## Agenda Item 1: Call to Order

Meeting called to order at 2:13pm

## Agenda Item 2: Approval of Meeting Minutes

Approval of minutes tabled till next meeting. Review minutes at next DAS meeting.

## Agenda Item 3: Standing Items:

- Treasurer’s Report
- Accreditation (Reports and Updates)
- DAS President Reports to the BOT
- Learning, Service Area & Administrative Outcomes Assessment
- Smart Classrooms Status District-wide
- Peralta Triple SP (3SP) Update (Thompson)
- BOT1 Policies (BP4) and AP2 Review/Recommendation/Updates/Proposed revisions
  - AP 4220 Standards of Scholarship
  - AP 4250 Probation (rev.)
  - AP 4255 Disqualification and Dismissal

## Summary of Discussion

BP Policies and AP Review

- Title 5 lists 1.75 GPA, same language used in 4255 Standards for Dismissal to be consistent with Title 5.
- Motion approved to recommend listed AP to Chancellor Ortiz.

## Follow Up Action

Recommend AP listed below to Chancellor Ortiz for approval:

- AP 4220 Standards of Scholarship
- AP 4250 Probation (rev.)
- AP 4255 Disqualification and Dismissal

## Agenda Item 4: BOT & District Administrative Center (DAC)

- District Technology Committee (DTC)

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<th>AGENDA ITEM</th>
<th>SUMMARY OF DISCUSSION</th>
<th>FOLLOW UP ACTION</th>
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<td>II. APPROVAL OF MEETING MINUTES</td>
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<td>IV. BOT &amp; DISTRICT ADMINISTRATIVE CENTER (DAC)</td>
<td>Student Success and Support Program, 3SP (AVC Esquivel-Swinson)</td>
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</table>
- District Facilities Committee (DFC)
- District Education Committee (DEC) AY 2013-14 Goals
- Planning and Budgeting Council (PBC) AY 2013-14 Goals
- PeopleSoft/Oracle Financial Aid Module Implementation Project (Williams)
- PeopleSoft/Oracle GradeBook (Williams)
- SSSP (Triple SP, formerly Matriculation) Group (Esquivel-Swinson)

**3SP Working Group** has been meeting regularly.
- Work includes reviewing SARS codes (program used for scheduling student appointments and contact; used by Counselors and other student services departments).
- MIS codes also need to be reviewed to ensure accurate reporting to the State Chancellor’s Office.
- IT Services went to Laney to see COMPASS (assessment for placement) scores and the process used to input them.
- Need for better functionality between SARS, COMPASS, and PeopleSoft
  o Assessment Coordinators are inputting scores manually.
  o Need to automate process.
  o COMPASS is not on State Chancellor’s Accepted list of Assessment Instrument
- Enrollment Priority Registration Appeal form will be reviewed and distributed for use.
- Academic Advising module in PS is active.
  o Jo Ann Phillips will continue working on project.
  o Need for new position being referred to as “Super Evaluator” to provide initial transfer credit review.
  o Need for information to feed from CIPD to update information in Academic Advising module
- Question regarding role of district-wide 3SP Committee
  o Final confirmation that committee will be a shared governance committee should be available soon.
- Counseling faculty will meet Oct. 30 for a district-wide meeting to discuss 3SP mandates
  o Counselors usually meet district-wide once a year.
- Recommendation to AVC Swinson that a 3SP website be created where information relevant to the program can be accessed.

**Financial Aid Module, Aisha Williams**

- Project issues include configuration of module (handout distributed).
- Campus demonstrations are scheduled for Oct. 28-31.
ECM Project, Aisha Williams

- Training was conducted on site for individuals who will be administrators.
- Initial user groups include Education Services/A&R and General Purchasing.
- Demo Oct. 16 from 10-12pm and on Oct. 30 from 830-2pm vendor will be onsite for a project walkthrough.
- Complete charter, timeline will be available end of January 2014.

PeopleSoft GradeBook, Aisha Williams

- AVC Esquivel-Swinson is Project Sponsor
- Suggestion was made to talk to President Budd since she was involved in initial roll-out.
- No available timeline yet until funding source is identified.
- Suggestion was made to have faculty present as A. Williams reviews demo to get feedback regarding functionality questions.

V. FOR DISCUSSION AND/OR INFORMATION:

- For Discussion and/or Information:
  - RP Group Strengthening Student Success Conference (Bielanski, Smith)
  - Faculty evaluations, self-evaluations, teaching portfolios (carryover item)
  - 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

VI. FOR CONSIDERATION
Accreditation matters: Program Review, Annual Unit Plan Updates and using assessment results for institutional planning and resource allocation

Accreditation matters: Curriculum Review Strategies, Processes, Outcomes

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<th>Recommendation to VC Orkin that the Peralta Fact Book be implemented for Accreditation purposes.</th>
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<td>- Laney Accreditation Steering Committee identified the need for specific cohort and student data information.</td>
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<tr>
<td>- Recommendation to VC Orkin that the Peralta Fact Book be implemented again.</td>
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<td>o It was noted that Accreditation Teams often request them in their visits to the campuses.</td>
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<td>- General discussion regarding the need for researchers and institutional research data.</td>
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<td>o Researchers are also beneficial for validating assessment instruments and multiple measures.</td>
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<td>o 3SP requires a Program Plan and Student Equity Plan (due October 2014) which will need to include research data.</td>
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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

Revisit and Finalize Senate Goals for 2013-2014

- DAS goals should align with the District’s Strategic Planning goals similar to the DEC and PBC.
- Cleavon Smith will start Google Doc to begin discussion regarding DAS goals.

VIII. NEW BUSINESS/ANNOUNCEMENTS

IX. ADJOURNMENT

Meeting adjourned at 4:00pm

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. In adopting the policies described in section (a), the governing board or designees, shall consult collegially with the academic senate.

§ (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.