Members Present: Herb Eder, Bette Felton (Dean), Kevin Horan, Andrea Laird, Robert Phelps (Chair), Steve Philibosian, John Primus.

Members Absent: Joy Andrews, Guido Krickx.

Guests: Barbara Hudler, Robert Peyton, Donna Strobel.

1. Approval of the Minutes of the CCAC Meeting of October 8, 2002: The minutes were approved with the following change: Robert Peyton to be listed under “Guests” rather than “Members”

2. Report of the Chair: Robert Phelps wished to defer at this point to the Dean. The Report of the Chair will appear as item three: In the interest of expediting her report, Dean Felton passed out a list of recent CCC accomplishments. Chief among these, was a very successful Community Fall Fun Fest in late October, hosted by Kevin Horan, the CCC Student Affairs Coordinator; a likewise successful Concert Series, hosted by Barbara Hudler, the CCC Outreach Coordinator and the telephone conversion and employee training project as well as the refreshment of one (Heather Horn). The Dean is very pleased with the efforts of Precious Perry, Ed Free, Marcie McDaniels, Anne Scher and Donna Strobel in meeting with Department Chairs to develop two year course progressions. The foregoing group has also hosted a valuable Open House with representatives of all campus departments, with an eye to training with enrollment services personnel in their departments. The Dean is also very excited about the possibility of developing a child care program on the CCC campus. She is also pleased to note that funds are now available to realize an extensive lobby redesign in the Academic Services building, which will enable us to adapt to the recent changes brought about by the Sailor online registration system, among other innovations.

3. Report of the Chair (deferred from item two): As a recent faculty member and new Chair for this academic year, Robert Phelps expressed an ardent interest in the re-invigoration of the Contra Costa Advisory Committee. Specifically, the Chair asked for Committee comment on a Proposed Enhanced CCAC Structure, the diagram of which he passed out to members. Central to the enhanced committee structure would be the creation of four standing subcommittees made up of both tenured, tenure track faculty, lecturers, and administrative staff. The chairs of each subcommittee would be current members of CCAC and would report their activities to the full CCAC. Suggested names for the subcommittees are: 1) CC Curriculum Development Partnerships colleges, 2) CC Community Outreach/Recruitment , 3) CC Faculty Enhancement and 4) CC Student Life.
It was hoped that the creation of subcommittees would both substitute for the ad-hoc subcommittees that had previously done much of the work of CCAC, while relieving the burden to the current membership. Service on standing CCAC subcommittees could also be useful to junior faculty in the PT&R process and get them interested and involved in the Contra Costa Campus. There was much discussion in the Committee as to whether these standing subcommittees would be useful. Many present felt that since the CCC was in effect a mini-campus the variety and volume of work required of the CCAC suggested a need for standing sub-committees. There was also some uncertainty as to whether these subcommittees would need to be approved by Executive Committee of the Academic Senate; however, the experience of other Senate subcommittees suggested that this may not be necessary.

4. General discussion on action plans for the 2002-2003 academic year: Central to the Committee’s task for the up-coming academic year is the re-working of the detailed report presented to Ex-comm by the out-going Chair, Guido Krickx, last year. This report was the result of many hours of labor by the CCAC. Unfortunately, it was found to be far too detailed by Ex-comm and a simplification and further prioritization was needed. All present were in agreement that the existing document was essential to guide the Dean in her planning over the next year; the concern was in creating a brief report that would provide a succinct communication to the Senate, which would sum up CCAC’s duties and provide a framework for future communication with the Senate in the current academic year. Some of the needs expressed in the document are already on the path to resolution; notably (see above) the development of two year course progressions and the exploration of curricular partnerships with industry, government and non-profit institutions. For an example of the latter, one need only note the Community Partnership Reception held in late October, as well as the proposed development of a Hospitality Management Certificate at CCC. Dean Felton also mentioned our progress in student recruitment; notably the presence of our academic advisors at local community colleges in Contra Costa and Solano Counties.

There was a sense too, that the Committee may need to consider having a clearer mission and goals; and following upon that, prioritizing immediate versus longer-term goals; i.e. five year objectives, for example. It was also felt that though the stated purpose of the CCAC was to advise the Senate, the Committee was equally and perhaps more importantly charged to advise the Dean. Given the busy agenda of the Academic Senate, and especially the Executive Committee, it should be no wonder that it is difficult for the CCAC to have a voice there; more significantly perhaps, the CCAC represents the voice of faculty committed to providing support and advice to the Dean, who is in actuality charged with managing the Contra Costa Campus budget.

5. Discussion of recommendations for CCAC student representative for the 2002-2003 academic year: As there were no current candidates for this position, this agenda item was deferred till the next meeting.

Adjournment: 7 PM

Respectfully Submitted,
Steve Philibosian, Secretary