Members Present: Bette Felton (Acting Dean of the Contra Costa Campus), Guido Krickx (Chair), Charlotte Perry, Andrea Laird, Robert Phelps, Steve Philibosian, John Primus

Members Absent: None

Guests: Herb Eder, Kevin Horan, Robert Peyton, Barbara Hudler

1. Approval of the minutes of the CCAC meeting of December 5.
   There were a few grammatical errors noted on the minutes of January 24. The errors were corrected and the minutes approved by the Committee.

2. Report of the Dean
   Dean Felton discussed the Contra Costa Campus’ forthcoming presence at the annual meeting of the Western Association of Branch Campus Organizations on April 25 at CSU Channel Islands. The Contra Costa representatives will be conducting a panel on integrated advising at branch campuses.

   Her Eder announced that the Senior Scholar Free Lecture Series is continuing with Dick Orsi’s lecture, “The Rape of Eden: The Environmental Destruction of the American West” on Wednesday, February 13 from 2-3:30pm. Herb’s lecture, on the changing geography of the California wine country and Zeno Rasmussen’s presentation on diversity and aging will also take place in the coming months.

3. Report of the Chair
   Guido Krickx began a roundtable on possible action issues to be presented to the Academic Senate and pursued by subcommittees of the Contra Costa Advisory Committee. The roundtable represents the Committee’s attempt to move beyond discussion and toward concrete activities designed to meet campus needs. Today’s meeting was to focus on those actions that can be accomplished in a short time frame with little in the way of resources. Once a list is developed, the Committee will prioritize these activities and begin forming the related sub-committees.

   The Chair turned to the template he presented at the previous meeting. The template organized the Committee’s recommendations into the eight general categories of Curriculum Development, Academic Development, Support Development, Recruitment, Retention, Governance, Resource Issues and Other Issues.
Guido asked the Committee if it would be best to base the roundtable on the template, or rather the list of University Goals and Objectives distributed by Dean Felton during the previous meeting.

Dr. Felton noted that both lists overlapped considerably and it would therefore be best to continue discussion according to the Chair’s template. The Committee agreed.

4. Roundtable on CCAC Action Plan
The roundtable then began around the following subjects:

5. Curriculum Development
During the discussion, the Committee determined that the highest priorities in the field of curriculum development for the Contra Costa Campus are:

A: Commitment of chairs to officially documented two-year course schedules. Undergraduates should be able to plan a four-year progression from their entry in a local community college through their major courses at the Contra Costa campus. Graduate students should have the ability, if they chose to commit the time, to finish their degree programs in two years. Such a scheduling commitment will make the satellite campus more attractive in its recruiting efforts.

B: Explore offering of weekend versions of high enrollment degree programs. Weekend courses are currently generating high enrollments at all college campuses throughout the region.

C: Explore curriculum partnerships with businesses, particularly in the health services industry. Because facilities are underutilized on Fridays, perhaps employers would grant release time to employees for instruction during those days.

D: Identification of new programs that might be piloted through a certificate program. One potentially high-demand certificate program would be in Hospitality Management.

E: Develop accelerated programs for students willing to combine standard program courses with weekend versions of the same program. This would require some interaction in regards to scheduling by the different program coordinators.

F: Offer full course scheduling during the Summer Quarter. Although this would require additional resources, CSU Hayward’s four quarter system could be used as a marketing tool to guarantee rapid degree completion.

G: Integration of on site and online learning for rapid degree completion.

H: Assignment of a dedicated academic advisor for each school at the Contra Costa Campus. This will enhance advising services to better guide students toward degree completion.
6. **Faculty Issues**  
In regards to faculty issues, the Committee ranked as high priorities:

**A:** Enhanced faculty offices to help generate a faculty “presence” on the campus. Key issues are security for personal belongings and assignment of permanent offices.

**B:** Assignment of three faculty members from each school to the Contra Costa Campus on a 1 to 2 year rotational basis. Assigned faculty would teach the bulk of their classes at the satellite campus. The proposed per quarter formula is two courses at the Contra Costa Campus, one course at the Main Campus. This would create a faculty presence at Contra Costa and enhance such student services as program advising, community outreach, etc.

**C:** The creation of program liaisons to coordinate the distribution of courses between the two campuses. The Contra Costa Campus should initiate a Request for Proposal to determine the framework of such a liaison plan.

7. **Retention**  
In the area of student retention, the following matter was discussed.

**A:** Identify students who want to complete their degree at the Contra Costa Campus exclusively. Acquisition of such data will assist in future program development.

8. **Other old business**  
There was none.

9. **Other new business**  
Dean Felton informed the Committee that the Deans will visit the campus on May 13, from 2pm-5pm. The Committee discussed the possibility of arranging a meeting with the Deans at that time.

It was determined that the Committee will continue its roundtable on Contra Costa Campus action issues at the next meeting, to be held on February 21, at 1pm.

10. **Adjournment:** With that, the Committee adjourned at 3:10 pm

Respectfully Submitted,

Robert Phelps, Secretary