California State University, Hayward  
Contra Costa Advisory Committee  

Minutes of March 21, 2002  
Submitted for Approval

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

Members Absent: Andrea Laird

Guests: Herb Eder, Barbara Hudler

1. Approval of the minutes of the CCAC meeting of February 21.
The Committee approved the minutes with minor changes to the wording of some of the short-term recommendations made during last meeting’s roundtable.

2. Report of the Dean
Dean Felton reported that the campus has completed its search for new and replacement support staff. Anne Shear, formerly an Asst. Registrar at Mills College, has been hired as an academic advisor for the Contra Costa campus. Donna Stroble, who has a wide range of experience in college administration and an MA in Campus Administration, has been hired for the faculty support position. Donna will take on the responsibilities of Anna Abbot, who recently submitted her resignation due to health reasons. The Committee thanks Anna for her dedicated service to the campus.

The Dean also reported that to enhance security, an arrangement has been made with the Concorde Police to provide a patrol officer on campus for 4 hours, 3 days a week. Moreover, a comprehensive Public Safety plan will be developed in coordination with Concorde police and fire departments.

Finally, Dean Felton reported that she is currently meeting with all department chairs with major programs at the satellite campus in an effort to improve the academic offerings at Contra Costa.

3. Information Sharing on Campus Issues
Robert Peyton discussed his meeting with a number of faculty members regarding CSUH’s involvement with the Delta Science Center. The meeting centered on the possibility of developing a collaborative environmental degree program with the Science Center. Robert is conducting a study on the potential demand for such a degree.

Barbara Hudler then distributed the schedule for the upcoming Concert in the Hills Series at the Contra Costa Campus. The first concert, featuring Tommy Castro, will be held on Friday, May 10. State Assemblyman Tom Torlakson has been invited to the festivities. The following concert with singer Shana Morrison will be held on Saturday, June 22. CSUH graduates who have completed their degrees at the satellite campus will be honored at this event.
Herb Eder then discussed the continuing SCHOLAR Free Lecture Series. On April 17, Lawrence DiStasi will discuss the internment of Italian immigrants during World War Two. Jacob Fuchs will present on the writing and marketing of mystery novels on May 15. On June 5, Arrol Gardner will give a talk on California’s “Hansel and Gretel-style” architecture of the 1920s. Two thousand six hundred flyers advertising the series have been mailed, primarily to CSUH alumni residing in Contra Costa County between the ages of 60-75.

Herb also noted the offering of “short courses” through SCHOLAR at the Contra Costa Campus during the Spring Quarter. Each class will meet for a total of 8 hours, with meetings on 4 consecutive Thursdays from 3pm-5pm. Prof. Eder will offer a course on the Geography of the Wine Country in April. Prof. Xeno Rasmussen’s course on Aging and Diversity will be offered in May. Students will pay a $40 fee to attend.

Prof. Eder then reported that Solano Community College is negotiating with officials from Sacramento State for the offering of upper division courses in select programs at the Solano campus. Los Madanos and Diablo Valley Community Colleges are also soliciting Sacramento State to develop similar academic collaborations. Such partnerships between East Bay community colleges and Sacramento State could endanger future CSUH enrollments.

Kevin Horan notified the committee that the Noel Levitz Student Satisfaction Survey will once again be administered to Contra Costa students in the Spring Quarter. Students will complete the survey, which will take no more than 25 minutes, in class. Kevin is distributing a letter to faculty asking for their cooperation in administering the questionnaire. Students will also be receiving a notification card.

A tutoring service to assist students with their writing skills will begin at the campus during the Spring Quarter. A postcard will be sent to students, as well as a letter to all faculty, to announce the service.

Kevin is also working on integrating the Contra Costa campus into CSUH’s new Center for Academic Achievement. It is hoped that the services offered at the main campus will be replicated at the satellite campus.

Kevin is meeting with students who primarily attend the Contra Costa campus during day hours to discuss improvements in the services offered during that time. One student is currently forming an advocacy group for daytime students. Students enrolled in the Masters in Social Works program are also forming an advocacy group.

The New Horizon Celebration will be held on Friday May 17. Seven $750 Longs Scholarships will be awarded to deserving students at the event.

Dean Felton reported that the New Horizons Celebration will also be used to help launch a new Alumni Association for the Contra Costa campus. The Dean discussed her desire to identify Contra Costa students at graduation by utilizing some mark of distinction on the cap or gown.

Dean Felton and Kevin Horan also noted ongoing efforts to develop student groups at Contra Costa. Currently, the satellite campus only receives ten percent of the Associated Students’ budget for student
program funding. The Contra Costa staff will be meeting with the Associated Students Board to discuss altering the current funding structure.

Finally, the Dean informed the Committee that Faculty Trustee Harold Goldwhite will visit the Contra Costa Campus on Tuesday April 30. The CCAC will reschedule its March meeting in order to visit with Trustee Goldwhite.

Dean Felton then deferred to the Chair in order to begin the Committee’s roundtable on long-term action items to be pursued by the Contra Costa Campus.

4. Roundtable on CCAC’s Long Term Action Plan
As with the meeting on February 21 on short-term action items, it was agreed that the roundtable on long-term action items should focus on the following issues:

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<th>Curriculum Development</th>
<th>Academic Development</th>
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<tbody>
<tr>
<td>Support Development</td>
<td>Recruitment</td>
</tr>
<tr>
<td>Retention</td>
<td>Governance</td>
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<tr>
<td>Resource Issues</td>
<td>Other Issues</td>
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**Curriculum Development**
The roundtable began on the issue of curriculum development. Robert Peyton suggested the acceptance of a policy to use extension courses as a test bed in the launching of new degree programs. Pilot extension courses can provide the information on FTE needed to risk resources on new academic programs.

A general discussion on the merits of such a system then ensued.

Since most certificate programs focus on vocational training, Herb Eder suggested that the campus develop full degree programs that integrate vocational training with a classic university education. For example, students enrolled in a specialized vocational field could enroll an integrative program that would not only offer the necessary training courses, but also classical instruction in, say, the history of that vocation.

Kevin Horan suggested that the university examine the possibility of offering certificate programs for purchase by interested institutions. There is a possibility that outside vocational programs might be interested in working with CSUH in order to acquire the status and expertise inherent in a university affiliation.

The Committee also discussed examining local universities that are currently contracting their academic programs. Golden Gate University is dropping 20 of their 24 programs. Guido Krickx noted that faculty and staff formerly involved in discontinued Golden Gate courses could serve as a resource for the development of Contra Costa’s own curriculum.

Noting that time was running short, the Chair interrupted further discussion to plan a course of action prior to the next CCAC meeting. The Chair suggested that the Committee develop initial language for
a “White Paper” to be presented to the Academic Senate on proposed actions. Subcommittees and individuals would work on portions of the document.

The Committee agreed on a two-week target for completion of the draft components of the White Paper. The full Committee will review each portion upon completion. Assignments for the initial drafts of the White Paper components are as follows:

Curriculum Development: Betty Felton
Faculty Issues: Guido Krickx
Student Retention: Kevin Horan
Governance: Guido Krickx
Academic Development: Charlotte Perry
Campus Resources: John Primus

5. Other old business
   There was none

6. Other new business
   The date and time of the next CCAC meeting was changed to Tuesday April 30, from 10am to 1pm to accommodate the visit of Trustee Goldwhite.

7. Adjournment: With that, the Committee adjourned at 3:35pm

Respectfully Submitted,
Robert Phelps, Secretary