4th Annual Open House will be October 18th with student participation. The 2nd Annual Halloween Party for Day Care Children will be October 31. Activities for November include a Food Drive. Activities for December include World Aids Day on December 1.

Middle College High School (Wilson) No report.

President's Cabinet (Jones) Saul reported on the meeting that took place on August 28. College Council Issues for 2003-04 - Major issues identified: development of revised mission statement; 2003-04 instructional equipment funds; review of college planning calendar; review of Measure A projects.

Student Learning Outcomes - Saul will work with faculty to develop definitions and process(es) related to student learning outcomes. Spring 2004 All College Day will be used if group involvement is needed. Mack will ensure that Student Learning Outcomes appear on Division and Council of Chair agendas as discussion items. Management will provide support as needed.

Program Review - Validation Review Dates Established - Reports on program validated on All College Day 2003 will be reviewed by President's Cabinet in October: Administration of Justice; Automotive Services, Biotechnology; Business Office Technology; Dental Assisting; Drafting Technology; Journalism; Medical Assisting; Health Sciences; and Physical Education & Athletics.

Program Review - Programs to be Reviewed in Fall 2003 - Programs self-studies to be conducted are the following: Physics, Nursing, CNA, EMED, Culinary, Business, Foreign Language, CCT, BSAT division and Dental Assisting.

PFE Allocation for 2003-04 - The college allocations for 2003-04 is 507,988 for college projects; \$71,500 for full-time faculty; and \$60,608 for Resource Development. The College Council recommendation will be to spend only on salaries and preserve the remainder until a determination is made regarding mid-year cuts.

Other -New grand pianos are needed for the PAC and the music building. Mariles will meet with the district purchasing office, the CAH Dean, and full-time music faculty to discuss parameters for purchasing new pianos on a lease/purchase plan. The group should bring recommendations for pianos in the low, medium and high ranges. The September 5 President's Cabinet Meeting was cancelled. The next meeting will be September 19.

Operations Council (Jones) Saul reported that at the August 25 Operations Council, Lt. Paul Lee discussed the new position of CCCCDCD Police Services Sergeant. The new position will give the three colleges a police services supervisor on duty during the graveyard shift. (The Job description is now posted on CCCCDCD web site). Buildings & Grounds Supervisor Jim Taylor presented the Council with the costs for new signage to be placed on campus buildings (\$22,000). New signage will be secured and installed using bond (measure A)

funds. (A complete list of buildings to have new signage and cost was provided to the ASC). The September 8 Operations Council Meeting was cancelled. The next meeting will be September 22.

Career and Technical Training (B. Williams) VATEA has provided \$30,000 for tutoring and SLO. The Business Management Weekend College program and the vocational counselor for the One-Stop Center have been funded. The next meeting will be September 24 at 1:30 p.m.

Classified Senate (Johnson-Rose) Deborah reported that at the last meeting they worked on reclassifying the classified newsletter.

College Council (Jones) Saul reported that the Mission Statement issue was addressed and is being returned to the Research and Planning Committee to be reworded. Mack will be addressing Measure A during his and Helen's Traveling Road Show. They are anticipating a bigger cut to the operating budget. After paying for positions that should be paid from the 2003-04 PFE money, we are holding the rest in reserve. PFE funds can roll over to the next year.

District Governance Council (Weston) Ron Weston reported that DGC met on Tuesday, August 26, 2003. Chancellor Spence reported that the Board agenda for August 26th contains the regular items. Expenditures under Measure A will be discussed monthly at the meeting. Beginning in October, budget updates will be presented monthly. Spence reported that the budget would not be presented to the 26th Board for final approval because the 3% reserve wouldn't have been met. Money from PFE funds is being used to meet the 3% reserve needed for approval of the budget. The Final Budget proposal will be presented for Governing Board approval at the September Board meeting. Hendrickson addressed the 3% Reserve for economic uncertainty. He reported that the position control system is basically accurate and reliable for budget development. When last year's books were closed, salary expense was more than what was predicted. There was a 300% increase in unemployment insurance and Workers' Compensation, which meant less than 1% reserve being available, which wouldn't have been acceptable. John Hendrickson will present a proposal to the Board for approval on September 24 that will meet a minimum 3% reserve.

Governing Board (Jones) Saul reported the highlights of the August 27 Governing Board Meeting. John Hendrickson (Vice-chancellor of Finance) presented to the Governing Board, the CCCCD budget currently under development. The completed budget proposal will be presented to the Governing Board at September's meeting and contains provisions for a 3% reserve. Money to make insured 3% reserve will come from District PFE funds. Tom Beckett made a presentation on Measure A projects at the Governing Board meeting. (The complete Governing Board agenda for the September 27 meeting is available on-line at CCCCD web site).

Council of Chairs (Rosenthal) Distance Education and quality programming were discussed. The Department stipends were handed out.

FSCC (Xiezopolski/Jones) A faculty member is still needed to fill the FSCC position. This committee meets on the third Thursday of each month and includes the three Academic Senate Presidents, vice-presidents, and FSCC representatives from each campus.

Instructional Technology Committee (Fernandes) No report.

Student Services (Mays) Judy Mays reported that the Academic Senate Council approved the proposed changes to the dean's list criteria on May 5, 2003. Managers and classified staff also approved of the proposed changes last spring. The Associated Student Union is the only constituent group that has not come to any consensus regarding the proposed changes. Frank Hernandez volunteered to attend an upcoming meeting to follow-up with ASU members on this issue. Judy Mays will follow-up to see how the proposed changes will affect transcript notations.

Faculty Development Committee (Weston) Ron reported that the Faculty Development committee met today. There is enough TTIP money to pay for the CRC secretary for two more years with a 20-hour week. Ellen Geringer will go from a 50% position to a 20% position as Staff Development Coordinator. That position coordinates the Classified (Rose Hudspeth), Management (John Wade), and Faculty (Ron Weston) Development committees.

Planning Council (Jones) Saul reported on the September 5 Research and Planning Meeting. Strategic Initiative 6 – *Enhance Measurement of Institutional Effectiveness*, was presented, discussed, and worked upon by the Research and Planning committee members to detail responsible personnel, resources required,

performance indicators, and dates to be completed. Stewards for Initiative 6 are the Senior Dean of Research and Planning, Research & Planning Committee, and CCC Vice-President.

OLD BUSINESS:

Student Learning Outcomes Saul proposed that since the ASC is composed from all areas, the Council should meet and come up with a definition of SLO based on the Mission Statement. The foundation realizes that the SLO issue is important to the college and has made \$2500 available to be used towards SLO. The next ASC meeting will be a SLO workshop from 1-4 in the Fireside Room on October 6. Agenda items for this meeting will cover rewording of the ACCJC definition of SLO, looking at various models, and planning how to implement the SLO process here at CCC.

Faculty Survey Discussion ASC reps need to ask their divisions for any questions (such as how faculty feel about SLOs and other issues) they would like to be included in the survey.

NEW BUSINESS:

Instructional Technology Chair Position It was agreed that the position of Instructional Technology Chair be kept. There will not be monthly meetings unless there are concerns of the faculty that will need to be taken to the Technology Committee.

ADJOURNMENT: The meeting was adjourned at 4:15 p.m.

**Respectfully submitted,
Lynette Kral**