



**PERALTA COMMUNITY COLLEGE DISTRICT**  
**District Academic Affairs and Student Services Committee (DAASSC)**  
**DRAFT AGENDA**

Friday, October 11, 2019  
 9:30 a.m. – 11:00 a.m.  
 DGS Conference Room #1

**ACTING CO-CHAIRS**

Jason Cifra, Vice Chancellor of Student Affairs  
 Tom Renbarger, Academic Senate President (Merritt College)

**COUNCIL MEMBERSHIP**

Jason Cifra, Vice Chancellor, Student Affairs	Tom Renbarger, President, Merritt Academic Senate
VPSS, Merritt College (vacant)	
Don Miller, VPI, COA	Donald Moore, President, District Academic Senate
Eleni Gastis, Faculty, Laney	Fred Bourgoin, President, Laney Academic Senate
Kelle Lynch McMahon, Faculty, Distance Ed Coordinator	Iolani Sodhy-Gereben, Academic Support Services Specialist, Laney
Joseph Bielanski, Faculty, BCC	Karen Croley, Project Manager, BCC
Kelly Pernell, President, BCC Academic Senate	Kuni Hay, VPI, BCC
Mary Clarke-Miller, BCC	Mary Shaughnessy, Faculty, COA
Richard Thoele, President, SEIU 1021	Matthew Goldstein, President, COA Academic Senate
Siri Brown, Vice Chancellor, Academic Affairs	Tina Vasconcellos, VPSS, COA
Vicki Ferguson, VPSS, Laney	Note taker, TBD

**I. STANDING ITEMS**

**A. CALL TO ORDER**

Three people are here. Should we even meet? Membership is a question. Went from 16-20. Disbanded DEMC. Decided to collapse it, standing item to have Enrollment Management as a topic.  
 Called meeting to order at 9:50.

*The mission of the Office of Student Services is to provide comprehensive high quality programs, services, and guidance which enhance student access and contribute to the success of our students. Our goal is to empower students to make informed decisions that will facilitate their learning and achieve their goals*

**B. ADOPTION OF THE AGENDA**

Agenda is approved.

**C. APPROVAL OF MINUTES**

The minutes are attached to the Outlook invitation. Nov 8, State Plenary is at the same time. Assign proxies'. Consider having set proxies. Quorum not met today.

**D. PUBLIC COMMENT**

**E. SUBCOMMITTEE REPORTS**

- i. Workforce Development
- ii. Distance Education
- iii. Non-Credit from Elizabeth Maher  
See last paragraph for memo.
- iv. Career Education: Mary Clark-Miller- Merritt having issue with project manager/coordinator hiring. To help with Workforce Development. Getting pushback. Merritt underspending no one following up on finance. Suggestions?
  - Spend by Dec 31. BCC is at 97%. \$800,000 unspent. Some is partly encumbered. Put towards marketing, degree audit.
  - Career Center on COA campus. Wants to serve CE on all 4 campus. Help spending money and help folks get jobs.
  - If we don't spend the funds it goes back to the state. Kicked around ideas. Go back to their colleges to see if funds are encumbered. Marketing, degree audit. We need students. Could be a regional venture for all 4 colleges. Send it to Marie Amboy and Mary Clark-Miller. How to partner and spend these funds as a district? Need to bring everything together.
  - Email deans to come together with ideas. Dean at Merritt?
  - \$94,000 unspent in CalWORKS, trying to figure out what to do with it. We are not a poor district, just poorly managed. Track, communicate and push to spend and give ideas. The information here can be funneled up to PBC.
  - Sent Perkins funds back. We thought the funds were spent.
  - PBC space where there will be reporting. Colleges report into that committee on a regular basis.
  - Make sure it includes areas where we are having difficulties spending.
  - Perfect issue to go to PBC. Perkins, etc. request a motion at PBC. So that strong comes to us with their planning on spending. Oct. 18 next PBC meeting.

**F. GUIDED PATHWAYS**

- Incorporate Block Scheduling, make more efficient use of our time. Each student at Peralta has a home campus.  $\frac{3}{4}$  of student do not swirl.

- The reason why swirl happens, cannot find all of the courses they need at one campus.
- That data that you quoted I would love to see. Vast majority put in for transfer, more than one campus.
- From Phoumy and Clifton started a report and did for all. VPI's, DAS meet with IR rep. asked for more details. CBT put it in their report. Sririam is almost finished with swirl dashboard. The more that they are swirling the higher their GPA was. The higher their GPA the more they swirl.
- Caution us, some students are being deliberate, careful about assumptions. Online coursework choices.

i. Form Swirl Research Group

G. AB 705

Standing items.

