PERALTA COMMUNITY COLLEGE DISTRICT
District Academic Senate
Tuesday, May 16, 2017
PCCD District Board Room

Present: Cleavon Smith (President), Rochelle Olive (Treasurer), Donald Moore (Laney), Joseph Bielanski (Past-President), Fred Bourgoin (Laney), Kelly Pernell (BCC), Mary Ciddio (Secretary, Merritt),) Meryl Siegel Laney; Jeff Sanceri, (COA); Gary Hasbrouck, (COA); Eleni Gastis, Laney College, Blake Johnson, Laney College; Jennifer Shanoski, Merritt College.

Absent: Charles Washington (COA); Jamar Mears (COA), Catherine Nichols, (BCC)
Guest(s): Luis Pedrajo, Vice Chancellor of Academic Affairs; Annette Dambrosio, Accreditation; Tamika Brown; Inger Stark; Marquita Price, Student Trustee; Miriam Zamora-Kantor, Professional Development.

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
1. **Call to Order: Agenda Review (5 minutes)**	2:33	Agenda Approved
2. **Approval of Minutes from previous meeting(s)** May 2, 2017 (5 min.)	Approved per recommended changes.	Minutes Approved

3. ***Standing Items***: (50min)
   a. Treasurer's Report
   b. College Senate Presidents' Reports to/from 10+1 Meetings with the Chancellor
   c. Accreditation Update
   d. Action Tracking Update
   e. Academic Affairs Coordination Report
   f. Distance Education Report
	Inger Stark, DEC recommendations
	Minor changes to 4105 – colleges need to provide increased support and training for online/hybrid course. It is recommended that Mission statement be put off till Fall Semester.
	Reduce DE Coordinators to .4 from .5;
	Each college must develop a process to evaluate courses per OER Rubric. Inger will do a summary and recap of progress and present it.
	
	There was discussion on the above and Inger
		Set up ad hoc committee to review the AP Committee
		
		Have meeting early in the fall,August 29, 2017, and invite the DEC and have the meeting on DE Only to identify next steps

	recommends that the DAS and PFT get together to make recommendations to improve the training and evaluation. Donald recommends we have a joint meeting of DEC/DAS/PFT to hash out some of the issues. Cleavon is concerned a Call Center approach would not work. We need to be doing a lot more to help faculty.	and how are we going to get there. Invite PFT. Moved by Donald, Seconded by Rochelle Olive. Approved (discuss the plan for implementing the review of the courses in keeping with the rubric)

g.   PFT Report
h.   DAS President's Reports to the BOT
i.   Staff Development Officer Report
j.   Learning, Service Area & Administrative Outcomes Assessment
k.   Instructional Technology and Interactive Learning Environments District-wide
l.   Strategic Integration Updates
 	
m.   BOT[1] Policies (BP[4]) and AP[2] Review/Recommendation/Updates/Proposed revisions
  i.   BP4106 – Nursing Programs
  ii.   BP4106 – Nursing Programs
 iii.   AP4050 – Articulation
 iv.   AP4105 – Distance Education
  v.   AP4240 – Course Repetition and Repeatable Courses
 vi.   AP4225 – Academic Renewal
	Review of AP 4105 – Distance Ed. Recommended edits of Inger Stark
	
	Discussion
		Motion to approve all recommended changes by Kelly and seconded by Jennifer.

4. BOT Watch and DAC[3] updates (e.g., policies,		

procedures, processes): a. PBIM Governance: District Technology Committee (DTC), District Facilities Committee (DFC), District Education Committee (DEC), Planning and Budgeting Council (PBC) i. PBIM Evaluation and Restructure Recommendations (10 Min.)	.	
5. *For Discussion and/or Information:* a. Assistance Vice Chancellor of Enrollment Management Presentation (15min) i. Early Alert Debrief Report	Tamika Brown: updated the webpage on enrollment COA and Laney had designated counselor; recommendation for consistent staff across the 4 campuses. Support faculty in Early Alert; recommended that the technology change during the semester. Ability to send more than one early alert. Get rep from each campus to work on Early alert and Student Success and Retention. Move into Starfish in 2018. Requesting reps to serve on the committee. (Twice per month, possibly Friday Morning 8:30 to 11:00) Recommend one early alert counselor per counselor. Adequate tutoring. Use the early alert working group to set up procedures for Starfish. Recommendation for hands on training for Faculty for Starfish as well as Canvas (for Faculty and Students) Discussion if Starfish implementation group could continue to provide support.	Senate Presidents - share with Tamika your recommendations for the Starfish/Early alert implementation group. One from each campus to serve on meetings twice per month on Friday morning. Identify one dedicated early Alert

ii. AP4230 Incomplete Grade Proposal	Incompletes: Lengthy discussion on ways to achieve a change to the current process. Recommendation that we use: I – A I – B I – C I – D I – F	counselor for each campus.
b. Peralta Student Council Internship Manual Presentation (15min)	Instructor has to do a contract and student needs to sign or document agreement. Marquita Price, Student Trustee, President of Student Council. Make the internships relevant, find out how to add credits to the program via COPED. Meryl volunteers to help; Mary volunteers to help and perhaps be part of an ad hoc committee to help	Motion by Rochelle to establish an ad hoc committee to develop this internship program on a district level. Second by Gary. Approved by all.

6. For Action and/or Consideration.
  a. AY 17-18 DAS Executive Officer Elections (10 min.)
 	
  b. Part-Time Office Hours Resolution
 	
  c. District Participatory Governance Council
 	
  d. District Enrollment Management Committee
  e. Planning and Budgeting Council
  f. Participatory Governance Committee
	Held over till next week
	
	Held over till Next Week
	Work with the college to plan for enrollment management
	
	Need more information on implementation and evaluation of the committees.
	What is the role on the cabinet in this?
		Joseph and Mario will work on this.

7. Adjournment	4:40	
8. Awaiting Attention:		

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.