PERALTA COMMUNITY COLLEGE DISTRICT
District Academic Senate
District Academic Senate Meeting
April 7, 2020   2:30 – 4:30 PM
International Office Conference Room

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

Absent:
Guest(s):   Siri Brown; Inger Stark; Scott Hoshida, (Prof. Dev); Louis Qindlen, (CE Laney) Heather Cisneros (Curriculum);

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP PLAN
1. **Call to order: Agenda Review** (5 minutes)	Agenda revised to include review of 3 resolutions COA, Laney, Resolution on Refunds. Discussion regarding adding another resolution. There will be 3 action items. Faculty communication, resolution urging district collaboration with faculty Student refunds.	Moved by Mary, Seconded by Fred. All in favor except Two abstaining: Kelly and Sam
2. **Approval of Minutes from previous meeting(s)** 5 Minutes		Jennifer Briffa Moved; Mary Seconded
3. **For Action and/or Consideration** (40 minutes) a. Resolution on Faculty Consultation and Communication b. Resolution on Bullying and Communication	Discussion on resolutions. Discussion on district being added to the resolutions. Concern regarding the need to present them to the colleges to get input from the colleges to see if they are in agreement On both resolutions there are recommendations: 1. Wait two weeks to gather more information.. 2. Let DAS do their own resolution. Not all colleges have to do a resolution. This restriction on communication is making it difficult to do our work.	Motion by Matthew, Seconded by Tom, These resolutions are tabled for one week and Jeff and Fred work on a Revised Combination DAS resolution and if the colleges want to do their own, that is fine. All in favor. No abstentions.

c. **Student Refunds**	Resolution to refund Course fees and Parking Fees since students have been out of classes since 3/16/20 No final decisions have been made at District. At this time, no refunds will be provided but it is still being discussed. Students are getting Chrome Books, Food bank being looked out. Emergency Funding being sent to each campus. We will have to wait – all being looked at. Chrome Books order got in early and first 1000 arrive this week. Then the next 2000 will come.	Moved by Fred and Seconded by Eleni, to pass the resolution to refund funds for classes and parking All in favor, no abstentions. Motion Passed.
4. Standing Items: (15 Minutes)		
a. Staff Development Officer Report A	Flex day went well at the colleges. Remote learning to engage people. Asking "what do we need"? Hiring issues delayed a bit. Maybe classified needs our help at this time. He will be leaving at end of semester and looks forward to working to help orient the new person.	
b. Treasurer's Report	Money that is left over – spend it now for faculty – Can we convince finance to not roll over our funds but reload them July 1. Siri will look into what she can do. What support do our committees need. Do we need to support our Committees. Will there be a remote Curriculum Report? State chancellor's office sent out a Summer and Fall emergency DE Waiver. Pass/no pass? Do DE addendums for all courses if needed. We have lots to do re curriculum – do curriculum institute on line. Reach out to others .	
c. CE Liaison Report	Louis CE committee – essential industries who can't go fully on line. Including faculty preparation and students in the pipeline to work in those essential industries – can't learn surgery by youtube video. Online content for all classes – if lifted In may to do Lab work and sanitize equipment and	

	maintain social distancing. We will break students into smaller groups 2. Computer software needed for many. Found a vendor Splashtop – which would allow students to access the software they need and run the software on the computers in the lab. Expediting it to get things moving. Remote monitoring can be used to learn the software. Siri notes it will be paid for in full by 4/8/20 May break in Shelter in Place may not happen. Suspend classes and do something in Summer if necessary. Brainstorming how students can complete all they need for the completion of the courses. Hopefully not have a lot of incompletes – too many people then in the fall.	
d. DE Faculty Coordinator Report on Discussion on selection and use of online proctoring Software.	Inger states they are working like crazy to get things update. Only do work that supports students' completion of classes this semester. Siri has been supportive. Some people do testing in class via proctoria – it uses facial recognition, collects a lot of data. Make a mistake and get locked out. Let's see if we can get by over the next six weeks – concern about the testing. Donald saw a demonstration. Do more demo's and get more info on what would work best for us. People cheat – what software would do it best. DE approved – temporary approved DE addendum; Input for Student Services - Siri will bring a VPSS next time. Kudos from Donald to all who have worked so hard.	Extended meeting for 15 minutes. Let's keep reviewing it to determine whether to keep it or if we can find a better program.
e. Accreditation Update		
f. **BOT₁ POLICIES (BP₄) AND AP₂)** Review/Recommendation/Up-dates/Proposed Revision.		

5. For Discussion and/or Information (30 Minutes)		
a. Vice Chancellor of Academic Affairs – Dr. Siri Brown	Siri – meeting with Academic senates; Labster Proctoria extended to December 30, 2020. DE Plan Noteful, NameCoach, Voice Thread, Cranium Caffe All courses can be pass or no pass. EW grade – less than 30 EW forms submitted so far. We will track what happens. VP's sent out communication on Contact hours. Communication is important.safe.peralta.edu/covid19home. Post any classes that would be cancelled Thank you to DE Coordinators and CE Committee recommended the 3 week suspension of shelter in place to do things that are not do-able by DE. Has a date for summer gone out yet? Siri will follow-up.	
b. DE Faculty Coordinator on Discussion on selection and use of online proctoring.	See above, 4 D	
c. DAS Constitution – Any Proposed Changes?		
6. New Business/Announcements a. Next Meeting April 21 – Remote Meeting.		
7. Adjournment		4:46 pm

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.