

Academic Senate Council Minutes
Contra Costa College
Monday, November 5, 2012

Those in attendance were: Wayne Organ, Rick Ramos, Suzanne Huey, Luanna Waters, Beth Goehring, Lucile Beatty, Aminta Mickles, Alissa Scanlin, Seti Sidharta, Wendy Williams, Bonnie Holt, Vern Cromartie, and Gabriela Segade.

Absent: Irena Stefanova, Kenyetta Tribble, Chris Tarp, Ellen Geringer

Call To Order with Introduction of Guests The meeting was called to order at 2:20 p.m. with the introduction of Gabriela Segade who will lead the discussion on productivity differences.

Approval of today's agenda and minutes of October 15 meeting. The agenda and minutes were approved.

Presentations from the Public/Senate Announcements All ASC meetings will be accessible using CCCCONFERENCE 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.

Initiation of a Revitalization Process for Drama Update The Content Reviews for DRAMA 101 and 106 were completed and approved by November 1, so they will be offered in Spring 2013 if Proposition 30 passes. Wayne said that Donna stated that once the Program Revitalization, Suspension, or Discontinuance process is initiated, the outcome of the program will be determined to either revitalize, suspend, or discontinue the program. The Council agreed that the process should not be interpreted that it would go either one way or another once the process began. Rick Ramos said that at the November 13 CTE meeting in the CRC from 4-6 p.m., they will be discussing how to revitalize programs.

Program Review Reform Discussion Wayne said that Content Review is now a faculty responsibility and will be initiated from the Academic Senate Office instead of the Instruction Office. It was discussed that a "light" Program Review can be done every year along with the Unit Plan, with a comprehensive one every six years that would also include Content Review. The Senate Office will be working on a Program Review template with narratives. Wendy said to add an area for Program Review to the SLO module or CurricuNET because all the data would be available. The data that will be needed is productivity, success, and retention rates. Rick said that approved awards should be included. He mentioned a document called "Doing What Matters" from the State Chancellor's Office that states exactly what is needed for Program Reviews. Wayne says that the "History of the Program" can be removed from Program Review. The Senate needs to review the process and determine what is required by Title 5, what is important to retain, and what can be removed from the Program Review requirements as it is written now. Wayne asked the Council to send him the data that they feel is needed for resource allocation which is what Program Review should be used for. The only requirements needed should come from what Title 5, the Education Code, and the Accreditation manual says we need. This review needs to be completed by May.

Shared Governance Discussion Seti said that in the Budget Committee, it was discussed that the budget criteria needs to be linked to SLOA just how Wendy said it should be. All units apply, so the Augmentation Funds Request form needs to work for all programs that are applying. The application draft is to be finished by the next Budget Committee meeting. Anything that has to do with money must show approval by the dean because it is a financial issue. The approval process can be done electronically. The dean's signature should just be considered a notification that they have received and reviewed the request, and after the request has been approved by the Budget Committee, the division dean would then sign acknowledging the funds approval. It was suggested to electronically send the Augmentation Funds Request form to Mariles, the division dean, and Donna when it is completed so that the request is brought to everyone's attention. Wayne would like to take this to the College Council after he's spoken to the ASU, Classified, and Management Councils. Wayne asked Seti to send him the form to provide to the Senate Council before it goes back to the Budget Committee.

Wendy says she has no changes to the Box 2A Rubric was hoping to be able to take it to the College Council for the inclusion of SLOA evaluation in Program Review. Seti asked why Box 2A is a shared governance committee since it only involves the hiring for faculty.

Productivity Differences Gabriela Segade said this is an issue between departments. When departments

make requests for funds, their productivity is a large consideration in determining whether they receive those requested funds. She does not think it is fair to base all departments on the same productivity number which determines that it takes 16.5 students to pay the cost of a course. This number was determined by Mariles, not the state. Gabriela would like to propose another formula which would look at the ratio of student percentage to maximum productivity. Subcategories should be based on teacher to student ratio. Set the ratio of productivity to productivity at maximum capacity. Lucile asked about class maximums in the classroom. She says she has more students than desks and is concerned with safety. Wayne said that the union sets the class maximums. Carol Maga set class maximums without union input and now the District Office has notified Lucile that many of the class maximums are wrong. She says she's been told that if a class maximum goes down, it will affect productivity and that the program could be affected. Wendy will work on a formula and send it to Wayne. Funding from the state should be different for each course type.

Senate President/College Committee Reports Senate President Report

- **President's Cabinet** Wayne reported that Rudy Zeller asked to have All College Day dedicated to a panel on violence, but it was agreed to that ASU and ASC would arrange a general assembly around this issue in the Spring.
- **Planning Council 10/29** The Council has almost completed work on the Mission Statement. Wayne asked the Senate Council to go to the discussion board on the portal to see if they can access the "Reply" button. 500 student satisfaction surveys were sent out and 440 were completed and returned. Wayne said that all faculty who were asked to participate were agreeable and he would like to thank them. Lucile thought that the survey was too long. It will be compared to the 2010 and changes will be made for next time.
- **FSCC** Wayne reported that discussion took place on "families of classes." Program that have repeatable activity classes that include Art, PE, Music, and Drama are suppose to agree to a family of classes for each program district –wide. CCC is the only college who has contributed information to the process. The courses that make up the family can only taken for a total of 4 times. The families need to be completed by December 13 for the new headings to be listed in the 2013-14 catalog.
- **Budget 10/30** Resource allocations needs to be tied to Planning. Out of the \$250 million rollover operation budget, only the \$50,000 augmentation funds are tied to Planning. Wayne said that offices that have discretionary funds will have 10% of their operating budget put in to into a pool. Wendy said that departments need to justify their operating budgets. She says that Social Science only has an operating budget of \$300 whereas English has a budget of \$5,000. Seti has the LMC rubric for cutting classes and will send it to Wayne. Faculty need to be involved with the schedule. Wendy would also like to see how the C Contract is allocated to the departments and said that when she retires, the plan is to cancel Economics and absorb that position by Social Science.

Senate Vice-President/College Curriculum Committee Report No report in Kenyetta's absence.

College Committee Reports

- **Associated Student Union** Luanna reported that the ASU would be hosting the Health Faire on November 14. They are also working on creating scholarships for CCC and MCHS students, which will be funded by the \$5 student activity fee card. Discussion ensued on how the students are not clear that they can opt out of paying the fee. Luanna also said that the Ability club is having their annual coat drive and they have chosen a family who all need new coats. The father is size large and mother is size medium. They have a 2-year old daughter and 9-year old son.

Open Discussion There were no open discussion items.

Adjournment – Meeting was adjourned at 3:55. Next meeting will be held November 19.