

**Academic Senate Council Minutes
Contra Costa College
Monday, October 1, 2012**

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

Absent: Kenyetta Tribble, Rick Ramos, Aminta Mickles, Suzanne Huey, 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 September 17 meeting. The agenda and minutes were approved.

Presentations from the Public/Senate Announcements All ASC meetings will be accessible using CCCCONFER for phone meeting participation if you are either on or off campus. Directions on how to access the meetings are written beneath the agenda. Landline users dial (888) 450-4821 and cell phone users dial (719)-785-4469; and, enter the password that will be included on the agenda.

CCC Liberal Arts Degree Kenyetta said that when the State required all California community colleges to delete Liberal Studies majors because they were out of compliance by not having 18 units in an area of emphasis as a requirement in Title 5, many colleges began to draft Liberal Arts degrees with various areas of emphasis for consideration. It was at this point that the CCC Articulation Officer created the Liberal Arts degree with areas of emphasis for CCC with guidance from the Vice President of Instruction who had access to LA degrees from other community colleges which were approved by the State. Therefore, CCC LA degrees were developed using the patterns from colleges which used courses listed on the local degree GE, CSU GE and IGETC. It appears that there are courses included in the LA degrees that are not options in any of the above. The original paperwork for the creation of the LA degrees needs to be reviewed. CIC suggested that the Department Chairs need to review their department's courses to see if they should be included, or be removed from the LA degrees. If a course needs to be added/deleted from a LA degree, a Change of Major form must be submitted by that department; and, then be forwarded to the LA DIC and LA Division Dean before being submitted to the CIC. It was suggested that CCC's LA degrees should eventually be moved to the appropriate divisions, but for now, the process outlined above is to be followed. Kenyetta has brought this to the Senate to determine the process and decide which division the degrees should be maintained in, and determine who is responsible in that division to check to see if the courses are part of any of these majors.

The Senate Council said that the division deans cannot be in charge of this and asked who completes Program Review on these majors. Kenyetta suggested that since the Liberal Arts majors are made up of mostly of LA and NSAS courses that the Liberal Arts division does the Program Review and include both the divisions' components. The ASC suggests that the Division DIC be responsible for removing courses from the four LA majors when course deletions are proposed. The issue will be taken to the LA and NSAS divisions and be returned to the next agenda.

B2001.2 Instructor Absence Proposed Changes

Proposed change to the procedure:

Faculty who anticipate an absence must immediately advise their division dean. If the division dean is not on campus, the faculty member must notify the college vice president or the vice president's designee. It is the responsibility of the division dean to find substitutes. If a substitute cannot be found and/or the course needs to be cancelled for the remainder of the semester, it is the responsibility of the dean to notify the students. If the dean is not on campus, the responsibility falls to the Admissions and Records to notify the students. ~~If the dean is not on campus then the vice president is responsible for securing a substitute. The division dean (or vice president) should work with the department chair to identify possible substitutes. If the class must be canceled for a day or more or canceled for the semester because no substitute can be found, then it is the responsibility of the dean to notify students. If the dean is not on campus, it is the responsibility of the vice president to notify students.~~ Absent faculty are expected to provide assignments for the class session(s) to be missed, if possible. If the absent faculty is unable to provide assignments then the substitute

shall be responsible for assignments. Wayne will send copy to Senate for track changes.

Cross-over Course Boundaries Lucile asked if there was an area on CurricUNET for faculty to check-off when the other department has been notified. Kenyetta will look into adding a sign off feature in CurricUNET based on Lucile's comments. Kenyetta also suggested that until CurricUNET is usable, we may need to add a signature box on our current New Course form to serve as proof that the faculty originator communicated that a new course has been developed which over 20% of its content is the same as an existing transfer course in another department with that department's chair. Kenyetta said that the CIC is in the process of updating the CIC manual.

Shared Governance Discussion

- **Workgroup for Budget Augmentation Process** Wendy presented a revised rubric for the augmentation funds. The old rubric gave points for just having completing an SLOA. The new version now gives points based on how well the use of the funds supports the recommendations for improvements as stated in the SLOA Report and is elaborated upon in the program review self study and action plan.
There needs to be consideration for new courses that are not included in this rubric. This needs to be brought up at College Council that in a case of new courses, a percentage of points should be calculated. Wendy also added a "Justification" section to the form emphasizing how the project supports carrying out the *recommendations for improvements* as identified the SLO/AUO assessment reports. She also revised #4 and 5 in the General Guidelines. It was suggested to add "Signature not required" to the form and indicate that forwarding the request constitutes approval.
- **Box 2A rubric and Process for Prioritization process/timeline proposal** Tabled
- **Establishment of process for evaluating how well the SLO** Tabled

SLOA Department Reporting Form Update Removed from agenda until CurricUNET is up and running.

CurricuNet Update Kenyetta reported that progress has been made.

Senate President/College Committee Reports Minutes from the CIC and Professional Development committees were included. Wayne asked that the Council read them and respond to him with any questions or concerns.

Open Discussion Wayne asked for the Council to begin accessing the portal.

Adjournment – Meeting was adjourned at 3:55. Next meeting will be held October 15.