PBIM MINUTES
District Academic Affairs and Student Services Committee (DAASSC)
Friday February 9, 2017 11:30am-1:30pm
District Board Room
(Co-Chairs: Dr. Siri Brown & Dr. Mario Rivas)

Committee Membership:

	Name	Role		Name	Role
X	Siri Brown	Chair, VC of Academic Affairs	X	Iolani Sodhy-Gereben	Classified Rep
X	Debra Jones	AVC Workforce Development	X	Roberto Gonzalez	Classified Rep
X	Mario Rivas	Faculty Co-Chair		Aisha Jordan	Student Government Rep
X	Don Miller	VP Instruction, COA	X	Joseph Bielanski	DAS Rep
X	Jeff Lamb	VP Instruction, Merritt		Mary Shaughnessy	PFT Rep
X	Tina Vasconcellos	VP Student Services, COA	X	Fred Bourgoin	Laney Faculty Rep
X	Jason Cifra	VP Student Services, BCC	X	Kelly Pernell	BCC Faculty Rep
X	Rochelle Olive	COA Academic Senate	X	Eleni Gastis	Laney Faculty Senate
X	Cleavon Smith	BCC Academic Senate		Natalie Alderman	1021 Rep
X	Donald Moore	Academic Senate, Laney	X	Laura Leon-Maurice	Note-taker

I. STANDING ITEMS

A. CALL TO ORDER

B. ADOPTION OF THE AGENDA

Confirm who the actual VPI's are. Will email to presidents to change things around.

IStark- DE needs one VPSS and one VPI. We have a VPI we need a VPSS on the DE committee.

C. APPROVAL OF MINUTES

D. PUBLIC COMMENT

E. SUB COMMITTEE REPORT

Distance Ed- Inger Stark

Professional development platform in Canvas. DE has a way to offer Prof Dev. Training. DE committee is building a DE course certification program. Will have more next month. It is not an evaluation of an instruction. Assessment of a course, voluntary. OEI standards and 2 standards from the district. An option for faculty to put their courses thru it.

Career Education- Marie Amboy

1. Handouts. New allocations for strong workforce funds. Incentives.
2. Marketing efforts for CE. Don't have enough data to drive that process. Where to best put our funds? Marketing tool. Plan to put into place by summer. Open house dates. April 21 CoA, April 28 Laney.
3. K-14 pathways. Snapshot of work happening already. Aligning dual enrollment with CTE Pathways.
    Introduce VPI CoA Dr. Don Miller. Introductions around the room.

Non-Credit Subcommittee

Mel King proposed at Dec. meeting. As a district noncredit courses being taught. So much more work to do on it. One of the initiatives is to build up noncredit as a way to reach the underserved and impact ftef. Moved to Academic Affairs from workforce development. Subcommittee DAASSC proposal. Had a brainstorming meeting. Yes we need a working group or subcommittee. We have distance Ed, career ed. Fits our charge and our task.

Discussion:

- We've worked on it for over a year. That infrastructure needs some work. Curriculum dev/curriculum approval. Needs an entity to take it to next step. Equity access inclusion. Help with ftes. This is in line with the trends.
- We need a plan on how we will move forward. A lot of decisions that need to be made.
- It's the colleges. Ultimately the VPI need to get a faculty committee together so we can start to have more discussions. Need push by chairs and administration. Amount of work that needs to be done at the colleges, need support from our administrative. The VPI with faculty need to do the work.

Motion: *Rochelle Olive motion to have subcommittee, Siri Brown seconded.*

- Propose a task force. Success is in hands of faculty. What do the faculty need and how can we give it to them?
- Recommend looking at including into program review, how noncredit delivery would offer a bridge into your program. After the review have a district conversation. Another district committee does not do the work. Put it in program review everybody has to think about it.
- Program Review needs to add non-credit. Infrastructure piece that still needs to happen.
- IT project custom application created. Online or on paper. Decided to have both, passport or paper in person.

- Do we automatically admit every student into non-credit when they apply? How will they apply for certificates? How are transcripts to be ordered? All kinds of logistical, waitlist, and enrollment that need decisions. A lot of manual work with the students.
- The faculty senate at Laney concerned we don't treat the noncredit in a differential way. We want to encompass all faculty. What is the charge of the committee: curricular or functionality?
- Both faculty reps from each of the colleges. A task force 3-4 people, what do you need from colleges?

Rochelle Olive- **Friendly amendment**. *1 functionality of noncredit, faculty would not want to be involved. 2 curriculum faculty involved. Task force, working group committee, split. Operational piece. Task force could look at both and come back with recommendation.*

Vote: passed. 2 abstentions.

Volunteers: Rochelle Olive, Don Miller, Iolani Sodhy-Gereben, Mario Rivas

Distance Ed Plan in the Dropbox.

Webpage. Recommended Distance Ed plan began in late August. Would love productive feedback and suggestions. Take back to committee on Monday. Most important part on page 10, goals and activities. 3 goals, proposed projects and activities to support those goals. Hope to have this approved by end of April.

