



**PERALTA COMMUNITY COLLEGE DISTRICT
District Academic Senate
District Academic Senate Meeting NOTES
Tuesday, December 3, 2019, 2:30 – 4:30 PM
District Board Room**



Present: Donald Moore (President), Kelly Pernel (Vice President); Fred Bourgoin, (President Laney); Mary Ciddio (Secretary); Joseph Bielanski (BCC); Matt Goldstein (COA); Thomas Renbarger (Merritt); Jennifer Fowler, (COA); Eleni Gastis, (Laney); Jennifer Briffa, (Merritt). Jeff Sanceri, (COA); Shirley Brownfox, (Laney); Sam Gillette, (BCC).

Absent:

Guest(s): Siri Brown; De Doan, New AVC Institutional Research; Inger Stark

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP PLAN
1. Call to order: Agenda Review (5 minutes)	Review of agenda - agreement to move action items up to the top of the agenda	Moved by Fred, Seconded by Kelly, all in agreement to deal with action items first.
2. Approval of Minutes from previous meeting(s) 5 Minutes	Minutes from 11/5/19 And minutes from 11/19/19	
3. Standing Items: (15 Minutes)		
a. Staff Development Officer Report	Discussion on Flex day program; At Merritt College - considerations of enrollment management and reduce course cutting so students can complete their programs/degrees Chairs and Deans need to discuss programs and enrollment management and get data on courses not taken and offer cuts based on that.	Will this be addressed at flex?
b. Treasurer's Report	Travel Part 2 email coming from Fred.	
c. CE Liaison Report	CE programs need to address the number of specific courses needed to have students be able to complete their programs. (Calculus, Differential Equations)	

<p>d. DE Liaison Report</p>	<p>Inger Stark spearheaded final touches on AP 4105 Committee met last week and in process of securing software to deter online cheating especially important for accreditation.</p> <p>Questions:</p> <ul style="list-style-type: none"> • Does welcome email go to students registered for DE? • Are instructors telling students how to get on to the class – all communication has to go through Peralta email and students have the right to forward their Peralta email to their personal email • Instructors should use Canvas app to communicate with students 	<p>Committee to develop standardized policy and procedures for best practices.</p> <p>Need to improve pre-class communication</p>
<p>e. BOT₁ POLICIES (BP₄) AND AP₂) Review/Recommendation/Updates/Proposed Revision.</p>		
<p>4. For Discussion and/or Information (30 Minutes)</p>		
<p>a. Vice Chancellor of Academic Affairs – Dr. Siri Brown</p>	<p>Accreditation update: There is a district committee for Accreditation with representatives from each of the district areas except Finance – Sui Song left.</p> <p>They are looking at the five year plan and Team Members work on bullet points for their areas and work with Annette D’Ambrosia and are making progress They have a half day retreat for next week and the goal is to have outlines done by end of next week and Annette will piece together the narrative.</p> <p>Dr. Brown will send out a Wrap Around early in Spring semester so we can see what the district is doing and get feedback. The deadline for the Wrap</p>	

	<p>Around is June 30, 2020. District will finish it before the colleges.</p> <p>Issue:</p> <ul style="list-style-type: none"> Website Focus – Should we add faculty to the team.? Help for Merritt College was asked for and it was suggested to get departments and programs to make list of corrections that are needed to be made on the web. <p>There is a new Associate VC of Institutional Research, De Doan, who notes that we have staffing shortages everywhere – most colleges have at least 2 FTE’s in research. He wants to build an institutional infrastructure for research. He explained how to make a request for research online to the district.</p>	Further discussion needed on website.
b. Mid-Term Goals Review	Discussed	<p>Motion to improve communication from and through shared governance committees with a focused commitment to establish clear practices and policies for communicating between committees and to establish a clear pathway for decision making within our shared governance structure.</p> <p>Moved by: Fred Seconded by: Kelly</p>
5. New Business/Announcements	Next Meeting February 4, 2020	
6. Adjournment		4:30 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/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.