California State University, Hayward  
Contra Costa Advisory Committee  

Minutes of March 7, 2001  
Approved as amended

Members Present: Arlene Kahn, Guido Krickx (Chair), Andrea Laird, Mark Nickerson, Robert Phelps, John Primus, Richard Vrmeer  
Members Absent: None  
Guests: Barbara Hudler, Robert Peyton

1. Approval of the Minutes of the Meeting of February 7, 2001: Item two, paragraph three (Report of the Director, Contra Costa Campus): removal of the phrase “well to do” from line four; item two, paragraph four: removal of the entire third sentence which begins with “It appears that…”  
Nickerson/Laird To approve.

2. Report of the Director, Contra Costa Campus:  
Community College Program:  
Mark Nickerson reported on an important recent meeting with representatives of both Diablo Valley College and Los Medanos College that took place on February 8. DVC would like to consider moving a piece of their program to the Contra Costa Campus on a permanent basis. They would also like CCC to provide permanent office space for faculty who would be based there. Despite the high priority LMC is giving to its Brentwood campus in eastern Contra Costa County, it still remains interested in siting classes at the CCC. Details are still being worked out on the memorandum of understanding between the two community colleges and CSUH for what could be a long term commitment. Note: the projected MOU with the Community Colleges will probably not be finished in time to be incorporated into the Report to be provided to Senator Torlakson; it may figure in the Report to be prepared by Tapan Munroe  
Summer Concert Series  
Both Mark and Barbara Hudler were very pleased to announce that the CCC Summer Concert Series has been advertised in both the Contra Costa Times “Time Out” section and A&E sections as well as in The View. We hope thereby to get a large turnout at our evening concerts to begin in late April.

New CSU President  
Richard Rush is the newly appointed President of CSU, Channel Islands in Ventura County. He comes with impressive credentials.  
ADA, Emergency Operations  
There have been many requests for ADA and Emergency Operations planning. An ADA audit is currently taking place at CSUH and thankfully, the Contra Costa Campus will not be required to make many changes. Recent power shortages, earthquakes, etc have kept us busy. We are planning on acquiring some small emergency generators if funding is available.
3. **Election of a secretary (for Spring 2001):** Steve Philibosian volunteered to continue as Secretary and was approved by acclamation.

4. **Report from Andrea Laird and Mark Nickerson about the work with the Eagle Peak Montessori School:** Mark and Andrea had a useful discussion with Joan Davenport from the CSUH Teacher Education Program and representatives from Eagle Peak Montessori School. Eagle Peak will remain at its current site in Concord for an additional two years, but hopes in the interim to develop a curriculum plan satisfactory to CSUH. An implementation plan has already been developed. Teacher Education is also simultaneously working on its accreditation and must assist Eagle Peak in integrating their curriculum with our own. However, Joan Davenport remains confident that this will be successful.

5. **Election of a permanent representative to work with the Eagle Peak Montessori School:** Andrea Laird has volunteered to act as CCAC liaison with Eagle Peak.

6. **Meeting schedule for Spring Quarter, 2001:** The Committee agreed to move our meeting time to the following Mondays from 3:30 to 5:30 PM in April, May and June 2001: April 9, May 7 and June 4.

7. **Replacement of members whose term ends in 2000-2001:** Arlene Kahn and Richard Vrmeer are scheduled to leave at the end of 2000/2001. There was discussion of the need to seek out faculty from the Departments of Psychology, Biology and Nursing for the upcoming year. John Primus has agreed to serve one more year.

8. **Continuation of the discussion of Phase I Evaluation Report:** As this Report was adequately covered at the Committee’s previous meeting, all agreed there was no more to discuss at this time.

9. **Continuation of Discussion of Focus Group Progress:** Committee members were provided copies of the report of Community College Counselor and Division Heads focus group meetings held February 1-8, 2001. The report, written by Karen Stewart (who worked with Joan Sieber and others), was briefly examined by the Committee. As noted in the Executive Summary the focus groups “centered on similar topics: 1) partnerships and collaborations between community colleges and four year colleges, 2) goals and commitment of CSUH, 3) student perceptions, marketing, and image of the CCC.” Concern was expressed over the lack of programs available that could be completed at the CCC and the perceived “invisibility” of the CCC campus in the community. CSUH was urged to develop at least one program that could easily completed at the CCC and to “develop a marketing plan and image in the community”. Perhaps a marketing piece addressed to the CSUH faculty could be developed. It was also suggested that either the entire focus group report or the executive summary could be circulated to the Deans. Focus group participants were also interested in having 2 year schedules developed for programs at the CCC. Joan Sieber expressed some interest in surveying students who began their programs at the
CCC but were forced to attend at the main campus in order to complete them. Committee members resolved to read the community college focus group report and discuss it at the next meeting in April.

10. **Discussion of the CCAC work plan in light of deadlines of the Phase II evaluation (carried over from the last meeting).** Mark Nickerson praised the quality of staff involved in Tapan Munroe’s report. Unfortunately the time frame required may preclude all that might be accomplished by Munroe’s staff. Might the University extend his contract? Munroe’s independence and reputation probably gives him a different perspective than that of those too close to the situation. Committee members were anxious to peruse the Munroe report as soon as it was available (preliminary draft due March 15). It might be useful to discuss the Tapan Munroe report alongside the Focus Group report and and Student Satisfaction Survey (2000).

11. **Development of other CCAC tasks:**
   a. Identify target course to enable more options to be offered at CCC or to enable faster student throughput: Could funding be found to free a regular faculty member to teach a “bottle neck” required course at CCC? This has been a frequent problem affecting student time-to-completion at CCC and forced students to take crucial courses at the main campus.
   b. Targeting faculty to play a greater role at CCC: As noted above, perhaps a marketing piece to faculty could be developed. All present noted the difficulties involved in getting junior faculty tenured and promoted if they are not present at the main campus. However there is the possibility that tenure track faculty could be attracted to the CCC by having onsite faculty housing available.

12. **Other old business:** None

13. **Other new business:** None

14. **Adjournment:** 5:35 PM

   Respectfully Submitted,

   Steve Philibosian