PERALTA COMMUNITY COLLEGE DISTRICT  
District Academic Senate  
November 1, 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:  
Ed Jaramillo, Tae-Soon Park

Guest(s):  
Dr. Deborah Budd

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<tr>
<th>AGENDA ITEM</th>
<th>SUMMARY OF DISCUSSION</th>
<th>FOLLOW UP ACTION</th>
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<tr>
<td>I. CALL TO ORDER</td>
<td>Meeting was called to order at 3:00 p.m.</td>
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<td>II. APPROVAL OF 09/20/11 MEETING MINUTES</td>
<td>The District Academic Senate (DAS) approved the October 04, 2011 meeting minutes and tabled the approval of the October 18, 2011 meeting minutes.</td>
<td>The DAS recommends that the issues identified by the Smart Classroom Temporary Workgroup are resolved before the Peralta Community College District ends the contract with the Smart Classroom Project contractor.</td>
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| III. STANDING ITEMS                  | Swiencicki reported the following:  
✓ Smart Classrooms Project District Wide  
   - As promised by Dr. Sadiq Ikharo during his last visit to the DAS, the item that prevents the fans from making noise has been installed.  
   - A small working group to oversee the Smart Classroom Project and resolve the issues surrounding the project has been formed. They are still currently working on the list of requests from faculty. Grill reminded everyone that the contractor’s contract will end soon.  
   - Black expressed her concern that Merritt College is not represented in the Smart Classroom Temporary Working Group.  
   - The DAS asks if there is a maintenance contract for this project. |
|                                      | Accreditation Reports Updates  
  Dr. Deborah Budd, Vice Chancellor of Educational Services, reported the following:  
  - Every campus is involved in creating the responses or the mid-year report due to the Accrediting Commission on Community and Junior Colleges (ACCJC).  
  - VC Budd’s office is working closely with the Strategic Management Team (SMT) and the Accreditation Liaison Officers (ALOs) at each college to ensure that every one understand ACCJC Recommendation # 5, which states “While evidence identifies progress, the District/Colleges have not achieved compliance with Standard III.D and Eligibility Requirements #5 and #17. |

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| BOT Policies and AP Review | Specifically the District/Colleges do not demonstrate the fiscal capacity to adequately support student learning programs and services. Therefore, in order to meet Standards and Eligibility Requirements, the District/Colleges must evaluate the impact of financial decisions on the educational quality and implement actions to resolve any deficiencies.”
✓ Van Putten presented the document entitled “proposed Timeline for Developing, Approving and Submitting the Response” and noted that the timeline cannot and should not be adjusted. Based on the timeline, it seems as though that the PCCD is already behind. |
| **Student Learning and Service Area Outcomes Assessment** | The following were discussed:
✓ VC Budd’s office will create a Google Doc for the draft of the Administrative Procedure 4021. All edits from the DAS will be made and tracked through the Google Docs. The link will be sent to all members of the DAS.
✓ The DAS approved the following BPs: BP 4025, BP 4040, BP 4050, BP 4070, BP 4100, BP 4226, BP 4231, BP 4260, BP 4300, and BP 5055. They would like to hold off on approving AP 4021 and BP 4020. |
| **BOT & DISTRICT ADMINISTRATIVE CENTER (DAC)** | A District-Wide Service Area Outcomes Summit will be held on November 17, 2011. All the administrators in each service area were invited to the Summit. It was also noted that Alexander a training video on Task Stream, which is posted on YouTube. |
| **International/Non-Resident Fees** | The following were discussed:
✓ The document entitled “non-Resident Student Fee Analysis” was presented.
✓ Some of the DAS members are questioning whether the revenue from this fund is distributed to each of the four colleges. Bielanski explained that around $1.5 Million of this revenue is allocated to the International Education Office, and the remaining goes to the General Fund. Bielanski also reported that Mr. Ronald Gerhard, Vice Chancellor of Financial Services, proposed that this fund be a part of the Budget Allocation Model. The Planning and Budgeting Integration Council will discuss this matter in their following meeting.
✓ The DAS questioned why does it take $1.5 Million to run the International Education Office. |
| **Manual of District Functions** | Bielanski reported that there will not be an updated Manual of District Functions for this year. |

Van Putten will ask a detailed expenditure of the International Education Office and the office’s future plans.

Van Putten will ask Chancellor Wise Allen to request for the updated organizational charts for each unit.
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<th>PCCD IT Strategic Plan Draft</th>
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|   | Members of a group from the District Technology Committee will be collaborating with Mr. Tony Tortorice, Chief Administrative Officer of the Technology and Information Systems, to determine what should the IT Strategic Plan Draft. No meeting has yet been called, so no edits have been made to the draft. 
\>
The IT Department has a top ten priorities work list. The customization of the PROMT System is on that list. |

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<th>FCMAT Peralta Fiscal Review Report</th>
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<td>The FCMAT Peralta Fiscal Review Report was disseminated.</td>
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### V. PRESIDENT’S DIALOGUE AND DISCUSSION

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<td>Black asked if other colleges are planning to form an Ethics Committee, as Merritt College has plans of forming one.</td>
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<td>Alexander volunteered to update and manage the DAS Website.</td>
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### VI. OTHER ITEMS

### VII. ADJOURNMENT

The meeting adjourned at 5:05 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