Present: Karolyn van Putten (President), Tae-Soon Park (Treasurer), Joseph Bielanski (Past President), Evelyn Lord, Jon Drinnon, Denise Richardson, Mariella Thanning, Ann Elliot

Absent: Carolyn Johnson, Ed Jaramillo, Bob Grill

Guest(s):

<table>
<thead>
<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>
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<td>II. APPROVAL OF MEETING MINUTES</td>
<td>Minutes approved as amended. Richardson 6 Ayes. 1 Abstained.</td>
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<td>III. STANDING ITEMS:</td>
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<td>Van Putten will include in her communiqué to all administrators the DAS motion for administrative oversight of the inclusion of SLOs on instructors’ syllabi.</td>
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<td>❖ Treasurer’s Report</td>
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<td>❖ Accreditation (Report and Updates)</td>
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<td>❖ DAS President’s Report to the BOT</td>
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<td>❖ Student Learning, Service Area &amp; Administrative Unit Outcomes Assessment (ACCJC/Accreditation Updates)</td>
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<td>❖ Smart Classrooms Status District-wide</td>
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<td>❖ Peralta Student Success Task Force (PSSTF) Update (Smith)</td>
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<td>❖ BOT Policies (BP) and AP Review/Recommendation/Updates</td>
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Treasurer’s Report
- The full budget for AY $43,135.
- Travel budget for AY $31,992.
- Treasurer provided the current balance of the budget and requested Spring Plenary travel requests by 11 March 2013.

Accreditation (Report and Updates)
“Lessons Learned” from Academic Senate of the California Community Colleges’ Accreditation Institute, 8-9 February 2013
- Lord cited that at a number of the breakout sessions highlighted the differences between the colleges that have trouble with accreditation and those that don’t.
- Elliot recalled widespread involvement as a trait of the colleges in better standing.
- Van Putten remarked that modeling Cuesta College’s Accreditation “Spark Notes” could be in Peralta's best interest.
- Richardson noted style of leadership—leaders who utilized the expertise of many individuals rather than having a limited number of individuals involved—set some colleges apart.
- Van Putten referred to the two different occasions in
which ACCJC representatives gave guidance on the issue of the responsibility to ensure that SLOs are included on syllabi. In one instance a rep stated that deans were responsible for ensuring that SLOs are included on all syllabi, and in the other instance that “institutions” were responsible for ensuring that SLOs are included on all syllabi. Both of which van Putten interpreted as administrative responsibility.

- Drinnon remarked how the ACCJC representatives’ responses reflect the DAS motion from 5 February 2013.
- Richardson shared how Laney AS has engaged in discussion about a syllabus template. Bielanski added that articulation with UCs and CSUs demands that the “content” covered be standardized.
- DAS also recognized the potential union issue with mandating SLOs be included on ALL syllabi.

DAS President's Report to the Board of Trustees
- President Van Putten requested that the college representatives send items to include in her report.

Smart Classroom Status District-wide
- PFT has requested information regarding the cameras from Vice Chancellor Ikharo which he has yet to deliver.
- DAS discussed the need for better maintenance of the equipment in smart classrooms.
- Van Putten noted that the status and number of smart classrooms are satisfactorily progressing at Alameda, Laney or Merritt.

IV. BOT & DISTRICT ADMINISTRATIVE CENTER (DAC)
- District Technology Committee Updates
- Planning and Budgeting Council Updates (Bielanski)

V. FOR DISCUSSION AND/OR INFORMATION:
- Resolution regarding program review schedule vis-à-vis ACCJC Self Evaluation
- Oracle Grade Book Presentations/Product Demonstrations

Oracle Executive Grade Book Presentation/Product Demonstration
- Van Putten reiterated that Peralta owns the Oracle Gradebook module and that the demonstration is a part of the planning to implementation rather than a “training”

Van Putten will invite Counseling Chairs to DAS meetings.
- Van Putten’s note to faculty via email:
  - There will be additional demonstration/presentation opportunities for faculty to attend,
  - Facilitators will record a demo/presentation (to be scheduled at a future date that accommodates more faculty presence) for on-demand viewing,
  - Facilitators will be available to respond to faculty inquiries after viewing the presentation, and,
  - The functionality of the Gradebook module can be configured to serve our needs. Those needs will be determined, in part by the responses of faculty members who participate in or view a demonstration/presentation.

“Grit” and Student Success
(http://blogs.kqed.org/mindshift/2012/10/how-important-is-grit-in-student-achievement#more-24110)
- Bielanski brought up as a question to consider “how do we engage students outside of the classroom and gave examples of missed opportunities for engaging with students.”
  - Elliot suggested that we look at what students have accomplished.
  - Drinnon highlighted that the staffing required to follow up on mandatory orientation and SEPs is insufficient.
  - The idea of faculty advising was a thread that came through the DAS conversation on “Grit” and “Student Success (Re)defined.

### VI. FOR CONSIDERATION
- **CURRICULUM REVIEW STRATEGIES, PROCESSES, OUTCOMES**
- **AUTOMATIC AWARDING OF DEGREES (SMITH)**
- **DAS ORIGINAL CONSITITUION UPDATE RATIONALE AND PROCESS**

Automatic Awarding of Degrees
- Smith shared details from his conversation with Sheryl Queen regarding a request from the BCC senate to look into the details for running a “beta” for auto-awarding degrees. In the conversation, Ms Queen explained how the current iteration of Passport would not allow for any such beta but that she expects something of the kind may be available after the upcoming Passport updates. As an idea in the meantime, Ms Queen noted that Laney College asks her for a report of all students with 45-degree applicable
units in order to contact those students and inform them that they may be eligible for graduation.
- DAS discussed the possibility of using the Oracle Gradebook and its “Academic Advising” feature as a possible tool for any future auto-awarding of degree models.

VII. (Continuation) REQUIRING SENTATE
ATTENTION FOR AY2012-13

- College program discontinuance procedures
- Maintaining curriculum integrity while downsizing course offerings
- Establishing ongoing communication/information sharing with discipline dialogues
- Support for using/developing Open Education Resources (OER)

VIII. NEW BUSINESS/ANNOUNCEMENTS

IX. ADJOURNMENT
Meeting adjourned 4:56.

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.