

**Academic Senate Council Minutes**  
**Contra Costa College**  
**Monday, November 18, 2013**

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**Those in attendance were:** Bonnie Holt (LA), Alissa Scanlin (SS), Andrea Phillips (SS), Beth Goehring (LAVA), Lucile Beatty (LAVA), Seti Sidharta (NSAS), Irena Stefanova (LA), Michel Arnold (NSAS), and Judy Flum (DE).

**Those absent were:** Wayne Organ, Luanna Waters (ASU), Ellen Geringer (Faculty Development), and Chris Tarp (Student Services Committee).

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**Call To Order with Introduction of Guests** The meeting was called to order at 2:15 p.m. There were no guests in attendance. Wayne is attending a Box 2A meeting and Bonnie Holt is chairing this meeting.

**Approval of today's agenda and minutes of October 21** The agenda and minutes were approved.

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

**Clarification of the Use of the Transition Between Classes Policy Discussion** Issues that have been brought forward pertaining to problems that have arisen during the shared transition time between classes. Faculty are evaluated on their entire teaching time and should not be expected to end their lecture early so that the faculty teaching the next class can come in to set up the classroom. The clocks in the classrooms aren't always correct and some may be off by a few minutes up to an hour depending on daylight savings time, so the faculty cannot go by the classroom clocks to determine if the class is running on time or is behind. The 10-minute transition time will become a bigger issue because of less space available and the faculty are teaching back-to-back. After one faculty is finished teaching, the next faculty should be able to begin setting up their classroom while the first is breaking down. Wayne has suggested that a policy with administrative procedure be proposed by the Senate and he will take it forward through the College Council. A motion was made to create a policy using best practices. Best practice for use of the shared transition time between classes may include:

- 1) Signing off of the classroom computer
  - 2) Erase board
  - 3) Return classroom to previous desk arrangement
  - 4) Moving students to the rear of the classroom to speak with them further
  - 5) The starting and ending class time is determined by the GMT of cell phones and not classroom clock because not all the clocks are in sync.
  - 6) Instruction must stop at end of assigned instruction time.
  - 7) In case of conflict, the first desired step is for instructors to resolve the matter between themselves before getting their department chairs involved.
  - 8) If the faculty and their department chairs cannot resolve the issue, the department chairs will contact their division deans.
  - 9) Use the same process as would be used for grade grievances.
- This proposed policy will be typed up and sent to the Senate Council to be approved for Wayne to send out to faculty.

**Academic Senate Bylaws Review** The Council continued reviewing the bylaws by making note of items that are questionable or outdated.

- By-laws
  - ART. VI. Sec 10 – Revisit this section regarding what “office” means.
  - ART. VII. Sec. 1a (2) and (3) - Revisit Faculty Development and Student Services. Statement of committee tasks required
  - ART. VII Sec. 1(b) Are two alternates really needed, change to “alternate”
  - ART. VII Sec. 2 (c) and (e) - Revisit
  - ART. VII Sec. 3 (c) - Revisit

**Academic Senate President's Report** Wayne arrived at the senate meeting after attending the Box 2A meeting and reported that 15 departments applied for faculty positions. Presentations for these Box 2A applications will be held on November 19 from 1-4 p.m.

**College Committee Reports**

**Distance Education** Judy reminded the Council to encourage faculty, who don't utilize D2L 10.2 for online teaching, to try using it for simple tasks such as the Drop-box and Turn-It-In for homework assignments. If faculty are interested, the D2L company will be offering workshops at DVC and LMC. Judy is offering a 2-hour D2L 10.2 boot camp workshop on Monday and Tuesday during flex week. The beginner class will be on January 6 and advanced on January 7. Wayne said that this should be an agenda item at the Council of Chairs. Michel Arnold will be presenting a workshop on Turn It In on December (date and time TBA). D2L shells for the Spring 2014 semester will be available starting Dec 3<sup>rd</sup>.

**Open Discussion** Andrea asked faculty to remind students of the transfer workshops coming up and about using D2L email over cell phones.

**Adjournment** –Meeting was adjourned at 3:55 p.m. Next meeting will be December 2.