

Academic Senate Council Minutes

Contra Costa College

Monday, October 7, 2013

Those in attendance were: Wayne Organ, Kenyetta Tribble, Luanna Waters, Bonnie Holt, Alissa Scanlin, Andrea Phillips, Beth Goehring, Lucile Beatty, Seti Sidharta, Irena Stefanova and Judy Flum.

Those absent were: Ellen Geringer, and Chris Tarp.

Call To Order with Introduction of Guests: The meeting was called to order at 2:20 p.m. Guests in attendance were Catherine Fites, Randy Watkins, and Leslie Alexander.

Approval of today's agenda and minutes of September 16: Corrections to the minutes include item 6 Repeatability Issue should read "Kenyetta met with the Curriculum Chairs from the other two colleges to discuss this issue. They agreed to share all new courses which fit into the families of classes (Music, Drama, Art, and PE). DVC has repeatable drama courses that are listed in their catalog, but not shared with the other two campuses." These corrections will be made and the minutes will be posted on the CIC website.

Presentations from the Public/Senate Announcements

Catherine Fites from Admissions and Records was invited to attend this meeting to address the deadline for semester grades. Judy Flum commented that the district policy of a three-day turnaround from the day of finals to turning in grades was unreasonable and because of this short turnaround, at the end of the Spring 13 semester, because the semester ended on a Monday, some faculty gave their finals early, which the college president was concerned about. Catherine replied that this has always been the policy of three business days and that if the finals are given a day or two before a weekend, the faculty have those three business days and weekend to finish their grading. Judy asked if it was possible to change the policy to a five-day turnaround, Catherine replied that it would make it difficult to register students in summer classes if the grades were not turned in on time. The student may have to be removed from the class, and if a student was awarded financial aid, it would be a problem getting it back. Judy expressed her concerns that if an instructor gets the grades in late, that it could affect their evaluation. Catherine said that part-time faculty seem to be getting their grades in on time. Wayne said that if faculty would like to change the policy from 3 days to 5 days, it would have to be approved by all three colleges and therefore be approved at the FSCC before going to the District Governance Council for policy changes. He will also get clarification if the due date for grades is three days after the semester ends, or if it is three days after the final is given. Wayne asked for an ad hoc committee to take charge of gathering the information required, and work with the UF to develop a policy change. Judy Flum and Lucile Beatty stepped up to work together on this committee.

Beth Goehring asked Catherine about incomplete grade forms, and whether a student can drop with 75% of the class completed and receives an incomplete grade. Catherine said that the logic is that if up to 75% of the class is completed the student can drop with a "W" but after 75%, the student receives an "I". She said that it's not the amount of time, but the amount of coursework. If the student doesn't complete 67% of the course, they need to pay back any financial aid they received. She said that incomplete grades are intended for extenuating circumstances, such as illness, etc. Andrea Phillips said that the faculty and student need to discuss the incomplete assignments and compose a contract to complete these assignments. She asked for the division reps to stress this with their faculty.

The facilities priority ratings were tallied including the input from the Council members and the rating concluded with, from 1-9, 1 being the highest priority: 1) New Science and Allied Health, 2) Building Systems/Seismic Repairs, 3) Renovation of Biological Science for Art, 4) Renovation of Physical Science Building, 5) Physical Education Modernization (Gym Annex), 6) Renovation of Gym and Locker Rooms, 7) Infrastructure/Site Improvement, 8) ADA Barrier Removal and Path of Travel Projects, and 9) Renovation or Construction of Operations Buildings.

Andrea Phillips announced Transfer Day on Tuesday, October 8 from 10-1 in the quad plaza. She asked that the faculty and staff wear their school shirts. She said that the Transfer Center is in the process of being established.

It was announced that Kenyetta has taken a position at DVC and her last day at CCC will be October 23.

Program Discontinuance Procedure Discussion Wayne said that the Dental program has been discontinued. The space in the AA Building is being given to the Culinary Arts program. He is now in

discussions with the UF (Jeff Michels) and college (Denise Noldon) regarding this decision.

District Strategic Initiatives Charette Update Wayne took the Council through the Power Point presented at the district charette. He said that CCC can wait for the District to finish their strategic initiative and then do ours, or we can do it parallel to theirs and make changes along the way. The district will be finished by December 2013 and CCC must have theirs finished by May 2013 for Fall 2014 Accreditation. Wayne feels we should work parallel to the district.

Repeatability Issue Discussion New state guidelines changes were sent in July 2013 and discussion is still ongoing. Wayne said that there will be a study session on repeatability during the October Chancellor Consultation meeting amongst the Faculty Senate presidents, Chancellor, and college Vice-presidents. Wayne said that this whole repeatability issue began with a legislative representative being upset that an acquaintance of his was able to play golf anytime as long as he was registered at a community college and that the representative had to belong to a country club to be able to play golf. The repeatability issue began with PE but Music, Drama, and Art got added to the repeatability issue so it wouldn't look like they were just focusing on PE.

Processes for Establishing Institutional Standards for Completion, Retention, and other Student Success Scorecard Metrics Discussion Wayne reported that CCC has to establish institutional standards for completion, retention, and student success scorecard metrics. He suggested that it start at the Academic Senate Council, and then continue through other accreditation teams to determine where, who, and how long before implementation. The Council of Chairs is not the place to begin because it is led by the college vice-president. It was suggested the ASC president and college vice-president as joint chairs, with forums during division meetings, and an open forum for entire campus and community. A summary sheet should be created with instructions to do this. Success rate should be leveled from beginning to end. Students fail because they do not do their lab in the lab course because they do their work on their home computer. It was suggested to begin at division meetings. The deans need to set a scheduled time on the agendas for faculty discussion. The discussion would continue to the Council of Chairs. Wayne said that faculty cannot always attend division meetings because of their class schedules. Wayne would like to use discussion boards or do a webinar using CCC Confer at division meetings. Wayne will take the recommendation to Donna that the ASC president and college vice-president work together as joint chairs.

Structural Recommendations Discussion Tabled for lack of time.

Academic Senate Council Bylaws Review Tabled for lack of time.

Academic Senate President's Report – Tabled for lack of time.

Academic Senate Vice President's Report on Curriculum Issues Tabled for lack of time.

College Committee Reports – Tabled for lack of time.

Open Discussion

Should Faculty focus on degrees/certificates, retention, or enrollment issues? Randy Watkins led this discussion on where the focus should be. He feels that the focus should be on the four-semester 2-year degrees with each semester totaling 16 units of four courses each. He feels that by the third semester, there are not enough students. He feels that "fun" courses need to be added by finding out which courses from other departments can be combined. He would like the Council to come up with ideas for departments to review. This issue will be returned to the next agenda.

Adjournment – Meeting was adjourned at 4:00. Next meeting will be October 21.