## Peralta Community College District
### District Academic Senate
#### November 15, 2011

**Present:**
- Karolyn van Putten (President)
- Anita Black (Vice President)
- Bob Grill (Treasurer)
- Joseph Bielanski Jr. (Past President)
- Alexander, Alexis
- Chauvet, Hannah
- Franeta, Sonja
- De Haan, Pieter
- Jaramillo, Ed
- Park, Tae-Soon
- Richardson, Denise
- Swiencicki, Mark
- Thaning, Mariella
- Thompson, Trulie

**Absent:**
- Hannah Chauvet, Tae-Soon Park, Mark Swiencicki, Mariella Thaning

**Guest:**
- Dr. Wise Allen, Dr. Deborah Budd

### Agenda Item

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<th>AGENDA ITEM</th>
<th>SUMMARY OF DISCUSSION</th>
<th>FOLLOW UP ACTION</th>
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<td>I. CALL TO ORDER</td>
<td>Meeting was called to order at 3:14 p.m.</td>
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<td>II. APPROVAL OF 10/18/11 &amp; 11/01/11 MEETING MINUTES</td>
<td>The District Academic Senate (DAS) approved the October 18, 2011 meeting minutes and tabled the approval of the November 01, 2011 meeting minutes.</td>
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<td>III. STANDING ITEMS</td>
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<td>- Accreditation Report Updates</td>
<td>Van Putten read some of the recommendations from the audit report forwarded by Mr. Thomas Henry, President and CEO of EdMAC and PCCD Fiscal Advisor:</td>
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<td>- Refrain from issuing any new pension or retiree obligation bond programs in the future</td>
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<td>- Perform a detailed study of the financial profitability of the International Affairs Office/Foreign Student Recruitment. Use the April 19, 2007 report produced by the Office of the Inspector General as a guideline of the study.</td>
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<td>- With regards to credit card expenditures, revise District Travel and Hotel policies and procedures to expressly exclude the use of hotel mini-bars</td>
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<td>- Complete the fixed asset policies and procedures manual as soon as possible and include procedures for disposal retirement and sales of assets</td>
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<td>- Integrate program review and budget development</td>
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<td>- Set aside funds for improvement of institutional quality; consider having a percentage of the revenues dedicated to institutional improvement.</td>
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<td>- Student Learning and Service Area Outcomes</td>
<td>A Summit will be held for Student Services area will be held on Thursday, November 17, 2011 from 12:30 p.m. to 3:30 p.m.</td>
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<td>Assessment</td>
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| **IV. BOT & DISTRICT ADMINISTRATIVE CENTER (DAC)** | The following were discussed:  
- Van Putten clarified that the DAS approved the BP 4220 during its November 01, 2011 meeting. It was simply omitted from the list of DAS approved BPs and APs.  
- Mr. Jim Grivich, Peralta Community College District Consultant, recommended several revisions to the BP 4226. The DAS approved the revisions.  
- It was noted that the librarians reviewed AP and BP 4040 and forwarded recommended revisions to Dr. Deborah Budd, Vice Chancellor of Educational Services. The revisions were not made available to the DAS. Van Putten noted that BP 4040 has already been approved by the DAS.  
- Several members of the DAS recommended revisions to AP 4021. These revisions were presented and discussed. More revisions were proposed during the meeting. Bielanski will review and amend the AP as necessary.  
  
- Revisions made to BP 4226 have to also be applied to AP 4226.  
- **MOTION:** The DAS approved AP and BP 4021 and AP and BP 4226. Unanimously approved. |
|  |  |
| **College’s IT Priorities Request Status Update** | Van Putten reported that the Mr. Tony Tortorice, Chief Administrative Officer for Technology and Information Services, has not received direction from Chancellor Allen on how to address the IT Priorities that were forwarded to the Chancellor’s Office in Spring 2011. Van Putten suggested that those who attend the Technology Committee meetings to make a motion to direct Mr. Tortorice to inquire to the Chancellor on how this matter can be resolved. The DAS is unclear on how interest income can be spent by the PCCD.  
  