Any questions? We will vote on after it comes back from the colleges.

What are the enrollment targets for this at each of the colleges our trying to build to? What are we trying to achieve with DE?

IStark- 1. Close achievement gaps. 2. Support students, 3. Hold ourselves to standards.

Has this money been allocated? IStark- no.

G.   CHANCELLOR'S REPORT

n/a

II.   CARRIED OVER AND NEW ITEMS

Integrated Plan Update - Siri Brown	Rep from each of the campuses present. Will present at the next meeting.
Achievement Gap Data: Update - Mario Rivas	Samantha/Karen Engel will present around the language at the next meeting.
District Equity Funds Discussion -Siri Brown	There are concerns around district use of equity funds. We would have a public conversation about it and have a discussion about it. DAASSC would be a good place to hold that discussion. Dedicate the next meeting 45 minutes for this discussion. - The biggest concern would be amount of time. Budget requests. Bigger issues such as enrollment targets. Any venue is great 45 minutes is half a meeting. Forward recommendations for PBC, need time to discuss. - We will have an open forum here, summarize discussion and make a recommendation around it. - We have to take it back to the groups they represent and get feedback. - A big open discussion is needed. Will discuss at meeting and make recommendation. I can do an open forum, pick a Friday afternoon, before our next meeting and have it as an agenda item before our next meeting. - We don't question the value of outreach & recruitment. It is important, but what do they produce? Budget dev process. What other kinds of data to become more effective? The budget process and what monies are we using? The quality of data that needs to be dealt with. - Hold open forum and have it as an agenda item. Will allow me to send the memo to the appropriate bodies.
SB 1359 - Cleavon Smith	*"This bill would require each campus of the California Community Colleges and the California State University, and would request each campus of the University of California, to identify in the online version of the campus course schedule its courses that exclusively use digital course materials, as*

	specified, and communicate to students that the course materials for these courses are free of charge and therefore not required to be purchased. By imposing new duties on community college districts, this bill would impose a state-mandated local program. The bill would become operative on January 1, 2018." • Requesting that this committee forward something to ensure that we are in compliance. It does get lost in a lot of other projects that are initiated at the district. • We use in scheduling as notes, small footprint, dept. chairs could note in fall schedule. • Not solely an IT is scheduling from all sides of it. If we could strive to do something for the fall but to make a concerted effort to have it done for spring. • In the meantime do notes. There is a specific icon that should be used in the schedule. • Schedule gets pooled on the 12th. Final version March 1. • Accessibility to those schedules and catalogues. The community colleges are being scrutinized.
Dual Enrollment - Donald Moore	Who is driving the dual enrollment, Oakland unified or the colleges? So far Oakland Unified drives this. If dual enrollment is becoming part of our enrollment management plan, let's determine what we want from it, one college or all colleges do this work. It's a good time for this committee to look at this. Grown quickly in 2 years, commend the work around it. 1600 dual enrolled students. Where are we going with it, all these issues? Tamika just had first meeting with faculty who teach these classes. Discussion: • OUSD, Career Pathways that they set up for their students, is student demand. They are asking for them. Set up by way of a pathway to lead them on. • How many students that our dual enrollment continue on to a college? Good stat to have. • Come up in CE meetings. Career pathways developed by high schools by priority sectors. Concern for CE programs, strong workforce, there is marketing of pathways, the courses that we have aren't sequenced in a way to allow or a certificate.
Proposal for a Non-Credit Sub-Committee (action item) - Siri Brown	• This is an area that having a subcommittee would benefit. Bringing it into a larger conversation. Practice of OUSD bouncing from college to college who will deliver what we want. Faculty teaching at HS who do not teach at college at all. • Pathways contextualize our general ed courses a HS. • OUSD their own partial tax. Many students who take these classes are not community college track. • This is what we will offer you, based on majors. We could partner strategically. • Endorse suggestion on subcommittee on dual enrollment. Bridging the gap grant. Doubling the number of students for transfer level mathematics courses. Impacts guided pathways, student success, and student completion. • Offering non-credit could fit in. achievement gap. • Folks on campus already doing dual enrollment to attend subcommittee. • Faculty, deans, ousd, scheduling, Tamika's office. • Dual enrollment, concurrent enrollment, articulation, k-14 sub-committee. Rochelle Olive: **Motion to establish a working group for Dual Enrollment**. Joseph Bielanski: Seconded.
Distance Ed Plan (action item) - Inger Stark	Once a year provide an update. Discuss with presidents. Open to meet with anyone. Have a report come the March meeting. Target a date annual integrated summit.
Closing Comments	Motion to adjourn meeting Fred Bourgoin. 1:10.

III. Adjournment (*1:30pm*)

IV. Next Meeting (*Friday March 9Th 11:30am-1:30pm*)

Guests: Marie Amboy, Karen Croley, Kimberly Ellis, Kuni Hay, Inger Stark,