Members Absent: Primus
Guests: Hudler, Peyton.

1. Approval of the meeting minutes of October 9, 2003: Approved as submitted. Note: the Agenda was pre approved by the membership prior to this meeting.

2. Report of the Dean: The Dean gave the committee his regrets that he did not have a more detailed report, due to the still ongoing process of moving to the Contra Costa area from Southern California. His efforts in the last month have been focused in a number of areas:

   1) Advising staff task reevaluation. The three academic advisers at CCC have had their assignments modified to take into consideration the additional need to focus on local high schools in the Contra Costa area. It has become apparent that we have need to identify prospective students at not only the high school but the middle school level in our service area since the Hayward campus Enrollment services are now focusing chiefly on high schools in Alameda County. Contra Costa Campus staff have prepared a detailed report on local high schools which provides the background for our efforts. In addition, meetings are planned with local high school administrative personnel; for example the Mount Diablo High School District. In modifying our advisers roles in enrollment outreach our intention is to concentrate on the already exhibited strengths of each: Marcie McDaniels will be assigned the responsibility for enrollment outreach, Ed Free, program planning, data analysis and scheduling; and Ann Scher, application processing. In addition each of course will continue in providing routine advisement to students. January has been set as the month in which we will begin in earnest outreach to area high schools in addition to our continuing work with area community colleges.

   2) Facility reassessment: In addition to the detailed Facilities Plan (discussed below), the Dean has been reassessing the physical location of services at the CCC with an eye to maximizing convenience and visibility to users. Basically we have a good plant, but the location of campus offices, especially in our Academic Services Building makes them difficult for students to identify and use. Many offices are located along a somewhat hidden back corridor in AS. In addition, CCC Advising and other staff are located somewhat distantly from the offices of the faculty and students they serve. The remedy for this situation lies in a major relocation of staff offices and services from the Academic Services building to the Library building and the conversion of the Academic Services building to primarily house classrooms. Obviously, a major remodel of the lower floor of the Academic Services Building will need to be done to convert space from offices to classrooms. Certain offices, such as Faculty Support and Student Services will be temporarily relocated until June, 2004.

5. CCAC role in the planning process for academic programs: Given that the Dean began to discuss the planning process in his report, Item 5 was moved ahead of Item 4. Dean Wilson passed out to the committee copies of his Contra Costa Planning Process memorandum to the Provost for discussion. This memorandum contains the outline for two essential and interrelated plans for which he is seeking input from the committee: 1) a Strategic Plan which would address some of the
challenges hitherto and in the future faced by the CCC. The Strategic Plan would contain the following:

- History of the Contra Costa Campus
- Mission
- Relationship of the Contra Costa and Hayward campuses
- Service Area Economic and Population Realities
- Assumptions and Implications for Planning
- Enrollment Projections
- Academic Program Initiatives and Plans
- Extended University Initiatives and Plans
- Instructional and Student Support Programs
- Distance Learning Initiatives
- Personnel Needs, Staff and Faculty
- Time Line for Development

The task force drafting the plan would be broad based and consist of “senior staff and faculty drawn from all major university constituencies” including the University Librarian, Contra Costa Advisory Committee, Contra Costa student body, Enrollment Services, the community colleges, etc. The Plan would emphasis that Hayward and Contra Costa are two parts of one co located campus. The final document would be submitted to the Provost and President.

The companion Facilities Master Plan would concern itself with the development of the CCC campus site, a topic that has occupied many CCAC meetings in the past, but which has previously been addressed in a piecemeal manner; for example, the soccer courts that have been for several years located in the northeast corner of the campus. There is also a projected plan for faculty housing on the CCC property. The facilities plan would provide a context for future partnerships of this type, as well as for the campus facility itself. It would consist of the following:

- Campus Mission, Academic Vision and Planning Assumptions
- Enrollment Projections for Campus and Programs
- Planning and Space Standards
- Facility Space Plan
- Physical Analysis of the Site
- Surrounding Area Land Use Plan
- Building System Analysis
- Proposed Campus Master Plan
- Design Guidelines: Architecture and Landscaping

Again, a broad based task force would be selected; however in this case the City of Concord as well as local business groups will be involved. The focus will be in developing broadly designated land use areas for the campus in order to prevent a hodge podge of development. Active local members of CCAC such as John Primus might be very useful in developing a facilities plan.

In discussing academic planning for the CCC, committee members brought up the ongoing difficulties in continuing programs given the budget situation and the need to maintain a given class minimum size. In particular the Curriculum option of the Masters in Elementary Education proven problematic; there are no courses assigned at CCC for the Winter Quarter 2004. In addition to suggesting that the CCC might assist in funding a course for Contra Costa, the Dean, Robert Peyton, and Jim Mitchell of the Committee plan to meet with local school districts early next year. There are of course many other instances that could be cited where just one or more classes scheduled at CCC could provide for options in other programs.
5. Report of the Chair (moved from Item 3.): Chair Phelps reported that John Primus wishes to remain of service to the committee as its lecturer member, but cannot attend because his teaching schedule conflicts with the Committee schedule. The Chair asked whether the Dean could meet individually with John to bring him up to date on the last meeting. This the Dean graciously accepted. The Chair had a very cordial meeting with the new Dean of ALSS, Alden Reimonenq. The Chair and Dean Reimonenq discussed, among other things, the possibility of getting additional history courses as well as faculty located at CCC. The Dean admitted that this would be difficult, given current resources. He was, however, very impressed with the CCC site and was interested in the development of the campus. The Chair would like to invite Dean Reimonenq to one of our future meetings. The Chair hoped that this positive experience might become a trend in fostering future useful meetings with the other college deans. Lastly the Chair reported on an emailed memo that he had sent to all potential CCAC task force members. Horan reported that our new student member, Scott Nordin, though unable to attend this meeting would attend the next.

6. Planning on task group reception and initiation of CCAC task group work: The Chair passed out to the members an outline of a proposed charge to the task groups. There need to be continued attention paid to encouraging task group volunteers while not asking them to contribute more than they are able, given their schedules. Some members may only be able to attend infrequently. All agreed that it will be important that the rationale for the task force subcommittees be made clear during the planned reception. The Dean could also provide an overview of our master plan and how the subcommittees could structure their work around the plan, for example. Admittedly, task force work could not begin until Winter Quarter. Meetings should take place at least once each quarter. We could also build upon existing local business/community partnerships, such as the Health/Bioscience partnership sponsored by Bette Felton. Note: Robert Peyton passed out a useful chart listing the various local partnerships that may be of interest in the work of our task forces. Also of interest would be any local special projects faculty are currently involved with. The issue of providing local offices to faculty arose. Could office space be designated for task force or other interested faculty to provide a core group to be located at CCC? The Chair will work on a draft agenda for the Task Force Reception and will provide this to the committee on or before the next meeting on December 4.

6. Roundtable on additional goals for the 2003-2004 academic year: It was felt by the membership that convening and charging the task forces as well as working with the Dean on the strategic plans constituted more than enough for the committee this year.

7. Other old business: There was none.

8. Other new business: There was none.

9. Adjournment: 7 PM

Respectfully submitted

Steve Philibosian