PERALTA COMMUNITY COLLEGE DISTRICT  
District Academic Senate  
Tuesday, November 19, 2013  
PCCD Board Room

Present: Karolyn van Putten (President), Cleavon Smith (Vice-President), Tae-soon Park (Treasurer), Trulie Thompson (Recording Secretary), Joseph Bielanski (Past President), Lisa Cook, Jon Drinnon, Eric Gerlach, Evelyn Lord, Myron Jordon, Katherine Kocel, William Andrews

Absent: Marta Zielke

Guest(s): Adela Esquivel-Swinson (Interim Associate Vice Chancellor, Student Services and Registrar), Aisha Williams (ERP Project Manager), Mark Wilson

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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 called to order at 2:10pm.</td>
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<td>II. APPROVAL OF MEETING MINUTES</td>
<td>Minutes approved unanimously.</td>
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<td>III. STANDING ITEMS:</td>
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<td>❖ Treasurer's Report</td>
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<td>❖ Accreditation (Reports and Updates): Student Achievement Data from VCES</td>
<td>- Treasurer T. Park distributed budget balance to date.</td>
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<td>❖ DAS President Report to the BOT: Board Planning Retreat, 11/12/13</td>
<td>- Fall Plenary travel forms are due as soon as possible to Laura Leon-Maurice in Office of Ed Services.</td>
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<td>❖ Learning, Service Area &amp; Administrative Outcomes Assessment</td>
<td>- Senators wishing to attend the Academic Academy or Accreditation Institute need to submit documents by Dec. 10.</td>
<td>Senators attending the Academic Academy or Accreditation Institute submit Travel forms to Laura Leon-Maurice by Dec. 10.</td>
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<td>❖ Interactive Learning Environments [Smart Classrooms] Status District-wide</td>
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<td>❖ Peralta Triple SP (3SP) Update: Proposed Membership (Esquivel-Swinson, Thompson)</td>
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<td>❖ BOT¹ Policies (BP²) and AP² Review/Recommendation/Updates/Proposed revisions</td>
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| BP 7120 Recruitment and Hiring | AP 7121 Faculty Hiring (rev) | |

Accreditation (Reports and Updates): Student Achievement Data from VCES
- Peralta Facts 2013, a report with disaggregated student achievement data was made available through the Office of
Educational Services.

- Discussion regarding whether Peralta Facts meets accreditation needs of the colleges.
  - Question regarding title of the documents; doesn’t quite match the data.
  - Colleges are accredited individually, but Peralta Facts does not easily allow for campuses to identify data by college.
  - Question whether there are previous copies of Fact Books to allow for comparison; can Peralta Facts provide the same format as previous versions?

- At the last DAS meeting, a motion was passed expressing the necessity of Fact Books to meet the need of Accreditation purposes. In response, the Office Educational Services provided the Peralta Facts 2013. The DAS requests that campus-specific Fact Books be created, modeled after previous versions of the Fact Book, and be disseminated as soon as possible to assist colleges with the work being done on their Self-Evaluation.

- Motion passed unanimously.

DAS President Report to the BOT: Board Planning Retreat, 11/12/13

- Discussion regarding the OZ principle
  - Includes accountability and cultural change in organization.
  - Part of that change was never saying “it’s not my job” but helping students find the answer to their questions.

- Discussion regarding Professional Development
  - How do we deliver professional development in a way that is not just about sharing content?
  - How do we engage in the content?

Submit Motion to Chancellor Ortiz requesting that campus specific Fact Books be distributed as soon as possible, using previous versions as examples.
- Training needs to go further than just the people who received it; needs to engage people in process; reporting or sharing it is not sufficient, you need actual integrate it into the daily work being done.
- If we institutionalize change, it needs to be made part of institution.
- Is there consideration for student involvement in the cultural change?
- Recommendation that if consultants are hired to do training that they demonstrate they have the capacity to know the needs of their audience.

**AP 7121 Faculty Hiring**

- Tabled until Dec. 5th meeting.
- Suggestion was made to include a summary of changes.

**IV. BOT & DISTRICT ADMINISTRATIVE CENTER (DAC)**

- District Technology Committee (DTC)
- District Facilities Committee (DFC)
- District Education Committee (DEC) AY 2013-14 Goals, DAS Recommendations
- Planning and Budgeting Council (PBC) AY 2013-14 Goals
- PeopleSoft/Oracle IT Projects (Williams)

**President v. Putten to inquire about follow-up of Oz Principle training.**

**AP 7121 to be reviewed at Dec. 5th meeting.**
V. FOR DISCUSSION AND/OR INFORMATION:
- ASCCC Fall Plenary
- DAC Culture Track Training (The Oz Principle)
- DAC Culture Track Training (The Oz Principle)
- DAS Goals Google Doc (Smith)
- Online Certification for Online Instruction (Smith)
- Faculty evaluations, self-evaluations, teaching portfolios
- Student Support (Re)Defined (RPG Report) and Student Success (relevant to SSSP – Triple SP)
- Suggestions for Action: Faculty, including counselors
  - Follow up Discussion Item: DIRECTED and FOCUSED
  - Providing discipline-specific guidance and advising as part of class structures

DAC Culture Track Training (The Oz Principle)
- Behavior “above and below the line”, changing culture from negative to positive.
- Be proactive; not just bemoan cycle about what can or cannot change, but ask what else can I do?
- Takes approximately 4 years for institutions to change.
- Faculty need to hear message but should be a time when faculty are available and present.
- Ongoing training process for entire district, starting with faculty on flex day in January.

Online Certification for Online Instruction
- Question regarding current process and how can we can ensure that faculty who teach online have some certification to deliver classes online.
- Discussion about recommending staff development funds to support instructors in obtaining appropriate certification and training.
  - AP 4105 addresses certification necessary before being scheduled to teach online courses.
  - An Online Teaching Certificate is available in our District but classes are taught over multiple semesters.
  - @One offers online teaching courses in modules.
  - C. Smith and L. Cook will review AP 4105 and propose suggestions for revisions, if necessary.

VI. FOR CONSIDERATION
- Accreditation matters: Curriculum Review Strategies, Processes, Outcomes

VII. Revisit and finalize Senate Goals for AY2013-14 (proposed):
- Student Support (Re)Defined and Student Success faculty initiative(s) (DAS Task Force)
- Support for using/developing Open Education Resources (OER)

Student Support (Re)Defined and Student Success faculty initiative(s) (DAS Task Force)
- Suggestion to use Strategy Guide recommended by RP Group.
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<th>All college program discontinuance procedures in place</th>
<th>Support for using/developing Open Education Resources (OER)</th>
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<td>Maintaining curriculum integrity</td>
<td>- Average price of books for students taking 15 units. ($650 dollars each year; 1100 per year)</td>
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<td>Increasing the number of full time faculty</td>
<td>- Need to develop strategies for reducing cost of textbooks.</td>
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<td>Establishing ongoing communication/information sharing with discipline dialogues</td>
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### VIII. NEW BUSINESS/ANNOUNCEMENTS

**Chief of Operations Job Description**

- Board is in favor of position.
- Question regarding whether other comparable Districts have similar position.
- Where does this person fit in decision making process?

### IX. ADJOURNMENT

Meeting adjourned at 4:00pm

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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:

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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.