- Compiling info about the state of ab7o05. Don't have responses from bcc or Laney. College of Alameda model has been seamless with a lot of success and coordination. Have more information on the English side and Vanson on the Math side.
- Concern on ESOL. Have not heard how it will change. Must be in by December. Not being communicated.
- Provided the data last spring. Dominique is working with them. I think they are on target. Students are saying we need more tutoring and we need more classes, Saturdays, evening. IR meets district wide monthly.
- Guided self-placement need to prioritize. Ab1805. Transparency of information, how we are publically displaying our placement results, public challenge process. Hopefully getting those survey reports back. Have the data collection piece in case it is asked for. Doing another survey in the spring. AP group reporting tremendous gains for our students.
- Sent out email to chair asking her to come to Nov. meeting and give a report. ESOL chair at Laney.
- We have Nov. meeting to look at the data, Math & English. One more meeting in Feb.
- Looking forward to seeing ab705 data regarding DSPS. Gains in closing the gaps.
- Looking at student success, creating college readiness pathways. Need something at every college so we can support students.
- **Talk about data from survey at next meeting.**
- Program mapping process. Match funds and set up specific data base, state run. Relate to degree audit. Have to apply to participate. Match \$50,000. Good opportunity. Open houses for Guided Pathways coming up.

II. CARRIED OVER AND NEW ITEMS

Topic:	Presenter:	Purpose:	Strategic Goal:	Time:
<b>Update Committee Membership</b>	Renbarger/Cifra	Discussion Revert to PBIM membership. Merged last year two committees. At the retreat changing the structure, cannot change without a quorum. Nice breakfast and a strong email. Can we restructure under an interim restructuring pilot? Have a zoom meeting on the first? Those at plenary take a moment to do zoom and vote. Propose this at DAS next week.		

<b>Election of Committee Co-Chairs</b>	Renbarger/Cifra	Action Jason and Tom.		
<b>DAASSC 2019-20 Review of Charge/Setting Goals</b>	Renbarger/Cifra	Discussion: Review charge of this committee, set goals. Very broad charge. Nothing to prevent us from recommend a charge.		
<b>DE Committee Recommended Teacher Preparation</b>	(Joseph Bielanski)	Discussion: DAASSC to propose policy change to AP 4105- teacher preparation for instructors. Joseph recommends accepting the proposed changes. Review changes before we make recommendations. Continuing carried over item. Forward to us the changes prior to voting. What is the reasoning on the changes so there is context. Can PGC recommend?		Forward to us the changes prior to voting. What is the reasoning on the changes so there is context.
<b>Organization of District Equity Work Proposal(s)</b>	Scott Hoshida	Discussion: PD chair meeting so he could not be here.		
<b>Non-Credit District Committee Proposal</b>	Elizabeth Maher	Action		

We should have reports re OEI grant?  
MClark-Miller- All budget have been loaded. And reports are on track.  
**ADJOURNMENT** 11:00 AM 11:03

III. **NEXT MEETING** – November 8, 2019

## October 2019 Noncredit Update for DAASSC

1. Noncredit Committee is mostly assembled and we're in the process of finding a good meeting time. The committee make up is below.
2. 2018/2019 FTES total for District was 94.64.
3. Fall 2019: 132 sections of noncredit were scheduled
  - a. ESOL: 33 sections --Bridge, Child development-contextualized and mirrored
  - b. English: 57 sections of support classes
  - c. Multi Media Arts: 11 mirrored sections
  - d. other sections were in Learning Resources, Counseling, Art, Child Development
4. A and R: Planning an A and R training for the campuses so everyone is on the same page when it comes to noncredit enrollment, grades and certificates.
5. Coordinator has met deans and VPs (Laney and COA) to provide overview of noncredit at the Colleges.
6. In the process of updating the website to house the Faculty handbook for instructors and to add new programs to the student facing pages.

The District Noncredit Committee will consist of:

- Noncredit District Coordinator (Co-chair) F Beth Maher (Laney)
- College VPI or VPSS Administrator (Co-chair) A Don Miller (COA)
- Associate Dean (1) A Diane Chang (Laney)
- VPI or VPSS (whichever is not co-chair) A Merritt?
- Transition Liaison (1) C Nicole Kelly (COA)
- A and R representative (1) C Hue Huynh (BCC)
- College Curriculum Specialist (1) C Iolani Sodhy-Gereben (Laney)
- CTE Faculty (1) F Mary Clarke-Miller (BCC)
- Basic Skills Faculty (1) F Amanda Price (COA/Laney)
- Counselor (1) F Merritt?

and certificates.

Beth Maher  
Peralta District Noncredit Coordinator  
Laney College ESOL Instructor  
510-464-3225  
[emaheer@peralta.edu](mailto:emaheer@peralta.edu)