

Academic Senate Council Minutes

Contra Costa College

Monday, September 17, 2012

Those in attendance were: Wayne Organ, Luanna Waters, Rick Ramos, Beth Goehring, Alissa Scanlin, Suzanne Huey, Seti Sidharta, Wendy Williams, Irena Stefanova, Bonnie Holt, and Vern Cromartie.

Absent: Kenyetta Tribble, Aminta Mickles, Lucile Beatty, Chris Tarp, Ellen Geringer

Call To Order with Introduction of Guests The meeting was called to order at 2:15 p.m.

Approval of today's agenda and minutes of August 20 meeting. The agenda and minutes were approved.

Presentations from the Public/Senate Announcements Luanna Waters was introduced as the ASU representative.

Motion to Approve College Council Accreditation Timeline and Accreditation Process The proposal was approved.

Proposal for the Clarification and Reform of Committees at Contra Costa College Wayne took on the charge of reorganizing the college committee structure. He is working toward eliminating inactive committees and clarifying to whom the committees report. He would like all the agendas and minutes placed on the Portal so that they are all in one place. The community will be able to gain access to the Portal by contacting CCCCD. All ad hoc committees need to be included in the College Procedure Handbook.

Draft C&I 4004 Course Prerequisites, Co-Requisites and Advisories on Recommended Preparation Wayne said that this came down from Chancellor Consultation. The main thing that this does is to increase the ability to establish pro/co-requisite validation.

B2001.2 Instructor Absence Proposed Changes The procedure needs to be clarified to state who the appropriate manager is to report an absence, and what happens if that manager is away from the campus. This issue has come up because of a class that was cancelled without notifying the students who had registered for it. There was no notice put on door. The Academic Senate will draft the language for a new procedure and take it to the College Council. If the Dean/ Manager is going to be absent, that person needs to designate someone to be in charge. Beth reminded the Council that there is a Request for Leave form available. The changes suggested are:

- 1) Immediately notify the division dean or designee, and complete the Request for Leave form.
- 2) It is the responsibility of the department chair or designee, to find a substitute.

Wayne asked for a three-person committee to make track changes and bring them back to the Senate. The committee will be composed of Seti, Beth, and Wendy.

Cross-over Courses Since Kenyetta was not able to attend the meeting, this item has been tabled.

Shared Governance Discussion

- **Workgroup for Budget Augmentation Process** Wayne said that some of the Budget Augmentation requests were so poorly written, that the College Foundation really didn't want to deal with them. It was suggested that an example of a well written request be presented.
Faculty should have control over the schedule. DVC has a faculty committee that controls the schedule instead of allowing the deans to have control. Rick suggested that the committee be made up from members on the Academic Senate Council. Wayne would like to create a new procedure to establish a rollover of 5% of a department's operational budget. LMC has such a procedure. Some departments have large operational budgets and some have very small budgets. The departments with the large budgets spend their money on junk just to spend it. Some departments use the money for weekend retreats. Operational budgets must be justified. Alissa would like the issue of programs that are not included in financial aid to be discussed further.
- **Box 2A rubric and Process for Prioritization process/timeline proposal** Wayne would like to make the Box 2A issue a number one priority.
- **Establishment of process for evaluating how well the SLO assessments are done.** Wendy would like everyone to fill out the SLOA rubric to see where they stand by doing a self-study of how they assess their own SLO. Wendy will send an updated version.

Proposed Changes in the College Mission Statement Update Wayne has put a discussion board on the portal under Planning.

SLOA Department Reporting Form Update Wendy says that this can wait until CurricUNET is up. We have one year to use the grant money earmarked for the module.

CurricuNet Update Since Kenyetta was not able to attend the meeting, this item has been tabled.

Senate President/College Committee Reports No reports.

Open Discussion Wayne asked the Council to check out the Portal. It was suggested that Department Chairs direct the faculty to learn to use the Portal.

Adjournment – Meeting was adjourned at 3:55. Next meeting will be held October 1.