

**Academic Senate Council Minutes
Contra Costa College
Monday, February 04, 2013**

Those in attendance were: Wayne Organ, Kenyetta Tribble, Irena Stefanova, Rick Ramos, Luanna Waters, Aminta Mickles, Suzanne Huey, Beth Goehring, Alissa Scanlin, Seti Sidharta, and Bonnie Holt

Absent: Chris Tarp, Ellen Geringer

Call To Order with Introduction of Guests The meeting was called to order at 2:15 p.m. There were no guests in attendance.

Approval of today's agenda and minutes of January 14 meeting. The agenda and minutes were approved as presented.

Presentations from the Public/Senate Announcements There were no presentations from the public or Senate announcements.

Families of Classes Update Wayne reported that the FSCC met last week to discuss Families of Classes. Discussion is being done at DVC to change PE to only 1-unit. Beth said that it is impossible to offer a 1-unit PE activity course (54 hours) during the summer 6-week session. Wayne said that the FSCC was meeting again on February 5 to continue discussion on the families of active participatory classes. He went over the families of Dance, Art, Drama, and PE. This year's student enrollment is down 18.8% at CCC, 10.2% at LMC, and only 1.8% at DVC. There needs to be discussion about bringing back Hours By Arrangement. We lost a lot in money when HBA and COSME were discontinued, along with Drama being cut back. If enrollment doesn't grow, we will owe the state approximately \$2.1 million. 3,500 students were seen by Financial Aid in the month of January this year.

New Faculty Orientation Checklist (NEXUS)

- It was discussed that some faculty need workshops for dealing with students with disabilities. It seems that this issue was left off, or needs to be more explicit in the checklist. The Council would like to see at least one hour added for Disable Student programs.
- The 16 hours of District tours and orientation seems a little extravagant. Wayne will speak to Mojdeh about this.
- Articulation/CurricuNet should be part of Faculty Orientation, and should be switched to the first year.
- The question of where and how tracking is done, and what, if any, is the consequence if the hours are not completed.

Revitalization and Program Review for Drama Since there are no full-time faculty in the Drama department; Wayne has asked the Senate Council to allow him to chair the self-study. To craft a better Program Review process, using friendly standardized templates with searchable, expandable boxes, the Council has approved the use of Drama as the test case for the new revision for Program Review that will be created. Program Review has been pushed out to six years. The question was put forth whether the Academic Senate should take change of the Program Reviews for departments that do not have any full-time faculty. It was noted in this discussion that better access is needed to use the PAC for fundraisers, or to teach courses other than Drama. It was stated that JR makes it difficult to access the PAC, and claims that he must be present at any time the PAC is being used. Wayne will speak to JR about this issue.

Shared Governance Discussion

Operational Budgets and College Resource Allocation Process Seti discussed how the budget allocation process involves rolling over 90% of the operating budget of each unit that does program review. The rest of the fund (10%) will be pooled together with Foundation money and the President's contingency funds totaling approximately \$200 K. which will be allocated to use to request additional operational funds. Each department will be able to apply for money to restore their budget. The Annual Plan will be used to determine the allocation of funds that will be needed to hire faculty, or money required to run the program as long as it is in line with mandates. It was noted that some department do not have budgets. Seti will send out the revised form.

Committee Structure Discussion Wayne was asked by College Council to explain the structure of the CCC Committees and he realized that it made no sense to him, so he drafted a new structure. An Integration Council comprised of members from the four main college committees: Budget, Planning, Operations and Student Success, would be created and would report to College Council. Two new committees would be the Facilities Committee and Grant Committee. Rick Ramos suggested moving the CTE under Planning or Budget because of the amount of money CTE brings in. Committees that will be eliminated would be the Student Service Form, Community Police Force, and Council of Chairs. Wayne suggests that the Council of Chairs function as the Scheduling Committee.

Senate President/VP/College Committee Reports Reports were tabled for lack of time.

Open Discussion There was no further discussions.

Adjournment – Meeting was adjourned at 3:55. Next meeting will be on March 4.