PERALTA COMMUNITY COLLEGE DISTRICT
District Academic Senate
Tuesday, November 15, 2016
PCCD Administrative Center Board Room

Present: Cleavon Smith (President), Mario Rivas (Vice-President), Rochelle Olive (Treasurer), Donald Moore (Secretary), Joseph Bielanski (Past-President), Fred Bourgoin (Laney), Kelly Pernell (BCC), Mary Ciddio (Merritt), Charles Washington (COA), Meryl Siegel (Laney)

Absent:
Guest(s):   Miriam Zamora-Kantor;

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
I. CALL TO ORDER	2:42 p.m. Called to order by Cleavon Smith. Meeting to be chaired by Mario Rivas, DAS VP.	
II. APPROVAL OF MEETING MINUTES		
III. STANDING ITEMS: • **Treasurer's Report** • **College Senate Presidents' Reports to/from 10+1 Meetings with the Chancellor** • **Accreditation** • **Academic Affairs Coordination Report** • **Distance Education Report**	**Accreditation: Anette Dambrosio**: Good visit from Accreditation Team. All say it went well. Some materials requested. Next step is to continue on to do Midterm report to address issues from Follow up report. Discussion re how decision is followed up on. PBC to create a form to identify things to be addressed. Delineation of functions – where do decisions get made especially regarding technology and facilities. We should be working on ways to improve. February accreditation seminar and one rep from each college should go. Get travel requests in soon. **Distance Ed Committee, Inger Stark.** Transition to Canvas, applications accepted for all 4 colleges. Committee shifted to make transition smooth. Identify who will do what in terms of training and implementation. Chancellor's office will pay for use of Canvas there will be additional costs involved. All will be up on website. Training to be done. Recommend ongoing training subscription.	

• DAS President's Reports to the BOT	Pilot in Fall 2017. Assess, train 2 semesters to get all up and running. Alexis has been running classes she put together on her own time for staff. Question need for IT team for Canvas. Need strong District support. First 9 months their tech team will come to us. Canvas will work with People Soft but some programming that needs to happen. Need to recruit 15-20 people to start the transition. Laney has a model of the process of the transition and will share it. Senates need to identify 3-5 people to lead the transition. Start with the DE Coordinator. Send the plan out to all faculty to have people be aware. Develop a "Transition Taskforce". Bring ideas back to campus and identify faculty who would be part of the transition taskforce. What about student training? Students prefer Hybrid to fully online courses. Need Job Description revised and revisit release time. Available online. **Make this agenda item for next meeting of DAS**	**Make this agenda item for next meeting of DAS**
• **Staff Development Officer Report** • Learning, Service Area & Administrative Outcomes Assessment • Instructional Technology and Interactive Learning Environments District-wide • Strategic Integration Updates • BOT[1] Policies (BP[4]) and AP[2] Review/Recommendation/Updates/Prop. revisions	Staff Development Officer Present, Miriam Zamora-Kantor Seeking ideas for Flex Days. Professional Development Committees need to set up procedures, priorities and budgets, dates of meetings. Etc. Each college has a website. If campus has issues they want to learn about bring them to DAS or to Miriam.	**If campus has issues they want to learn about bring them to DAS or to Miriam.**
IV. BOT & DAC Updates • PBIM Governance: District Technology Committee (DTC), District Facilities Committee (DFC), District Education Committee (DEC), Planning and Budgeting Council (PBC)**		
V. FOR DISCUSSION AND/OR INFORMATION:		

• **Enrollment Management Plan Task Force Appointments**	Need 2 faculty from each college to be on Enrollment Management Task Force. Meets twice per month – question duration of the Task Force – December 9, during class time. Each college should have an Enrollment Management Plan. Moving in, Moving Through and Moving Out! We can talk to administrators regarding status of plan development – when is due date? Tamika is working with the various colleges' administration. Some agreement to use COA plan as a take-off point. Need to identify dates to reach goals. Read "Enrollment Management Revisited" at DAS. COA plan came from a state wide meeting. Software available that would help make projections of what classes are needed now and in the future. Issue of early alert to catch students who fall through the cracks.	**Need 2 faculty members to be on Enrollment Management Task force. Meeting December 9 at 10:30 a.m.**
• **Academic Affairs Advisory**	**Dr. Luis Pedrajo:** What should Academic Affairs be doing? He is here for the faculty. Turn in census on time. What is the process for reminders? This is to be done by Norma Ambriz-Galaviz and usually done by emails. Requested that the Academic Affairs advisor be bringing us ideas of things that would streamline our work Develop guided pathways to help students succeed. How to use the schedule to serve our students. Work on ways to survey when <u>students</u> want the classes.	
• OER Resolution	Innovation in our programming. He will reconvene the program review taskforce to rework the form. There is SLO training available. Look at how our courses fit with the local high schools. Dr. P needs to come to us with a plan.	
• **Strong Workforce Resolution**	**Strong Workforce: Dr. Melvina King:** There is a training for Strong Workforce in Napa. Invite faculty to participate. "Lead from the Middle" Focus on growing non-credit courses as entry points and funding available. Come up with strategy and action plans.	**Training coming up December 2 and 3rd re-read email and follow**

	Allocation based on CTE enrollment or on BAM. CTE enrollment model is recommended but CTE committee. Karen Engle is working with CTE. Karen's position was reassigned. We need noncredit classes. And Patton College is where the program will be housed. DAS Proposal presented by Mario and Luis Questions about allocation. Funds originally targeted for the position held by Karen Engle but now reassigned to another.	**up on it. 2 faculty from each campus + PFT** **Mario presented Resolution and the DAS approved of it.**
• Column Advancement Resolution from Laney College		
VI. FOR ACTION AND/OR CONSIDERATION •		
VII. NEW BUSINESS/ANNOUNCEMENTS		
VIII. ADJOURNMENT	4:41 p.m.	

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.