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

2. **Approval of Minutes:** The minutes were approved as submitted

3. **Meeting with Dean Reimonenq of ALSS (5 PM):** Dean Reimonenq was invited to meet with the Committee prior to the Reception for the Task Group volunteers. He has been extremely interested in the development of the Contra Costa Campus and provided the Committee with his observations and suggestions. He notes that the College of ALSS is well represented at the Contra Costa Campus. He echoed comments made by others on the committee about the need to develop a CCC campus community, as well as the necessity of providing thorough advising. Students who have been carefully advised and assured of adequate course progressions toward their degrees will form a nucleus for student support of the CCC. It is also important that the special needs of Contra Costa students be identified and, where indicated, mentoring be provided (e.g. the CCC already provides a writing tutor, located in the library). We need to recognize that CCC students may not adhere to the typical profile of students at the Hayward campus and we need to create a structure that will address their needs.

ALSS currently has some seven or eight tenure track searches in progress. Dean Reimonenq is interested in having some of these junior faculty advise and teach at the CCC. He would also like to have senior faculty available here to provide mentoring and advising as well. The experience of having senior faculty at the CCC is most valuable and a goal worth working toward. The Dean plans to give the promotion of faculty presence at the Contra Costa Campus as a project for the new Associate Dean of ALSS. Discussion among the committee members then ensued, primarily focusing around past difficulties in enlisting support of the College Deans, who have been skeptical about investing their limited resources in developing courses at the CCC. It is refreshing that the new ALSS Dean is showing, so early on, his enthusiastic support for programs at the CCC. Other observations included the following:

- Having entire programs located at the CCC would provide a wonderful presence here.
- The Dean is interested in “fast track” (e.g. PACE) programs located at Contra Costa.
- It will be important to collaborate with local community colleges to develop programs at CCC.
- We need to examine and address local workforce needs without sacrificing a traditional liberal education.
- It will be important to develop, as CCAC has begun, a database of faculty teaching at CCC, especially that we may track patterns of faculty participation over time.
- A need to assure students that they can progress to completion in their programs at CCC without sacrificing valuable time. Additionally, programs in ALSS that have previously faded away due to lack of support, need to be reinvigorated (e.g Public Administration).
4.) Meeting with Task Group volunteers on their role in campus development: Due to time constraints, this discussion ran up against our need to adjourn for the Task Group Reception mentioned below. Xeno Rasmussen, one of the volunteers and a current Human Development Department liaison at the CCC discussed his journal group course recently offered at CCC.

5. Reception of Dean Reimonenq and Task Group Volunteers (6:15 PM): After meeting with the Dean and selected Task Group volunteers, the Committee adjourned to a reception for the bulk of the volunteers. To introduce the volunteers to their work, the Chair prepared a document which is attached to these minutes below:

**CALIFORNIA STATE UNIVERSITY, HAYWARD
CONTRA COSTA ADVISORY COMMITTEE
CCAC TASK GROUP VOLUNTEERS: INITIAL PRESENTATION**

1. The Issue: Lack of Faculty Presence at the Contra Costa Campus:
The lack of a permanent faculty dedicated to service on the Contra Costa Campus has been a significant challenge over the past decade, preventing the achievement of various goals in the area of curriculum development, facility planning, student recruitment, advising, community outreach, and a host of other needs. Traditionally, the absence of a faculty presence has been caused by, among other things:

   A: The general understanding that the Contra Costa campus would not have a faculty separate from the Hayward campus.
   B: Lack of a campus Dean empowered to recognize faculty achievements.
   C: Fear among junior faculty that their activities on the Contra Costa campus will not be recognized by their departments.
   D: Budgetary constraints: lack of release time, etc.

2. Discussions on the Generation of a Contra Costa Faculty Presence
During the 2002-2003 academic year, the CCAC determined that one of its continuing goals should be the development of a core group of faculty affiliated with the committee and serving as a resource for the Dean and Academic Senate in projects aimed at the development of the Contra Costa campus.

Beyond serving as a general resource, identification of committed faculty could also facilitate the effectiveness of the CCAC. As CCAC members only serve for a limited time, the committee’s institutional memory is usually lost once a committee member departs. Former CCAC members could serve on various campus project groups, while project volunteers could apply for appointment on the CCAC when vacancies appear. Such an arrangement would provide a permanent stream of faculty with knowledge regarding the workings of the Contra Costa campus.

3. Volunteer Strategies
The CCAC has discussed at length various strategies to generate faculty engagement on the Contra Costa campus, and a number of faculty recruitment strategies have emerged. These strategies include.

   A: Assigning volunteer faculty to task groups dedicated to achieving goals identified by the Dean and CCAC.
   B: Generating a list of projects and regularly circulating it to a body of committed faculty. Faculty could then volunteer for an assignment if the project interests them.
C: Encouraging faculty to develop their own projects and ask them to update their activities regularly to the CCAC. The CCAC could then report such activities to the Senate, as well as serve as a resource for those projects.

It was determined that all the above strategies could be utilized to engage faculty in the development of the campus.

4. Current Needs
Current volunteer needs include:

A: Task Groups
Two plans proposed by the campus Dean for immediate implementation include:
Formation of a **Strategic Planning Committee** will address some of the challenges hitherto and in the future faced by the CCC. The task force drafting the plan would consist of “senior staff and faculty drawn from all major university constituencies” including the Contra Costa Advisory Committee. Although the Academic Senate may ask that regular CCAC members represent the committee, it is almost certain that subcommittees will be needed to assist the Strategic Planning Committee over the next year.

A companion **Facilities Master Planning Committee** would concern itself with the development of the CCC campus site. Like the Strategic Planning Committee, the Master Planning Committee may require the formation of subcommittees to assist its work over the academic year.

The CCAC is also interested in developing committee Task Groups to deal with issues in the areas of **Community Outreach/Student Recruitment**, **Faculty Outreach/Enhancement**, and **Student Life**

B: Contra Costa Events
Beyond Task Group work, faculty volunteers are also needed for various recruiting events at local high schools and community colleges.

C: Faculty Generated Projects
Faculty would communicate current projects or make proposals for faculty involvement in the campus. The CCAC would communicate these activities to the Academic Senate in its Annual Report and facilitate

5. Future Action
The CCAC would like to organize volunteers for action during the Winter quarter of 2004. To that end, the committee would like interested faculty to communicate their desire to work on specific projects early in that quarter (See Volunteer Survey Sheet).

6. Other Old Business: There was none

7. Other new business: There was none

8. Adjournment: The Task Group Reception ended at approximately 7:30 PM.

Respectfully Submitted,

Steve Philibosian