PERALTA COMMUNITY COLLEGE DISTRICT
District Academic Senate Meeting Minutes
Tuesday, February 7, 2012

Present:  
✓ Karolyn van Putten (President)  
✓ Bob Grill (Vice-President)  
✓ Tae-Soon Park (Treasurer)  
✓ Joseph Bielanski Jr. (Past President)  
✓ Alexis Alexander  
✓ Hannah Chauvet  
✓ Pieter De Haan  
✓ Ann Elliot  
✓ Sonja Franeta  
✓ Denise Richardson  
✓ Mark Swiencicki  
✓ Mariella Thaning

Absent: Ed Jamarillo  
Guests: Jon Drinnon, Debbie Budd, & Susan May

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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 3:10 p.m.</td>
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<td>II. DAS Vice President and Treasurer Elections</td>
<td>Bob Grill was nominated by Sonja, Tae-Soon seconded the nomination and Bob Grill was elected by acclamation as the new DAS Vice-President. Bob Grill nominated Tae-Soon Park for Treasurer, Sonja seconded the nomination and Tae-Soon Park was elected by acclamation as the new DAS Treasurer.</td>
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<td>III. Approval of 11/15/11 Meeting Minutes; 12/06/11 tabled till next meeting</td>
<td>The District Academic Senate (DAS) approved the November 15, 2011 meeting minutes and tabled the approval of the December 06, 2011 meeting minutes. Karolyn said she would try to put the minutes on the DAS website ASAP, and in the meantime she will send everyone a link to a DropBox Folder. The minutes that are initialed by Karolyn are the approved versions; those without initials are the unedited drafts.</td>
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<td>IV. Standing Items</td>
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<td>a. Accreditation Reports Update (Debbie)</td>
<td>Debbie introduced Susan May who is replacing Denise Jennings as District Career Technical Education (CTE) coordinator. Denise is still coordinating the SB70 Digital Media Grant. <strong>Accreditation Report/Midterm</strong> is 86 pages long right now, without attachments, covering the five main points: OPEB Liabilities, Audit Findings, Fiscal Stability/Negotiations, Board Policies, Fiscal Capacity. The report has pulled together data to show that the Colleges do have the administrative capacity to offer good educational programs. The Report is due to ACCJC on March 15, 2012. Due to our Spring break the ACCJC will probably visit on the 2nd or 3rd week of April; they will probably visit each college for a day and also the District at the same time. In spite of Statewide budget cuts we are still serving our students. Each College is responding by doing their Mid-term Report that is required every 3 years. Summer targets for BCC, Merritt, and Alameda at 550 FTES, Laney’s is 1100. For the Fall, BCC, Merritt and Alameda have the same target of 1350, and Laney has 3200. If the state reduces our apportionment to 16,800, we will virtually mirror the Fall enrollment. If State funds go up or the Parcel tax passes, we can add classes in the Fall.</td>
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### b. SLOA Update from the Colleges

**Updates from Colleges**

- **Alameda** - Bob reports that everything is going on schedule and everyone is pleased with their progress.
- **BCC** - Pieter reports that BCC is doing great.
- **Laney** - Sonja reports that Laney is trying to meet the deadline; it’s just a matter of filling holes with pieces of evidence and is on its way.
- **Merritt** - Tae-Soon progress is going well; office of instruction has moved so report copy is being tracked down. Alexis mentioned that they are updating the Accreditation website with up to date evidence all in one place.

**Note**: Debbie mentioned that visiting teams look mostly on the websites for evidence etc.

**BCC** - Pieter reports that all the SLOs are done and lots of the courses are assessed; our Assessment Committee is looking at the ILOs and we are planning to assess courses that map to an ILO during each semester; this semester we are assessing communication, next semester critical thinking etc.

**Alameda** - Bob reports that a large percent of courses have SLOs and they are on track for doing assessment.

**Laney** - Karolyn, as assessment coordinator, reports that they have assessment week during which everyone is helped to get their documentation together inside TaskStream; good response from many areas of the faculty; we are planning for other assessment sessions on March 14, 15, 16; faculty have been given release time to visit and question areas that are behind in assessment. We have more classes, fewer people and we are doing the best we can.

**Merritt** – Ann reports that they have been working on putting their programs on Maps and those are going to be published in a Mapping Primer (African American Studies, Business Administration Program and ADJUS (Administration of Justice); they are documenting the work in TaskStream; 86% of courses have SLOs and they are working to get plans and assessments entered; departments are looking at their degrees and courses and are determining which courses they will assess over the 3 year program review cycle; they are working to get catalog supplements printed with program outcomes; 17 programs have program outcomes in TaskStream; we are moving forward to document the work of assessment.

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### c. Smart Classrooms Project (District Wide)

**Tabled till next meeting.**

**d.) BOT Policies/AP Review**

See number V below
### e.) Treasurer’s Report

$27,000 on books; Each campus got $6,000 at beginning of year; so right now Alameda has $4,300, BCC has $3,398.44, Laney has $4083.41 and Merritt has $4,475.03 for rest of year. A way to use all the money up is to prepay the registrations for events. Individual college senate presidents have the responsibility not to go over budget - use the “not to exceed number” as a guideline  
This year the State Spring Plenary is in San Francisco, so you can commute or stay in Millbrae. Maybe we can get cheaper rates if you register early online. Going over the Travel Forms - in expense per diem rates, make sure that Total DOES NOT exceed **recommended amount**. Who signs and who approves - Supervisor/DAS Secretary.  
Joseph’s Email mentioned the following 3 items:  
1.) Some Hotels will give Tax Waiver for State Employees or may have negotiated Special Peralta rates.  
2.) All Meals need receipts; if a large group eats together - it is sometimes hard to get separate checks.  
3.) When crossing bridges using FastTrak there is no receipt.  
Bob Grill moved that a Resolution to get changes in the reimbursement procedures that take the above three issues into account. Bob Grill further volunteered to take the resolution to the Budget and Planning Council for potential action and implementation. Tae-Soon Park seconded the motion and it was passed unanimously.

