PERALTA COMMUNITY COLLEGE DISTRICT  
District Academic Senate  
Tuesday, March 5, 2013  
PCCD Board Room

Present: Karolyn van Putten (President), Bob Grill (Vice-President), Tae-Soon Park (Treasurer), Cleavon Smith (Recording Secretary), Joseph Bielanski (Past President), Jon Drinnon, Denise Richardson, Mariella Thanning, Ann Elliot, Ed Jaramillo

Absent: Carolyn Johnson, Evelyn Lord  
Guest(s): Ron Gerhard (Vice Chancellor of Finance, District Office) Greg Valentine (Director of Risk Management, Department of General Services), David Betts (Director of Human Resources, District Office), Marco Menendez Dean of Instruction, Laney College), Steve Cohen (Executive Vice President, Laney College), Kathy Ma (Laney College), Martha (Ann) McMurdo, (Laney College), Trulie Thompson (College of Alameda), Amy Bohorquez (Laney College and CIPD Co-Chair), Nina Troung (Laney College)

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<tr>
<th>AGENDA ITEM</th>
<th>SUMMARY OF DISCUSSION</th>
<th>FOLLOW UP ACTION</th>
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<td>I. CALL TO ORDER</td>
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| II. APPROVAL OF MEETING MINUTES | Richardson moved to approve the 19 February 2013 minutes as amended; Drinnon seconded.  
8 Ayes. 2 abstained. | |
| III. STANDING ITEMS: | Treasurer’s Report  
- Campus budgets have increased and are reflected in the latest report.  
- Registration, travel request forms for Spring Plenary are due by 11 March for processing on 12 March. | In regards to DAS President Report to the BOT  
Van Putten will request from Vice Chancellor of Education Services an analysis of student success with respect to class size in courses with large number of sections offerings. |
| - Treasurer’s Report  
- Accreditation (Report and Updates)  
- DAS President’s Report to the BOT  
- Student Learning, Service Area & Administrative Unit Outcomes Assessment (ACCJC/Accreditation Updates)  
- Smart Classrooms Status District-wide  
- Peralta Student Success Task Force (PSSTF) Update (Smith)  
- BOT Policies (BP) and AP Review/Recommendation/Updates | DAS President’s Report to the BOT  
- Van Putten shared the details of the conversation at the BOT meeting regarding class size.  
- Drinnon noted that recommended class sizes are already listed on the Course Outlines of Records.  
- Grill brought up the issue of adjuncts feeling “forced” to take a greater number of students in order to ensure their rehire. | |
| | BOT Policies (BP) and AP Review/Recommendation/Updates  
- Grill moved to approve the change from four to two years for the time period students have to challenge a grade in AP 4231 I.E. Park seconded. Unanimously approved. | |

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<th>IV. BOT &amp; DISTRICT ADMINISTRATIVE CENTER (DAC)</th>
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<tr>
<td>❖ District Technology Committee Updates</td>
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<td>❖ Planning and Budgeting Council Updates (Bielanski)</td>
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<th>V. FOR DISCUSSION AND/OR INFORMATION:</th>
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<td>❖ Scheduling the Oracle Executive Grade Book Presentations/Product Demonstrations</td>
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<td>❖ Student Support (Re)define (RPG Report) and Student Success</td>
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<td>o Overview/Framework</td>
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<td>o Two Discussion Questions: DIRECTED</td>
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<td>- How does your college help students find direction—both inside and outside the classroom?</td>
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<td>- What resource and tools do faculty, counselors and other students services professionals need in order to incorporate activities at the course level that help students develop direction?</td>
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<th>New Job Description: Director Student Activities and Student Life</th>
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<td>- Drinnon asked Director Betts why the decision to make the position a management position rather than a classified position or faculty position and why this decision didn’t go through the normal campus processes.</td>
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<td>o Director Betts replied that the position was discussed among the Chancellor and College Presidents after a council of the four colleges Associated Students (Peralta Student Council) had made the request.</td>
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<td>o Dean Menedez shared the Peralta Student Council was asked to reflect on the details of the position responsibilities and research which classification of employee would best serve the students. The council were concerned that a faculty member could not be around when classes were not offered (10-month contract concern). They wanted someone during non-instructional times. They then discussed factors between management versus classified. They wanted someone as an OMBUDSMAN. They made inquiries about support staff for the position. They are hoping that a director could make the case for having support staff easier than a classified position.</td>
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<td>o Bielanski asked Director Betts how do we remove the conflicts noted in bullets of “Examples of Essential Duties” that conflict with faculty responsibilities.</td>
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<td>▪ Betts replied that HR doesn’t wish to put out a job description with these types of conflicts.</td>
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<td>o Grill concerned that the person could be reassigned to tackle other campus responsibilities as the draft of the position reads.</td>
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<td>o Betts asked what Minimum Qualifications would this position have if it were a faculty position.</td>
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<td>▪ DAS members replied that it seemed most appropriate to be a counseling position.</td>
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Van Putten will invite Student Trustee Cervantes to meet with DAS and discuss student perspective of position details.
- Vice Chancellor Gerhard shared that the positions would be an augmentation of the college’s budget.
- Richardson asked Dean Mendez if the students had any other issues other than the 10-month contract about the position being a faculty member. DAS agreed to ask Student Trustee Cervantes to the next DAS meeting.

**Student Support (Re)Defined (RPG Report) and Student Success**

**Question 1 Discussion**

- Thompson shared COA’s Fabulous Friday and BCC’s Mega-day as examples of colleges in the district attempting to make orientation on-going rather than a one-time event.
- Thompson asked how can we help students feel engaged, valued, etc. if we ourselves don’t have it first.
  - Bielanski replied that we need to change the college culture to address Thompson’s question.
- DAS agreed to continue the discussion of the RP Group Report in upcoming meetings.

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<th>VI. FOR CONSIDERATION</th>
<th>CIPD Co-chair shared Laney’s 6-year cycle of curriculum review: <a href="http://www.laney.edu/wp/curriculum-committee/curriculum-review-process/">http://www.laney.edu/wp/curriculum-committee/curriculum-review-process/</a></th>
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| ❖ CURRICULUM REVIEW STRATEGIES, PROCESSES, OUTCOMES | - Grill raised a concern about a lack of clarity regarding whose responsibility it is to review and correct the coding of courses.  
- DAS expressed appreciation of the presentation of the Laney 6-year cycle. |

| VII. (Continuation) REQUIRING SENTATE ATTENTION FOR AY2012-13 | **Ventura County**  
❖ 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 | **Risk Management: Alertify system**  
Director Valentine alerted DAS of a potential gap in the Alertify system. |
system. The system alerts all students via text messages, but noted that some instructors have classroom policies that require students to turn off their cell phones completely.

- Grill expressed concern for a need for context and balance when assessing and planning risk management.
- Drinnon added an appreciation for Mr. Valentine’s visit and a desire discuss plans prior to implementation.

### IX. ADJOURNMENT

Meeting adjourned at 5:04.

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.