PERALTA COMMUNITY COLLEGE DISTRICT  
District Academic Senate  
Tuesday, September 3, 2013  
General Services Conference Room

Present: Karolyn van Putten (President), Cleavon Smith (Vice-President), Tae-Soon Park (Treasurer), Trulie Thompson (Recording Secretary), Joseph Bielanski, Evelyn Lord, Myron Jordon, Katherine Kocel, Mariella Thaning

Absent: Jon Drinnon

Guest(s): Mark Wilson (Peralta Student Council), Sue Bruxholm (COA, Merritt Adj. Faculty), Aisha Williams (Project Manager-Enterprise Resource Planning (ERP))

<table>
<thead>
<tr>
<th>AGENDA ITEM</th>
<th>SUMMARY OF DISCUSSION</th>
<th>FOLLOW UP ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. CALL TO ORDER</td>
<td>Meeting called to order at 2:11pm</td>
<td></td>
</tr>
<tr>
<td>II. APPROVAL OF MEETING MINUTES</td>
<td>Minutes were completed for May 21st DAS meeting and will be provided at next meeting for review.</td>
<td>Minutes from May 21st meeting to be reviewed at Sept. 17th mtg.</td>
</tr>
<tr>
<td>III. STANDING ITEMS:</td>
<td>BP2510 Review/Recommendation/Updates</td>
<td>Agenda needs to be corrected to AP 2511 (incorrectly listed as AP2510)</td>
</tr>
<tr>
<td>o Treasurer’s Report</td>
<td>BP2510 Participation in Local Decision Making</td>
<td></td>
</tr>
<tr>
<td>o Accreditation (Reports and Updates)</td>
<td>o Chancellor Ortiz wanted to clarify language about collegial consultation.</td>
<td></td>
</tr>
<tr>
<td>o DAS President’s Reports to the BOT</td>
<td>o Reference to A. Riley’s email to Chancellor Ortiz regarding the Matriculation Hold as an example of important and appropriate faculty feedback.</td>
<td></td>
</tr>
<tr>
<td>o Learning, Service Area &amp; Administrative Outcomes Assessment</td>
<td>o Hardcopy of BP2510 handed out at meeting did not show comments indicating adding language “rely primarily”.</td>
<td></td>
</tr>
<tr>
<td>o Smart Classrooms Status District-wide</td>
<td>BP2511 Role of Academic Senates in Governance</td>
<td></td>
</tr>
<tr>
<td>o Peralta Student Success Task Force (PSSTF) Update (Smith)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>o BOT Policies (BP) and AP Review/Recommendation/Updates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>▪ AP 2511 Role of Academic Senates in Governance</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
- **BP 2510 Participation in Local Decision Making**
  - Question regarding whether “Staff” should say Classified Staff or Classified Senate
  - M. Wilson clarified that Peralta Student Council should replace “The Associated Students”.
  - Discussion about “collegial consultation” which allows for 2 options: rely primarily or mutually agree. In our district, it’s “rely primarily”.
  - General discussion regarding revisions to BP2510 and AP 2511.

<table>
<thead>
<tr>
<th>IV. BOT &amp; DISTRICT ADMINISTRATIVE CENTER (DAC)</th>
<th>PeopleSoft/Oracle Financial Aid Module Implementation Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>❖ District Technology Committee Updates</td>
<td>- Aisha Williams (ERP Project Manager) provided updates on the implementation process</td>
</tr>
<tr>
<td>❖ District Facilities Committee Updates</td>
<td>o Consultants have been meeting with different user groups in Fit/Gap sessions to identify the current practice and functionality and how to make it happen in PeopleSoft and the new module.</td>
</tr>
<tr>
<td>❖ District Education Committee Updates</td>
<td>o It was shared that Counseling Faculty would be attending the Sept. 12th Kick Off activity but according to the Fit/Gap schedule, Sept. 11th also listed a need for Counseling Faculty input</td>
</tr>
<tr>
<td>❖ Planning and Budgeting Council Updates</td>
<td></td>
</tr>
</tbody>
</table>
A. Williams suggested cancelling Sept. 12th meeting and encouraging counselors to come on Sept. 11th instead.

