**PERALTA COMMUNITY COLLEGE DISTRICT**  
District Academic Senate  
Tuesday, November 6, 2012  
PCCD Board Room

Present: Karolyn van Putten (President), Bob Grill (Vice-President), Tae-Soon Park (Treasurer), Cleavon Smith (Secretary), Joseph Bielanski (Past President), Denise Richardson (Laney College), Katherine Kocel (Berkeley City College), Evelyn Lord (Laney College), Jon Drinnon (Merritt College), Ann Elliot (Merritt College), Ed Jaramillo (College of Alameda), Carol Johnson (College of Alameda)

Absent:

Guest(s): Wendy Franklin Coordinator of DSPS (Berkeley City), Ron Nelson, Dr. Eric Gravenberg (VPSS Merritt College)

### AGENDA ITEM

<table>
<thead>
<tr>
<th>AGENDA ITEM</th>
<th>SUMMARY OF DISCUSSION</th>
<th>FOLLOW UP ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I. CALL TO ORDER</strong></td>
<td>Meeting called to order at 3:08.</td>
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<td>Introduction of guests.</td>
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| **II. APPROVAL OF MEETING MINUTES**             | Lord moved to approve 16 October minutes, Richardson seconded. 9 yes, 2 abstained.  
Van Putten moved to approve the 2 October minutes, Drinnon seconded. 9 yes, 2 abstained.                                                                 |                                                                                  |
| **III. ORGANIZATIONAL BUSINESS**                |                                                                нев  
Membership Changes and Sidebar revisions                                                                                                                                                                          |                                                                                  |
| **IV. STANDING ITEMS:**                         | Treasurer’s Report  
- Six faculty going to Fall Plenary.  
- Still no confirmation of DAS budget.  
BOT Policies and AP Review/Recommendation/Updates  
- BP 2510 –  
- BP 4030 – DAS reviewed a draft of the policy in the previous year, approved it and sent it through the process for Board approval at which time it was pulled before it was voted upon. Four college presidents recommended resending the policy to the board with a reference to the AAUP document from which the policy was informed.  
- BP 5300 and AP 5300 – New policy and procedure for Student Equity.  
- BP 5500 and AP 5500 – BP 5500 replaces two previous Board Policies and separates out procedures. In 2010-11 all four colleges participated  
J. Bielanski will contact General Counsel to verify that all colleges are using the same form with language consistent to the procedure in regards to AP 5530. |

| **Smart Classrooms**                             |                                                                                      |                                                                                  |
| **Treasurer’s Report**                           |                                                                                      |                                                                                  |
| **BOT Policies (BP) and AP Review/Recommendatio**|                                                                                      |                                                                                  |
| **Student Learning and Service Area Outcomes Assessment** |                                                                                      |                                                                                  |
| **Peralta Student Success Task Force (PSSTF) Update (Smith)** |                                                                                      |                                                                                  |

Page 1 of 5
| Project District-wide | in the consultation to correct confusing language and procedures. The draft of AP 5500 contains the same procedures that are already in existence.  
• AP 5530 – T. Park noted how the form on campus states “90 business days” not “90 calendar days” as in the procedure.  
• AP 7211 – Replace 3.26, but should be names as AP7122 as stated in AP7121 |

Drinnon moved to approve BP 4030, Lord seconded. Unanimously approved.

Drinnon moved to accept the remaining policies and procedures. Unanimously accepted.

| V. BOT WATCH & DISTRICT ADMINISTRATIVE CENTER (DAC) UPDATES |
| ✤ District Technology Committee Updates |
| ✤ Boarc of Trustees Special Workshop on 10/26/12 – 10/27/12 (Chancellor Ortiz) |

| VI. FOR DISCUSSION: |
| ✤ Collaborative Strategies for Serving DSPS Students |
| ✤ Curriculum Currency (Drinnon) |
| ✤ Laney Resolution re PBIM Agenda Distribution (Lord) |
| ✤ Mandatory Online Orientation |
| ✤ Resolution regarding program review schedule vis-à-vis ACCJC Self Evaluation |

Collaborative Strategies for Serving DSPS Students

• Van Putten provided context for the invitation of Dr. Gravenberg and other DSPS professionals.
• Dr. Gravenberg sharing the feedback from students in R. Nelson’s focus group.
• R. Nelson suggested that when talking with students who are complaining about services, the student is directed to the complaint process.
• Gravenberg asks how do we formalize and standardize the process of serving the students.
  o Training: Look into a District Flex day activity to help faculty understand the services provided for students as well as the support and resources available to faculty.
• W. Franklin shared how the process for serving students is very decentralized. Other comments were:
  o Coordinators across the district get together, but there is only one full-time coordinator.
  o No centralized management system across the district.
  o Stressed the “Disability” statement in the syllabus.

W. Franklin will distribute “boiler plate” language to include in class syllabi.

E. Gravenberg will give a report on the pricing and implementation of SAM.

College Senate presidents will share Laney Resolution with colleges and bring back to the next DAS for formal DAS resolution.
• SAM: Student Accommodation Manager
  o Secured database system developed at Georgia Tech and used in the CSU system that the Chancellor's Office is interested in piloting in the district.
  o Not just a reporting tool, but could also serve as a predictive model.
• R. Nelson shared a draft of the “Students with Disabilities in Your Classroom: Faculty and Student Responsibilities and Rights,” a draft of the “Ensuring Equal Educational Access to Students with Disabilities” Workshop tentatively scheduled for 16 November 2012, and a copy of the Student Satisfaction Survey of the Disability Services Program at Merritt College.
• E. Gravenberg’s suggestions for moving forward:
  o Flex Day activity contextualized and addressing the needs of the students in our classrooms.
  o Standardization (SAM)
  o Qualitative delivery of service

Curriculum Currency
• Drinnon noted that CurricuNet is not current because procedures for clearing the classes once approved by the Board are not completed.
  o The recommended Curriculum Specialist would be able to stay on top of updating CurricuNet and approving the courses but would not be able actually to approve the courses.
  o E. Lord moved to recommend that DAS asks Curriculum Chairs and S. Queen work out a process of maintaining curriculum currency. Kocel seconds the recommendation. E. Jaramillo recommended adding VC of Ed Services.
• Course deactivation: Once a course is deactivated it goes up to the State for deactivation. What happens if it is a common course across the district and one college deactivates the course does it go to the state?
  o The state does approval separately even though there is common course numbering, so the answer to the question is “Yes.”
  o When a course is “suspended” it doesn’t have to go to the State though.
  o CIP-D has the issue of course deactivation on the December agenda.
• The point that programs can be suspended as opposed to deactivated raised the question “How does a college do this if CurricuNet doesn’t
### Laney Resolution re PBIM Agenda Distribution
- Laney Senate resolved that the district PBIM committees are proactive in sharing the agendas.

### VII. FOR CONSIDERATION:
- DAS Original Constitution Revision Rationale and Process
- "5 Professional Development Tips for OER" (THE Journal)
- "Help Wanted 2012: Addressing the Skills Gap" (Institute for a Competitive Workforce)

### VIII. (Continuation) REQUIRING SENATE ATTENTION FOR AY2012-13
- Maintaining curriculum integrity while downsizing course offerings
- Establishing ongoing communication/information sharing with discipline dialogues
- College program discontinuance procedures
- Support for using/developing Open Education Resources (OER)

### IX. NEW BUSINESS/ANNOUNCEMENTS

### X. ADJOURNMENT
Richardson moved to adjourn, Drinnon seconded. Meeting adjourned at 5:01.

Abbreviations:
- DAS – District Academic Senate
- PCCD – Peralta Community College District

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.