1) Approval of Agenda: The agenda was approved as submitted.

2) Approval of the Minutes of December 4, 2003: The minutes were approved with two additions requested: Under Members Present, K. Horan was added and under members absent, J. Primus was to be added.

3) Report of the Dean: The Dean reported on a meeting with the CCC staff that morning regarding the current state of the budget. All CSUH Deans and Department Heads have been asked to prepare one page scenarios describing service and other cuts in both the 81/2 and 15% range. The CCC has currently insufficient support for supplies and services at this time. Course offerings have already been affected and little can be known with any certainty until after the March elections and then the annual May budget revise, when preliminary State revenue figures are available.

Dean Wilson then distributed the following draft document to the membership:

**Contra Costa Campus Academic Planning/Course Scheduling: Guiding principles for Academic Planning and Course Scheduling for the Contra Costa Campus.** It is hoped that, when approved this document will give the Contra Costa Campus more control over its course offering. Some of the main points are the following:

- “An academic program will only be initiated at the Contra Costa Campus after careful and extensive consultation between the Contra Costa Dean, the College Dean of the proposed program, and the Department Chair of the program.

- An academic program at the Contra Costa Campus will only be terminated after careful and extensive consultation between the Contra Costa Dean, the College Dean of the proposed program, and the Department Chair of the program.

- Full consultation between the Contra Costa Dean or his designee and Department Chairs or designees in the development of a two-year Academic Master plan for each program offered at the Campus ensuring all required courses with sufficient enrollment for completion of degrees are offered within this period of time.

- Annual review of two-year course schedules between the Dean or his designee and the Chairs or their designees will occur to ensure program integrity.

- Changes in two-year Academic Master Plans, including individual course cancellations, will only be done after consultation between the Contra Costa Dean or his designee and the respective Chairs or their designees to insure the integrity of each academic program and to provide for appropriate service to students.”

Given that there has been concern on the part of the College Deans that CCC is perceived as a drain on scarce resources it was heartening to hear that, using the calculations of the Provost, many courses offered at CCC actually bring revenue to the University. Included among these are those in the Colleges of Business Administration and ALSS. It has been noted that in many programs the addition of two or three courses could enable an additional option to be added. For example, the College of Business and Economics offers the Finance, Human Resources and Marketing options at CCC Guest D. Wort asked about the role of distance learning at CCC. This has been in the past a means by which
small numbers of students at CCC could attend courses where the bulk of the students attend at the Hayward campus. Due in part to the budget situation, the number of distance learning courses offered at CCC has expanded rapidly, so that there are several times as many courses offered during Spring Quarter as during the Fall. Additional space has been allotted for archived dl lectures on videotape in the CCC Library. However, John Charles the Associate VP of Information Technology, has indicated that he may not be able to support all dl courses offered in the Spring due to budgetary concerns. In some cases it costs more to support one dl course than to provide an additional onsite faculty member at the Contra Costa Campus. There was additional concern expressed about aging compressed video hardware as well as the proper training of faculty teaching distance learning courses. Many faculty teach dl using a conventional lecture method, which is not always effective. Often little time is provided to prepare and develop courses and instructors are assigned to a course shortly before the beginning of the quarter. The same could also be said of online courses, which are even more challenging and time consuming to develop and monitor. In planning for future resource limitations we need to be proactive in working with Interim Provost Stanley Clark.

4.) Report of the Chair: Chair Phelps reported on a search in progress for a second California Historian in the History Department. We are hopeful that with the recent cancellation of a similar search by CSU Northridge, that interested qualified candidates will consider CSUH. The Chair is hopeful that this second California History specialist could form the nucleus for a California history major at the Contra Costa Campus. A position at CCC would be in part predicated upon there being large sized classes because of a recently added California history requirement for all liberal studies majors.

The meeting with Dean Reimonenq went very well; this was confirmed later by email to the Chair. The Committee was asked whether there should be continued outreach to the other College Deans. Should we invite them to future meetings as guests, or include them in our agendas? Dean Wilson added that he has found most our Deans very supportive of the CCC, but are being squeezed hard financially. Robert Peyton noted that Dean Michael Leung in particular has been supportive of the Bay Delta project and has attended Delta Science Center meetings as well as those of the Contra Costa Environmental Collaborative. Ultimately, we might try to convince Dean Leung to take a “calculated risk” to develop new programs at the CCC with the realization that the first year or two may not pay for itself. Data on student interests in science courses could be used as a basis upon which to launch new or expanded course offerings. Of course in the eventuality of budget cuts, new programs may be the first to go.

5.) Discussion on commencement of task group activities and continued faculty recruitment: The Chair reported that ten faculty have responded to a survey distributed at the Task Force Reception in December, 2003. Faculty were asked of any preferences they might have in being of service to CCC. The responses were very interesting. Some indicated they would be open to most any kind of project. The Committee were asked whether we should have another reception or should we merely reach out to faculty and invite interested faculty as guests to our meetings. The Chair was heartened by the evident synergy of those who attended the reception. He was hopeful that we might get another ten volunteers. He suggested that the Committee might send the above mentioned survey to interested faculty who were unable to attend the reception. The Dean asked the Chair to provide him a copy of the useful matrix he had composed showing faculty interested in the CCC and their areas of expertise and interest.

Now it is our responsibility to get these ten faculty involved in projects as soon as possible. The Committee was asked should we convene a Task Force as soon as possible and what would be the theme? Community outreach was a strong possibility. The Contra Costa Chamber of Commerce, for example, is looking for speakers on various business related themes. Senator Torlakson’s “breakfasts,” the Concord City Council, and the Contra Costa Environmental Collaborative were also suggested.
Another possible useful project would be liaising with faculty in like disciplines at local community colleges. Eder cautioned, however, that we make certain that he is made aware of any outreach activities with community colleges in order to preserve any relationships that he may have already established for CSUH. Eder is hopeful that the University will establish a permanent Community College Relations Coordinator. In this light, the Chair indicated that he might meet with various academic departments at Diablo Valley College who schedule courses at the CCC.

6). **Other old business**: There was none

7). **Other new business**: The next meeting is scheduled for Thursday, February 26 from 5 PM to 7 PM.

**Adjournment**: 1:30 PM

Respectfully submitted,

Steve Philibosian