There is a Steering Committee for the project which meets twice a month to review status reports:

- **Risks on status reports** = situations that may or may not impact the project
- **Issues on status reports** = situations that A. Williams called “show-stoppers”, which could halt the project all together
- **Data exchange** is potential issue which is currently being worked on with vendors in an effort to make it work
- **Time** is also an issue, she will try and identify early on which groups need to be consulted and how much time is needed
- **Another issue** is that data is not entered properly in mainframe (“dirty data” in old system)

There’s been a loss 70 days of the project thus far due to process and purchasing delays (total project days= 340 or so)

It’s a tight timeline which means little flexibility in terms of time and compliance

Question was asked if problems in PeopleSoft (like inability to print out class rosters) were related to project testing

- A. Williams clarified that it should not be the cause of PeopleSoft issues as testing is done in a controlled environment

Project will hit critical deliverables in December.

- Question was asked about why the final deadline in December?

- It was suggested that Jan. 1 is a window that if we

Counseling Faculty should be contacted regarding the importance of attending the Sept. 11th Fit/Gap Session
<table>
<thead>
<tr>
<th>V. FOR DISCUSSION AND/OR INFORMATION:</th>
<th>Welcome and Introductions</th>
</tr>
</thead>
<tbody>
<tr>
<td>❖ DAS Members Updates, Introductions &amp; Welcomes</td>
<td>- Changes to DAS membership</td>
</tr>
<tr>
<td>❖ Curriculum and CurricUNET Database Maintenance (Orkin)</td>
<td>○ Lisa Cook appointed as Laney DAS rep</td>
</tr>
<tr>
<td>❖ Student Support (Re)define (RPG Report) and Student Success (also relevant to Peralta Student Success Task Force—PSSTF (or its successor))</td>
<td>○ Both Merritt and COA need 3rd DAS Rep appointments</td>
</tr>
</tbody>
</table>

- Consultants want to be able to load ISIR records in January, once loaded people will need to be trained.
- Financial Aid Module has positive implications for Counselors that external transcripts will be scanned in allowing for electronic content management.
- The need to minimize risks and showstoppers is critical.
- M. Wilson distributed document 21st century student leadership
  - Students are interested in service learning classes to support student leadership development (Professors Robert Brem and Mustafa Popal from COA presented versions of interdisciplinary classes to the DAS in Spring 2013).
  - Suggestion was made encouraging student to speak with Counselors regarding the service learning classes.
  - Also mentioned was that students would like to have a student leadership certificate pathway.
  - Currently BCC has FT Director of Student Activities, Laney has interim, COA and Merritt are hiring now.

- V. FOR DISCUSSION AND/OR INFORMATION:
  - DAS Members Updates, Introductions & Welcomes
  - Curriculum and CurricUNET Database Maintenance (Orkin)
  - Student Support (Re)define (RPG Report) and Student Success (also relevant to Peralta Student Success Task Force—PSSTF (or its successor))

- Welcome and Introductions
  - Changes to DAS membership
    - Lisa Cook appointed as Laney DAS rep
    - Both Merritt and COA need 3rd DAS Rep appointments

- Merritt and COA to appoint 3rd DAS Representatives
- Suggestions for Action: Faculty, including counselors
- Follow up Discussion Item: Directed and Focused
  - Providing discipline-specific guidance and advising as part of the class structures

**VI. FOR CONSIDERATION**
- Washington Monthly article “America’s Worst Community Colleges” (Sep/Oct 2013)
- Using assessment results for institutional planning and resource allocation
- Faculty Evaluations, self-evaluations, teaching portfolios
- Curriculum Review Strategies, Processes, Outcomes

Washington Monthly article “America’s Worst Community Colleges” (Sep/Oct 2013)
- Everyone was encouraged to read the article; also to consider where funding for article came from (Lumina Foundation)
- Importance of using assessment results for institutional planning and resource allocation

**VI. Defining Senate Goals for AY2012-13**
- Institutionalize college program discontinuance procedures
- Maintaining curriculum integrity
- Establishing ongoing communication/information sharing with discipline dialogues

| Senators to read article. |
| DAS to develop strategy in response to the article. |
| Ask PFT to address issue with us in respect to accreditation and faculty evaluation. |
| Request that PFT research what other campuses have done to meet the standard of faculty evaluation and accreditation. |
Support for using/developing Open Education Resources (OER)

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. 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.