PERALTA COMMUNITY COLLEGE DISTRICT  
District Academic Senate  
Tuesday, October 1, 2013  
General Services Conference Room

Present: Karolyn van Putten (President), Tae-Soon Park (Treasurer), Trulie Thompson (Recording Secretary), Joseph Bielanski, Ed Jaramillo (COA Alternate), Myron Jordon, Katherine Kocel, Evelyn Lord, Mariella Thanning Marta Zielke

Absent: Lisa Cook, Jon Drinnon, Cleavon Smith

Guest(s): VC Michael Orkin, AVC Adela Esquivel-Swinson, Aisha Williams (Project Manager- Enterprise Resource Planning (ERP), Amy Bohorquez, Cynthia Mahabir, Jayne Matthews

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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 3:05pm</td>
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<td>II. APPROVAL OF MEETING MINUTES</td>
<td>Minutes from May 6th, Sept. 3rd, and Sept. 19th were approved.</td>
<td>Review minutes from May 21st</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)</td>
<td>- The DAS travel budget is loaded and the amount is the same as last year. ($43,135)</td>
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<td>❖ DAS President’s Reports to the BOT</td>
<td>- Distribution shall be $9,800/campus, $3,935 for the DAS President</td>
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<td>❖ Learning, Service Area &amp; Administrative Outcomes Assessment</td>
<td>- If individuals request a travel advance, travel form Page 2 must be submitted within 30 days after event.</td>
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<td>❖ Smart Classrooms Status District-wide</td>
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<td>❖ Peralta Triple SP (3SP) Update</td>
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<td>❖ BOT Policies (BP) and AP Review/Recommendation/Updates/Proposed revisions</td>
<td>AP 4220 Standards of Scholarship AP 4240 Academic Renewal</td>
<td>Revisions to AP 4220 and AP 4240 to be reviewed at next meeting.</td>
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- Suggestions for edits were discussed.

IV. BOT & DISTRICT ADMINISTRATIVE CENTER (DAC)

- District Technology Committee (DTC)
- District Facilities Committee (DFC)
- District Education Committee (DEC)
- Planning and Budgeting Council (PBC)
- PeopleSoft/Oracle Financial Aid Module Implementation Project (Williams)
- PeopleSoft/Oracle GradeBook (Williams)
- SSSP (Triple SP, formerly Matriculation) Group (Esquivel-Swinson)

PeopleSoft/Oracle Financial Aid Module Implementation Project (A. Williams)

- Fit/Gap sessions and reports are completed.
- Project Plan/Charter is currently being created.
  - Plan will indicate all work and due dates
  - Includes training for faculty and FAQs
  - Handout was distributed with Project Issues

PeopleSoft/Oracle GradeBook (A. Williams)

- AVC Esquivel-Swinson was announced as Executive Sponsor.
- Project Charter will need to identify funding source.

SSSP (3SP, formerly Matriculation) Group (Esquivel-Swinson)

- Work group from 3SP Committee has been meeting weekly.
- Utilizing matrix to identify the mandates and what colleges are doing to meet those mandates.
  - Key issue is SARS (district-wide scheduling system) which will require changes to reason codes due to MIS data.

V. FOR DISCUSSION AND/OR INFORMATION:

Part-time Faculty Survey results (C. Mahabir)
| DAS Members Updates, Introductions & Welcomes | - On behalf of the Peralta Federation of Teachers, Ms. Mahabir conducted a survey of part-time faculty survey in spring 2013. There were 197 participants. |
| Curriculum and CurricUNET Database Maintenance (Bohorquez, Matthews, Orkin) | - Survey is available on the PFT website. |
| Part-time Faculty Survey results (Mahabir) | **Curriculum and CurricUNET Database Maintenance (VC M. Orkin, A. Bohorquez, J. Matthews)** |
| Faculty evaluations, self-evaluations, teaching portfolios | - Peralta District Curriculum Process (Draft) was shared. |
| Student Support (Re)Defined (RPG Report) and Student Success (relevant to SSSP – Triple SP) | - PCCD need to upgrade to new version of Curricunet (will include a program review component). |
| | - Each college (except Merritt, for now) is hiring a Curriculum Specialist. |
| | - CIPD is co-chaired by faculty member. |
| | - CIPD is emphasizing a more realistic timeline for curriculum (one year in advance). |
| | - Colleges cannot create new courses/programs while under warning. |
| | - Jayne Matthews is working on new District Curriculum Handbook |

**VI. FOR CONSIDERATION**

| Using assessment results for institutional planning and resource allocation |
| 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)
- All college program discontinuance procedures in place
- Maintaining curriculum integrity
- Increasing the number of full time faculty
- Establishing ongoing communication/information sharing with discipline dialogues

VIII. NEW BUSINESS/ANNOUNCEMENTS

IX. ADJOURNMENT

Meeting adjourned at 5:25pm

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.