- Black expressed her concern regarding the COMPASS Assessment System that is used District wide. COMPASS is web-based and each college has to use their own servers. Black asked, why couldn’t the colleges use the District server? This matter will be brought to the District Technology Committee. |
| **V. PRESIDENT’S DIALOGUE AND DISCUSSION** | Dr. Sadiq Ikharo, Vice Chancellor of General Services, has been waiting for a response from the DAS regarding their recommendations on Lecture Capture Functionality. Grill will inquire on intellectual property rights with regards to the lectures that will be captured. Alexander will determine faculty training needs with regards to the Smart Classrooms. |
| DAS Process for Addressing Program Viability | After reviewing the documents from the Chancellor’s Ad Hoc Committee on Program Discontinuance and/or Consolidation. Black suggested creating a standardized template of questions to determine a program’s viability. She volunteered to create a draft of this template. Once the template has been finalized, it will be released district-wide. On its next meeting, the DAS will review the list of disciplines that the Chancellor’s Ad Hoc Committee was considering. |
| VI. OTHER ITEMS | Franeta expressed her concern regarding the announcement from Dr. Wise Allen, Chancellor, regarding the Intra-District Voluntary Transfers, which did not go through the shared governance process. The following were discussed: |
| Intra-District Voluntary Transfers | VC Budd noted that the process for the Intra-District Transfers started a year ago. The transfers will be funded as indicated in the new Budget Allocation Model. This is the start of accomplishing parity in all four colleges in the PCCD. She also noted that only the postings of faculty hires in Laney College and Berkeley City College (BCC) completed the shared governance process—Merritt College and College of Alameda (CoA) did not. She also noted that funding will not fully be taken away, as 1351 funds will remain in the colleges. However, Grill noted that budget for part-time faculty will be taken away eventually because of the budget cuts. VC Budd noted that BCC has suffered for many years and cannot grow because they do not have enough faculty members. |
| | Black clarified that when the Intra-district transfers were discussed last year, those transfers were supposed to be implemented last year, and should not carry over this year. She also clarified that on the current list of positions, BCC has 17 positions to be filled; 17 is not the number discussed last year. She also reminded everyone that when no one transfers voluntarily, the Peralta Federation of Teachers’ (PFT) Union Contract will be implemented, which calls for involuntary transfers. She expressed her concern regarding the fact that these transfers, if and when implemented, will devastate Merritt College. She emphasized that these transfers will directly impact students of color, as most of the junior faculty members, presumed to transfer voluntarily or involuntarily, are those who can identify with students of color. She named five disciplines that will be devastated by these transfers: English, Communications, Mathematics, Biology/Biotechnology and Chemistry. She suggested that, at the very least, transfers should be limited and that it should not include these disciplines. |
| | Franeta discourages all four colleges from participating in the Intra-District Transfers. She noted that the Laney College Academic Senate is currently drafting a resolution against this. |
Chancellor Allen explained his view on the Intra-District Transfers. According to him, voluntary transfers give an opportunity for faculty members to move to a college where they will be happy and will grow professionally. He assured everyone that involuntary transfers will not destroy a program. He also echoed what VC Budd stated that the transfers aim to achieve parity in all four colleges in the PCCD. He noted that BCC and Laney College are both understaffed with Full-Time Faculty. He assured everyone that he will consider all the suggestions that were given, but he also reminded everyone that hiring to reach parity will have to take place eventually.

VII. ADJOURNMENT

The meeting adjourned at 5:20 p.m.

Abbreviations:
- DAS – District Academic Senate
- PCCD – Peralta Community College District
- BOT – Board of Trustees
- DAC – District Administrative Center
- AP – Administrative Procedure
- BP – Board Policy


Academic Senate means an organization whose primary function is to make recommendations with respect to academic and professional matters.

Academic and Professional matters means the following policy development matters:
1. Curriculum, including establishing prerequisites.
2. Degree and certificate requirements.
3. Grading policies.
4. Educational program development.
5. Standards or policies regarding student preparation and success.
6. College governance structures, as related to faculty roles.
7. Faculty roles and involvement in accreditation processes.
8. Policies for faculty professional development activities.
9. Processes for program review.
10. Processes for institutional planning and budget development.
11. Other academic and professional matters as mutually agreed upon.

Consult Collegially means that the district governing board shall develop policies on academic and professional matters through either or both of the following:
1. Rely primarily upon the advice and judgment of the academic senate, OR
2. The governing board, or its designees, and the academic senate shall reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations.

§ (SECTION) 53203 POWERS
A) The governing board shall adopt policies for the appropriate delegation of authority and responsibility to its college academic senate.
B) In adopting the policies described in section (a), the governing board or designees, shall consult collegially with the academic senate.

C) While consulting collegially, the academic senate shall retain the right to meet with or appear before the governing board with respect to its views and recommendations. In addition, after consultation with the administration, the academic senate may present its recommendations to the governing board.

D) The governing board shall adopt procedures for responding to recommendations of the academic senate that incorporate the following:

1. When the board elects to rely primarily upon the advice and judgment of the academic senate, the recommendation of the senate will normally be accepted, and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted.