



**PERALTA COMMUNITY COLLEGE DISTRICT
District Academic Senate
Tuesday, May 19, 2015
PCCD Administrative Center Board Room**



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

Absent:

Guest(s): Mary Ciddio (Merritt), Mario Rivas (Merritt), Fred Jackson (Laney), Luis Quindlen (Laney), Deputy Chancellor Eric Gravenberg, Associate Vice Chancellor Linda Sanford, Dean Lasana Hotep, Valarie Carey (COA), Jennifer Shanoski (Merritt College), Carl Oliver (Student Trustee)

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
I. CALL TO ORDER	2:35	
II. APPROVAL OF MEETING MINUTES		DAS reps agreed to review and approve the 5 May and the 19 May 2015 minutes.
III. STANDING ITEMS: <ul style="list-style-type: none"> ❖ Treasurer's Report ❖ Accreditation (Reports and Updates) ❖ DAS President's Reports to the BOT 4/21/15, 5/12/15 ❖ Learning, Service Area & Administrative Outcomes Assessment ❖ Instructional Technology and Interactive Learning Environments District-wide <ul style="list-style-type: none"> ○ ON HOLD (indefinitely) DAS DRAFT Outline for a Faculty-led Instructional Technology Initiative ❖ Peralta Triple SP (3SP) Update and Status at the colleges 	<p>Treasurer's Report 9 Faculty attending the Faculty Leadership Institute; paperwork submitted. Requested reimbursement paperwork for AY14-16 travel. 1 July will be the date for the turnover the new Treasurer.</p> <p>BOT¹ Policies (BP⁴) and AP² Review/Recommendation/Updates/Proposed revisions Motion to adopt the revised policies unanimously approved. (Park absent for the vote.)</p>	

<p>❖ BOT¹ Policies (BP⁴) and AP² Review/Recommendation/Updates/Proposed revisions</p> <ul style="list-style-type: none"> ○ AP 4020 Program and Curriculum Development ○ AP 4025 Philosophy and Criteria for Associate Degree and General Education ○ AP 4040 Library and Learning Support Services ○ AP 4050 Articulation ○ AP 4231 Grade Changes and Student Grievance Procedure ○ AP 5013 Students in the Military ○ AP 5015 Residence Determination ○ AP 5500 Standards of Student Conduct, Discipline Procedures, Due Process ○ <i>Status:</i> AP 7121 Faculty Hiring AP 7xxx (new) Part-Time Faculty Hiring Procedures 		
<p>IV. Incoming DAS members and Officer Election for AY2015-16</p>	<p>Cleavon Smith elected president Lisa Cook elected vice president Valerie Carey elected treasurer Jennifer Shanoski elected recording secretary</p>	
<p>V. BOT & DISTRICT ADMINISTRATIVE CENTER (DAC)</p> <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) <ul style="list-style-type: none"> ○ Distance Education Strategic Plan template, Updated Instructional Program Review (AVC Sanford) ○ Census and Attendance Verification Roster dates need reviewing/adjusting ❖ PeopleSoft/Oracle and other IT Projects (AVC Madlock) <ul style="list-style-type: none"> ○ Early Alert, Classroom Scheduling software, VOIP/Classroom Telephones 	<p>Distance Education Strategic Plan template (AVC Sanford) AVC Sanford presented the template for the Plan and shared that the goal is for a final draft of the Plan by May 2016. The Distance Education Subcommittee performed a crosswalk of ACCJC distance education findings and AVC Sanford shared the details of that crosswalk.</p> <p>Updated Instructional Program Review (AVC Sanford) AVC Sanford informed complete comprehensive instructional program review. A separated document for library, counseling and CTE as well as a separate document for service centers. New/revised items include a validation step and APUS (making them more of a continuous improvement document).</p> <p>PeopleSoft/Oracle and other IT Projects (AVC Madlock)</p>	<p>DAS will maintain involvement with the PFT to address the</p>

	Early Alert Classroom Scheduling Voice Over Internet Protocol (VOIP)	
VI. FOR DISCUSSION AND/OR INFORMATION: <ul style="list-style-type: none"> ❖ Identifying 8 faculty for reassigned time to actualize the Textbook Costs Reduction Initiative ❖ Peralta Scholars and PASS proposals/status and Faculty Participation/Review of same ❖ Update: Recommendation regarding release time funding for faculty participation in regional initiatives (e.g., Career Pathways, Adult Education) (Deputy Chancellor Gravenberg) ❖ Anticipating an onslaught of Equivalency Applications – How (and what) to do? ❖ SB 373 BOT response and DAS resolution' ❖ BCC Course/Class Cap Resolution Memo (Smith) ❖ Planning a First Year Experience for New Faculty (Cook) ❖ DAS-sponsored Summer Faculty Book Reading Club ❖ Student Equity Plans/Funding: District and College, Faculty Participation/Review 	<p>Peralta Scholars and PASS proposals/status and Faculty Participation/Review of same Dean Hotep presented summer work plan for Faculty Workgroup to work out the plan for the Peralta Scholars Program.</p> <p>Update: Recommendation regarding release time funding for faculty participation in regional initiatives (e.g., Career Pathways, Adult Education) DAS proposal has been acknowledged and accepted by the Chancellor. Funds for Adult Education work will be “frontloaded” until the monies for the work comes from the state.</p> <ol style="list-style-type: none"> 1) communication plan (who needs to know, what do they need to know) 2) what are things that need to be communicated to the campus deans and VPs 3) mid-year report outs on deliverables as a result of the assignment <p>Luis Quindlen suggest that the CPT Strategic Plans inform the job descriptions and deliverable expectations.</p>	<p>- College Senate presidents will give feedback on how best to communicate.</p> <p>- College Senate presidents will name participants for the Peralta Scholars Workgroup.</p>
VII. NEW BUSINESS/ANNOUNCEMENTS		
VIII. ADJOURNMENT	4:35	

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.