

# PBIM AGENDA

District Academic Affairs and Student Services Committee (DAASSC)

Friday, October 15, 2021 11:00 - 12:30pm

Zoom link: <https://cccconfer.zoom.us/j/99930425977>

## Committee Membership:

Siri Brown, Vice Chancellor, Academic Affairs	Tom Renbarger, President, Merritt Academic Senate
Lilia Chavez, VPSS, Merritt	Maria Spencer- District Classified Senate
Lilia Celhay, Dean, COA	Donald Moore, President, District Academic Senate
Vacant, Faculty, Laney	Nathaniel Jones III, President, COA
Vacant, Faculty, Distance Ed Coordinator	Iolani Sodhy-Gereben, Academic Support Services Specialist, Laney
Joseph Bielanski, Faculty, BCC	Diana Bajrami, VPI, COA
Matthew Freeman, President, BCC Academic Senate	Kuni Hay, VPI, BCC
Mary Clarke-Miller, Faculty, BCC	Mary Shaughnessy, Faculty, COA
Azul Lewis, SEIU 1021	Matthew Goldstein, Academic Senate President, COA
Martin DeMuchaFlores, VPSS, BCC	Laura Leon-Maurice, Note taker

## I. STANDING ITEMS

### A. CALL TO ORDER

Quorum is met.

### B. ADOPTION OF THE AGENDA

Motion to approve today's agenda.

Mary Clark miller moved

Maria spencer seconded.

Motion to approve.

### C. APPROVAL OF MINUTES

Minutes from May 8, 2021

Motion to approve minutes from May 8, by Siri Brown

Maria spencer seconded. Minutes are approved.

### D. PUBLIC COMMENT

Maria Spencer- Hosting an Indian Red Market on November 7.

Lilia Chavez- 44<sup>th</sup> Annual Public Information Day sat 9-1, East Bay Consortium. In English and in Spanish.

Oakland Indigenous Red Market

We are very proud to announce that the Indigenous Red Market will be held on Sunday, November 7th, 11 am - 5pm, 3124 International Blvd., Oakland.

### E. SUB COMMITTEE REPORTS

- Distance Education- Siri Brown- Update. The DE committee. Normally co-chaired by de coordinator. Our coordinator got a full time position at COA. No longer able to serve. We advertised for a fall only DE coordinator, classes had already started. We did not hire because we did not get a good response. Semester was underway. Director Maniaol and I are revising the job description. Brielle Plump, Ed Tech Coordinator, continued online. Collapsed some of those duties. Job description will come out in November will have someone by the spring semester. Brielle Plump, serves as our Ed Tech Coordinator, online equity, Brielle Plump- District DE- The focus for this semester is to solidify our training for DE Coordinator around accessibility. Up level all of our course content and training materials. Ties in with equity. Dr. Brown provided a consultant to train the team. Doing a train a trainer model, 6 trainings. Identify gaps in knowledge so we can seek further support. We need to meet the agreement within the consortium. Peer online course review, POKR, online accessibility component. Meet standard and consortium agreement. Prepping resources for 2022. Face to face and online components. Teaching hybrid or face to face.

At the college level, peer online course review. Colleges are owning that initiative. Appointed POKR leads to lead that project.

Online equity- Started working and had our first meeting 2 weeks ago. Ensuring the participants have met the criteria. Revise the course, revise the materials and build a new resource library. Access materials hoping to host on the new website.

Grading for equity workshop, focused on a book by Joe Feldman. Eye opening what he advocates bringing more equity into the grading process.

Participate what is being offered at the state level. Can you forward me the information?

SBrown- CVCOEI, our IT people had a meeting and we are getting close to finalize the IT prospects for the exchange. Certain courses that have been pokr approved can be opened up for any student across the state. Best quality. Enrollment can happen for the spring term.

Skyline has an equity institute, one modules equity. Put the link in the chat.

From Lowell Bennett to Everyone: 11:17 AM

<https://gradingforequity.org>

<https://accelerationproject.org/Grading-for-Equity-Workshop-Series>

@Plump another resources on Equity and Grading is the Skyline Equity Institute — President Garcia and Lasana Hotep were part of developing it. <http://equityinstitute.com>

- Career Education- Mary Clark Miller- We just set up Carla from CoA for the CTE committee. Leslie and I have been filling in for her until she gets adjusted to the schedule. We wanted to have a discussion for opportunities to collaborate across the 4 colleges. Hyflex. High interest in CE to do that. Look at technology part. Errors and incorrect data. Working with Albert Maniaol in trying to correct that. Spending down and not going over. Carmen Fairly and Albert Maniaol decertified the reports in Nova so the deans can adjust and numbers will align

- International- Thomas Torres-Gil

Preparing to have students come in person into the office, Tuesday and Wednesday beginning next week, staff will begin preparing. Spring admissions is underway. Now vaccinated international travels can enter the US. Waive the interviews for visa.

COA- 2 classes, 7 classes. Thanks to COA staff and faculty.

Another set of classes beginning in the winter. Excited for more students to enjoy our classes at Peralta.

SBrown- The executive cabinet travel. During pandemic travel was restricted. Things beginning to open up, conferences are open. Study abroad programs had to be halted. Clarity for all of us to travel as well as students. Offer travel for summer that were put on hold.

- Adult Education- Shemila Johnson

In 3 year planning process. Report due June 20. Community needs survey just completed. 1100 respondents. Looking at labor market data to help us develop a comprehensive report. Feb 15, 16 retreat. Face to face or virtual. Adult schools and colleges to look at data and develop strategies to help us meet the needs of the community.

## F. CO-CHAIR REPORT

SBrown- Happy to be working with Professor Freeman, thank you for serving.

