



**PERALTA COMMUNITY COLLEGE DISTRICT
District Academic Senate
Tuesday, February 3, 2015
PCCD General Services Conference Room #1**



Present: Karolyn van Putten (President), Cleavon Smith (Vice President), Tae-Soon Park (Treasurer), Rochelle Olive (Secretary), Joseph Bielanski (Past President), Ed Jaramillo (COA), Lisa Cook (Laney), Fred Bourgoin (Laney), Audrey Trotter (Merritt), Kelly Pernell (BCC)

Absent: Marta Zielke (Merritt), William Andrews (COA)

Guest(s): Evelyn Lord (Library, Laney), Tim Hackett (Library, COA), Calvin Matlock (Associate Vice Chancellor of Information Technology), Linda Sanford (???)

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
I. CALL TO ORDER		
II. APPROVAL OF MEETING MINUTES		
III. STANDING ITEMS: <ul style="list-style-type: none"> ❖ Treasurer’s Report ❖ Accreditation (Reports and Updates) ❖ DAS President’s Reports to the BOT ❖ Learning, Service Area & Administrative Outcomes Assessment ❖ Instructional Technology and Interactive Learning Environments District-wide ❖ Peralta Triple SP (3SP) Update and Status at the colleges ❖ BOT¹ Policies (BP⁴) and AP² Review/Recommendation/Updates/Proposed revisions <ul style="list-style-type: none"> ○ AP 7121 revision status 	Treasurer’s Report delivered with an announcement regarding deadlines for registering for upcoming ASCCC events: Academic Academy and Spring Plenary.	
IV. BOT & DISTRICT ADMINISTRATIVE CENTER (DAC) <ul style="list-style-type: none"> ❖ PBIM Governance: District Technology Committee (DTC), District Facilities Committee (DFC), District Education Committee (DEC), Planning and Budgeting Council (PBC) ❖ PeopleSoft/Oracle and other IT Projects (AVC Madlock) 	From DEC: AVC Sanford shared memo from the DEC in regards to Distance Education. PCCD Strategic Plan Update (AVC Sanford) Sanford shared copies of the draft Strategic Plan and trends documented in the Plan. Relayed plan for taking before the Board for approval by March.	Senate Presidents will make appointments for the Distance Education Subcommittee to the DEC. Action: Senators to get revisions to AVC Sanford by the end of the month.

<ul style="list-style-type: none"> ❖ PCCD Strategic Plan Update (AVC Sanford) ❖ Board Discussion (1/27/15) on Textbooks, Student Participation in Curriculum Committees 	<p>PeopleSoft/Oracle and other IT Projects (AVC Madlock)</p> <p>AVC Madlock reports: CCC Apply has been successfully implemented. Now students don't have to go through a third party when applying.</p> <p>Academic Advising: Students can now look at their academic progress at any given point in time. Not able to view SEPs as of yet. Marketing campaign hasn't been developed yet.</p> <p>Classroom scheduling: Campus schedulers are evaluating four companies over the next three weeks to build an Request for Proposals for scheduling software system for classroom and facility scheduling.</p> <p>Web-based Email: Bids close of 19 Feb. AVC Matlock to include marketing plan in the implementation plan.</p> <p>Financial Aid Audit Findings: 1) COD reporting 2) national student clearing house (where we report enrollment data and loan data) The month of February is the first month to report student majors.</p>	
<p>V. FOR DISCUSSION AND/OR INFORMATION:</p> <ul style="list-style-type: none"> ❖ Library Database Funding and Subscription Renewal Process ❖ ASCCC Online Education Regional Meeting, March 20, 2015, College of San Mateo ❖ ASCCC Faculty CTE Regional Meeting, Feb. 27, 2015, Solano College ❖ CCC Dual Enrollment Meeting Update (Smith) ❖ District Allocation of non-general fund dollars: Proposed Resolution Status ❖ Recommendation regarding release time funding for faculty participation in regional initiatives (e.g., Career Pathways, Adult Education) ❖ Faculty Participation in Adult Education Regional Planning (Cook, Smith) 	<p>Library Database Funding and Subscription Renewal Process</p> <p>Evelyn Lord presented resolution on behalf of district librarians for regular allocation of resources for online library system (Millennium) maintenance, cataloging (OCLC), escrow account (Iron Mountain) for system code.</p> <p>Hackett expressed that we needed to think of this as a utility and that there is an additional 5% cost to the utility if the district is late on payment for these services.</p>	<p>District Academic Senate President to speak to Chancellor Ortiz</p>

<ul style="list-style-type: none"> ❖ Student Equity Plans/Funding: District and College, Faculty Participation/Review ❖ PASS proposals/status and Faculty Participation/Review of same (Cook, Trotter) 	<p>Cook and Trotter reported on 2/3/2015 at DAS. The Chancellor’s Advisory Group met on December 3, 2014 and recommended to the Chancellor a mission statement and the request to hire a consultant to support its planning efforts. On January 9, 2015 the Chancellor forwarded a memorandum to the Advisory Group announcing the hiring of an Interim Dean for Student Success and Student Equity.</p>	
<p>VI. NEW BUSINESS/ANNOUNCEMENTS</p>		
<p>VII. ADJOURNMENT</p>		

Abbreviations:

- ❖ DAS – District Academic Senate
- ❖ PCCD – Peralta Community College District
- ❖ BOT – Board of Trustees
- ❖ DAC – District Administrative Center
- ❖ AP – Administrative Procedure
- ❖ BP – Board Policy

Title 5 §53200 DEFINITIONS [Source: <http://www.asccc.org/communities/local-senates/handbook/partI>. Retrieved 10/28/11.]

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.