



**PERALTA COMMUNITY COLLEGE DISTRICT  
District Academic Senate  
Tuesday, December 6, 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 Bourgoïn (Laney), Kelly Pernell (BCC), Mary Ciddio (Merritt), Charles Washington (COA) , Meryl Siegel (Laney)**

**Absent: Rochelle Olive, COA; Charles Washington, (COA)**

**Guest(s): Luis Pedraja, Ph.D., Vice Chancellor of academic Affairs, Carla Pegues, representative from College of Alameda; Miriam Zamora Kantor, Professional Development.**

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
<b>I. CALL TO ORDER</b>	2:40 p.m.	
<b>II. APPROVAL OF MEETING MINUTES</b>		
<b>III. STANDING ITEMS:</b> <ul style="list-style-type: none"> <li>a. Treasurer’s Report</li> <li>b. College Senate Presidents’ Reports to/from 10+1 Meetings with the Chancellor</li> <li>c. Accreditation</li> <li>d. Academic Affairs Coordination Report</li> <li>e. Distance Education Report</li> <li>f. DAS President’s Reports to the BOT</li> <li>g. Staff Development Officer Report</li> <li>h. Learning, Service Area &amp; Administrative Outcomes Assessment</li> <li>i. Instructional Technology and Interactive Learning Environments District-wide</li> <li>j. Strategic Integration Updates</li> <li>k. BOT<sup>1</sup> Policies (BP<sup>4</sup>) and AP<sup>2</sup> Review/Recommendation/Updates/Prop. revisions</li> </ul>	<p>III: k Discussion on Administrative Procedure 4610 Instructional Service Agreements Discussion on Administrative Procedure 4100 Requirements for Degrees and Certificates. (Meant to address issues related to school closures and our acceptance of these courses.)</p> <p>Dr. Pedrajas – Meeting held today at Merritt regarding scheduling to better accommodate the students. Consultant to be brought in to bring in ideas. Let’s look at data to find out when students need/want classes and when faculty are available to teach or want to teach.</p> <p>Need to have VP’s get together to do the planning. Student Services and Academic Affairs need to coordinate. Strategic Initiatives need to align with Strategic Planning to align with accreditation.</p>	<p>Motion to accept Admin. Procedures 4610 and 4100 Moved by Donald Moore, seconded by Fred Bourgoïn and passed by the Senate.</p>

	<p>Re-assign Assignments – get job descriptions to ensure the time matches with the demands of the job.</p> <p>Discussion on move to a 16 week calendar which other schools use. We can make a request for that to be looked at.</p> <p>5 (V)f. f. Update from Retreat for Workforce Development and Continuing Education Retreat. Discussed criteria for non credit courses. Work with the Adult Ed block grants. Request that Senate attend workshops to learn more. Financial Aid varies for different programs.</p> <p>5. c Strong Workforce meeting Friday regarding funding distribution 11% for district – 8% for release time .2 for someone at the colleges to help coordinate regional programs at the colleges. The rest to create a position such as what Karen Engel has been doing.</p> <p>Some funds to create seminars</p> <p>Allocation of funds: BAM model Further discussion to be at CTE Committee.</p> <p>Merritt has more CTE students but BAM model does not follow the CTE students only FTES. Do we have a recommendation to go back to CTE to revisit this.</p> <p>We recommend that the CTE proposal for distribution 40% be allocated based on CTE.</p>	<p>Follow up on getting job descriptions for reassignments to match with job demands</p> <p>Follow up on moving to 16 week semester calendar.</p> <p>Recommend Develop a vision for non credit classes at all 4 colleges. Next step, get information out to all the colleges</p> <p>Motion: Mario Rivas: That the remaining 40% of the CTE funds be allocated using the CTE allocation model in order to have the funds follow the students. Motion Failed 3 yes, 4 nays All funding has to be designated by 1/31/17. We support CTE's Discussion and we look forward to hearing a collegial discussion that results in some sort of compromise that would be fair. And we will support the results.</p>
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	<p>Job Description for Strong Workforce Position to manage the funds. Under Vice Chancellor of Academic Affairs CTE Endorses it Job description needed Add workforce development experiences into the MQ</p> <p>Cleavon will forward the edited job description.</p>	<p>Follow up: Cleavon Smith will forward the edited job descriptions.</p> <p>Meeting for DAS Officers to be on January 31, 2017</p>
<p><b>IV. BOT &amp; DAC Updates</b></p> <ul style="list-style-type: none"> <li>• <b>PBIM Governance: District Technology Committee (DTC), District Facilities Committee (DFC), District Education Committee (DEC), Planning and Budgeting Council (PBC)</b></li> <li>i. <b>PBIM Evaluation and Restructure</b></li> </ul>		
<p><b>V. FOR DISCUSSION AND/OR INFORMATION:</b></p> <ul style="list-style-type: none"> <li>a) <b>Enrollment Management Plan Task Force Appointments *</b></li> <li>b) <b>OER Resolution</b></li> <li>c) <b>Strong Workforce Resolution</b></li> <li>d) <b>Column Advancement Resolution from Laney College</b></li> <li>e) <b>Embedded Skills Flex Presentation Proposal*</b></li> <li>f) <b>Report from Workforce Development and Continuing Education Retreat</b></li> <li>g) <b>Update from the Vice Chancellor of Academic Affairs</b></li> <li>h) <b>Spring 2017 DAS Meeting Schedule</b></li> </ul>		<p>V a. Change “may” to “shall”</p>

i) <b>DAS Intersession Retreat*</b>		
<b>VI. FOR ACTION AND/OR CONSIDERATION</b> •	<p>Miriam Zamora-Kantor: Discussion on professional development activities on 1/20 Flex day given that it is Inauguration day and there may be demonstrations. Get content from Vice Chancellor for Academic Affairs to guide the discussion.</p> <p>PD not on flex day? 17-18 year. College Day. Used to do it in the past. Mix of Student Services and Faculty.</p>	<p>Agenda Items need to be forwarded to Marion Zamora-Kantor</p> <p>Get Vice Chancellor for Academic Affairs to get the deans to facilitate the meetings.</p> <p>Make sure sign in sheets get back to Marion.</p> <p>See if there will be Professional Development in year 17-18 that would not be on Flex day but would be College Day.</p>
<b>VII. NEW BUSINESS/ANNOUNCEMENTS</b>		
<b>VIII. ADJOURNMENT</b>		4:40 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.