



**PERALTA COMMUNITY COLLEGE DISTRICT  
District Academic Senate  
District Academic Senate Meeting  
Tuesday, February 6, 2018, 2:30 – 4:30 PM  
District Board Room**



**Present:** Cleavon Smith (President), Mario Rivas (Vice-President), Rochelle Olive (Treasurer), Mary Ciddio (Merritt), Kelly Pernell (BCC), Catherine Nichols (BCC), Gary Hasbrouck (COA), Donald Moore (Laney), Eleni Gastis (Laney), Blake Johnson (Laney); Maurice Jones (Alameda)

**Absent:**

**Guest(s):** Siri Brown, Tammeil Gilkerson, Inger Stark, Jason Cole

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
1. <b>Call to Order: Agenda Review</b>	DE plan recommended discussion from Inger Stark (f); Donald recommends discussing budget (g).	Donald moved to adopt the revised agenda; Mary seconded. Unanimous passing.
2. <b>Approval of minutes from last meeting</b>		
3. <b>Standing Items:</b> (50min) a. Distance Education Report  b. BOT <sup>1</sup> Policies (BP <sup>4</sup> ) and AP <sup>2</sup> Review/Recommendation/Updates/Proposed revisions i. BP 4020 Program, Curriculum, and Course Development ii. BP 4300 Field Trips and Excursions iii. AP 4020 Program and Curriculum Development iv. AP 4100 Graduation	3e. Inger Stark reports the DE committee forwarded heir recommended DE plan, which is up on the website. The hope is to have it approved and sanctioned by the end of March and April. There is a course certification program in the works  3l. Board Policies. AP4236 is only non-revision; BP 4020, updated to reference Title 5; BP4300 being updated to include ref to Government code 119.38; AP4020 updates to add a ref to reflect revised Title 5 requirements for credit programs; AP4100 changes are based on counseling functionality team; AP4235 updated to add references; AP4236 is a brand new procedure to satisfy additions to education code; AP4240 is another counseling functionality team revision; AP	Motion to endorse given by Mario; Mary seconded. Gary had a question about graduation requirements. Passes unanimously

Requirements for Degrees and Certificates

- v. AP 4235 Credit by Examination
- vi. AP 4236 Advanced Placement Credit
- vii. AP 4240 Academic Renewal
- viii. AP 4300 Field Trips and Excursions
- ix. AP 6250 Budget Management
- x. AP7102 Faculty Diversity Internship Program

**5. For Discussion and/or Information:**

a. Starfish Implementation Update

5a. CFT/BCC Gabriel Martinez at Berkeley City College came to share his concerns about the implementation of Starfish. He is concerned that we would be adding a fourth program to an already rigorous software and it does not mirror SARS capabilities. Cleavon would like to have the college configuration teams and other invested parties provide consistent feedback to improve the sections of Starfish we do end up using.

b. Interim Administrative Assignments

5b. Cleavon will be meeting with the chancellor about interim administrative assignments. Laney has one interim assignment; COA has an interim researcher; Merritt has two interim academic deans. The announcement for filling those positions, opportunities for growth and policies and procedures will be discussed.

c. Peralta/Mills Dual Admissions Memorandum of Understanding

5c. The MOU conversations with Mills have been ongoing and 2+2 admission to Mills is guaranteed. Nursing, business and teacher education are three areas of partnership at Mills. The potential to leverage East Bay College fund and Peralta

Moved by Donald, seconded by Mario. The motion passed.

<p>d. AP4105 Update to include Distance Education Course Certification Program</p> <p>e. Student Textbook Costs</p> <p>g. Budget</p>	<p>Promise will inform these initial conversations.</p> <p>5d/f. The course certification process will satisfy AP4105, and the intention is to design a 4-module certification process. Cleavon recommends that each campus use the new tools for their campus DE plans. Cleavon asks that senate presidents get Inger on the agenda to discuss DE issues at the senate ASAP. The endorsement for recommendations to the DE plan and certification program by March 20<sup>th</sup>.</p> <p>5e. Follett’s bookstore contact is up in November, so it’s important to start thinking about this change. Siri Brown reports that she will deliver an upcoming report about possible bookstore vendors. What kinds of services and contract are we looking for? How will they benefit students? What support do we want from bookstores to help reduce costs and facilitate OER? Mario and Siri will work on this together.</p> <p>5g. Donald, as the PBC Co-Chair said he does not trust the finance department numbers due to their consistent evolution. Discussion ensued and a more specific ask emerged to include a third party auditor, a set date to use another auditing company and until then DAS will declare a lack of confidence in the information we have been presented from the finance office.</p>	<p>Motion to draft a resolution about concerns by Katherine, seconded by Kelly. Unanimous passing.</p>
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<p><b>6. For Action and/or Consideration:</b></p> <p>a. Establish DAS Constitution Review Committee</p> <p><i>Adjournment at 4:36 p.m.</i></p>	<p>Our constitution hasn't been updated since 1992. How do we function as a district senate? Donald, Blake, Kelly and Mario , Mary, Maurice will form a constitution revision workgroup.</p>	
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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/part1>. 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.