## G. CHANCELLOR'S REPORT

## II. CARRIED OVER AND NEW ITEMS

Topic:

**Enrollment Report:** Everyone can access the daily summary report on the IR site. Summer, Fall, Spring. There will be additional FTES added with Fall intersession and when positive attendance hours come in. Our annual FTE will be a little over 12,000. Spring semester is unpredictable to project because we are returning 50% in person. Marketing is putting that out to the community to let people know that we are back. Fall to fall comparison, helps to give a little perspective. Percentage change. We set aside funds for dual enrollment, which impacts the productivity and the numbers. Each college makes different decisions in terms of usage of grant funds. Partial tax to support certain areas. If we didn't have a robust as a dual enrollment, is that saving us right now? How much of that is part of our stats so people can be aware that it is such an important tool? We have been able to quantify, it has decreased because of the pandemic. We still have work with OUSD.

SBrown- Snapshot of what we set our target at, the final 320 report, what shows up in the bi tool. The difference between the target, the bi tool, productivity target over the years, productivity actuals, FTF allocations, FTF actuals. Can we get an idea how the ftf allocations are arrived at?

SBrown- We use BAM, take the last 3 years, FTEF, each college is given an average. Look at other factors, dual enrollment, and non-credit. In bi tool you can look back at 10 years.

SBrown- If a course is at 35 students, productivity is half of that. Our contracts limits CE courses and English, low enrolled capstone course. The balance is to equal 17.5. The district used to reach that, enrollment has declined each year. Our productivity has fallen. FCMAT has talked about, we cannot continue doing that.

Last recall for 2021 13,179. Every one of us is focusing on Spring 2022. Students left during the pandemic. Students who applied and did not enrolled. Alleviated student debts.

Many targeted efforts on social media, buses, laney had a big event today. Everyone has been putting their best ideas forward.

Always hassle of adding/dropping. How do we remove as many barriers that are procedural?

SBrown- Key point, relates to DAASSC goal that is on the agenda. Will discuss further.

**Delineation of Functions (Action Item) between the district and college roles.** The purpose of this document is to clarify shared responsibilities, autonomy

By noon today the last feedback that part is being solicited, send to Dr. Faulks. Each college will be submitting. Dr Faulks will consolidate that feedback. Go to October 26 board meeting.

*Motion:*

The PCCD function map was developed to show the delineation of functions between the district and both colleges.

The purpose of this document is to clarify shared responsibilities, authority and functions in the district and colleges and to reference guiding policies and procedures related to those links.

A motion to approve this document as is. It is still a work in progress and will be working on it the rest of the semester.

Martin motions to approve.

Mary Clark Miller seconds.

*Discussion:*

The last column will be filled before the next board meeting.

SBrown- Download the version that goes to the board and send as part of the minutes. Will be on the website.

Motion to endorse the document to be submitted to the board on October 26.

Recognizing that it will be edited and see different versions.

Approved.

### **Solidifying DAASSC Goal**

Continued discussion. After reviewing the PBIM notes, and thinking about how DAASSC is an advisory committee to my office. Biggest work that we are doing currently.

During the 20201-22 academic year, DAASSC will serve as the listening and input committee for critical decisions that need to be made during and as the result of the student journey project. Third project involves mapping each step of the matriculation process to identify and prioritize student delay and loss points, college to college incongruences and district wide best practices. Agenda items will include examine technical and procedure related functions that includes;

CCC Apply Peralta application,, degree audit transfer in, auto awarding of degrees, waitlist and permission numbers, 9.2 enhancements, student form submission, and more.'

DAASSC is aware that projects like this may take up to or beyond a year to complete but will be able to share with the colleges what improvements are coming.

Have Silvia Cortez come and present at the next meeting. Waitlist process and history.

Input on how we prioritize. 9.2 has many that we can add. They cost money and they take time.

Records corrections, changing a grade. We can take those forms, submitted inside PeopleSoft and the changes are made that way, in the student records.

This is the districts role in enrollment management. Clean up our process. Students are trying to come to us. It is so difficult that they give up.

SBrown- VPI's monitor classes with waitlist. We aren't doing a great job district wide. Maybe a way to build in warning system.

Getting these forms fillable. Faster to get this to us. Glad we can put it on the radar. Make it more efficient to complete for our partners.

Is there going to be an evaluation on the forms? Reduce or correct the steps?

SBrown- My strategy is to bring it to DAS, uses the forms a lot, take that input and come to the VPSS, and say what do you all think? Then decision is made with input from everywhere.

Waitlist permission numbers, and one other piece.

Bring back in November to formally endorse as an action item.

### **Institutional Research Spring Survey Update**

SBrown- Dr Ku, Dr Herrera and whole team met to begin to strategize on a student survey on what students want as far as modality of classes. Spring will be the return of students coming back. Big survey launch, in person as well as Canvas, text, email. Faculty survey coordinator position on Monday. Get as much information as we can from our students, use to inform/build the next fall schedule and make it more student driven. Will have an outside person doing an environmental scan. Last scan we had we used it to plan. Post pandemic scan, most critical. How different or the same and use that on how we build the schedule.

### **III. Adjournment**

### **IV. Next Meeting: December 10, 2021**

#### **Attendance:**

Siri Brown

Mary Clark-Miller

Matthew Freeman

Azul Lewis

Maria Spencer

Brielle Plump

Veronica Montoya

Momo Lim

Maria Valencia

Martin DeMuehasFlores

Lilia Celhay

Kuni Hay

Lilia Chavez

Thomas Torres-Gil

Lowell Benett

Donald Moore

African Line Art-Phillip

Shemila Johnson