### V. BOT & District Administrative Center (DAC)

#### a. BOT Policies and Administrative Procedures Reviews and Recommendations

Revisit on 2-21-12 after Karolyn sends us all the BPs and the APs. Please let Karolyn know if you object to anything in either in the APs or BPs **before next meeting 2-21-12**.

#### b. PeopleSoft Resolution Team Update

Tabled until next meeting.

#### c. District Education Committee (DEC) Request

Debbie explained that the District Ed Committee wants to develop a District wide Student Success Task Force. The DEC moved and seconded a Resolution to do that. This Task Force would look at the Statewide recommendations and look also at what we already have at our campuses, ways of sharing those successes and highlighting areas to move forward. The DEC asked the Academic Senates in each college to forward instructional and non-instructional (Student Services) faculty members to serve on the Task Force. Debbie and Karolyn asked for 3 representatives from each college - 2 from the instructional side and 1 from services side. Karolyn and Debbie will serve as co-chairs. First meeting will be on March 1st, 3-5 PM in District Board Room.
e. District Facilities Committee (DFC) Security Surveillance Project

Cameras in Classrooms - Pieter said that it was presented at the Facilities Meeting. Vice Chancellor Ikharo said that they will increase the bandwidth of the network for the cameras so that they do not interfere with the Internet bandwidth. The cameras will not operate during classroom meetings. A controlling computer will be programmed to only turn on the cameras when classes are not in session. Will there be an increase in fiber optic capacity? Probably not - virtual networks may exist on same wires - what about phones - we want to make sure that security doesn’t take bandwidth from the academic side of the organization. The Academic Senate will be consulted before final implementation. Is this going to impact our future need and use of bandwidth? We need an agreement about the division between Academic, Security, and Phone bandwidth needs.

Bob Grill moves that we should invite Chief Administrative Officer Tony Tortorice to discuss this matter with the District Academic Senate.

f. District-wide Financial Aid Delivery System

Karolyn reports on HigherOne, the new disbursement system for financial aid that VC Ng says is a work in progress. This is a debit card system that lets students access their financial aid moneys. E-mails have said that this will be delayed until programming issues can be resolved.

Bob Grill mentioned that due to inadequate distribution of funds, one financial aid student was evicted from her apartment and she and her three children spent Xmas in a shelter. We need an Ombudsman in Financial Aid to prevent emergencies and crises from happening and to provide a safety net. Students need to know that there is someone to go to if things don’t work. There should be some kind of recourse if the system breaks down.

Bob Grill suggests that the Academic Senate has serious concern and wants to withhold approval of Financial Aid Process unless there is some safety net for student Financial Aid Disbursement. Counselors should also be accountable to tell students about this information at their first meetings. Debit cards should be distributed physically to students with picture ID required NOT mailed to students at their hopefully current address. We should be emulating the Kaiser system that constantly confirms patient’s valid address.

g. Planning and Budgeting Council (PBC)/Vice Chancellor, Finance and Administration (VCFA) Response to International/Non-Resident Fees Use Inquiry

Pieter discussed changing the distribution of International and out of state students fees back to the colleges. When he was at the last Planning and Budget Council, the International student issue was discussed and a formula was adopted and it was decided that out of state students should be included in this formula. Pieter used numbers from the BI tool and from the tables that Ron Gerhard emailed us and when he put these numbers into the formula only $160,000 would be allocated to the 4 colleges; only about 3.7% of the $4.1 million dollars generated by those same 4 colleges. The rest would go into the general fund.

We should ask the PBC to revise the formula for International Students allocation to the Colleges so that it is fair - based on FTES rather than head count. Karolyn suggested that we talk to Ron Gerhard about this and put it back on the PBC agenda.
**VI. ASCCC Area B Representative Updates (John Drinnon)**

Class Repeats (both Faculty and Students need to be informed of this) - students cannot take class more than **3 times** to make up for an F or a W; this is crucial if it is a course that they need to continue their studies (like English 1A, etc.). Classes can be taken once and then only TWO repeats for a total of three shots at it. Faculty needs to know the number of times each student is tasking a course. **Due to PeopleSoft student need to petition for taking the class over.** Activity, Community or Art Type Repeatability - Chancellor’s office says hold off on Curriculum. Many Stand-alone courses - not part of a particular Program are coming in with wrong TOP codes; Colleges need to clean up act according to TOP codes. Students need to create an Ed-Plan going in and mandatory matriculation is required even before assessment. This may require a lot of money and where is that money going to come from. Half of students in the CC system bet BOG fee waivers and these BOG (Board of Governors) fee waivers are going to be monitored more closely. If the student gets a “D” average the waiver will be withdrawn. Outcome based funding doesn’t have much support in Legislature and the State Academic Senate is strongly opposed to it. The State Academic Senate is working on a list of priorities for the State Student Success Task Force Recommendations. We sent out a survey to the Executive Committee members asking their opinion on the individual recommendations; we have a sense of how the Executive Committee feels - Some of us on the Exec. Com. want to take a strong stand against certain issues but there is no will from the leadership to help us do that. Although we are going to be working to support and implement certain things that we think are good, some of us want to work against things that we think are not good but we seem to have no support for that.

Names on resolutions - we have a democratic process - Jon wants to protect this process - names will be at bottom instead of on top.

**VII. New Business/Announcements**

Mariella requested that we discuss students having access to Library at night and on weekends. Bob Grill suggested shifting resources at the college level.

**VIII. Adjournment**

Adjourned at 5:15 PM

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**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.