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**District Academic Senate**

**District Academic Senate Meeting DRAFT MINUTES**

**May 16, 2023 – 2:30PM to 4:30PM**

**Merritt College, Room R112A and Zoom:** [**https://us06web.zoom.us/j/9781680578**](https://us06web.zoom.us/j/9781680578)

**Present: VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)**

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| X | Donald Moore, DAS President, Laney | X | Matthew Goldstein, DAS Vice President, COA Senate President | X | Andrew Park, DAS Treasurer, COA Treasurer |
|  | Jennifer Fowler, DAS Recording Secretary, COA Senate Vice President | X | Matthew Freeman, BCC Senate President | X | Joseph Bielanski, BCC DAS Representative |
| X | Jeff Sanceri, COA DAS Representative |  | Leslie Blackie, Laney Senate President | X | Nate Failing, Laney Senate Vice President |
|  | Kimberly King, Laney DAS Representative | X | Thomas Renbarger, Merritt Senate President | X | Monica Ambalal, Merritt Senate Vice President |
| X | Lowell Bennett, Merritt DAS Representative | X | Gabriel Martinez, BCC Senate Vice President |  |  |

**Guests: List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)**

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|  | Heather Sisneros | X | Stephanie Droker | X | Tina Vasconcellos |
| X | Immaculate Adesida | X | Marla Leech | X | Didem Ekici |

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| **AGENDA ITEM** | **DISCUSSION** | **FOLLOW UP ACTION** |
| 1. **Call to order:** **Agenda review –** (5 minutes) | Meeting called to order at 2:34 PM. | Motion to approve the agenda.  Moved by: Joseph Bielanski  Seconded by: Tom Renbarger  Motion Passed Unanimously |
| 1. **Approval of minutes from previous meeting(s) –** (5 minutes) |  | Motion to approve minutes from 5/2/23.  Moved by: Joseph Bielanski  Seconded by: Andrew Park  Motion Passed Unanimously except for one abstention |
| 1. **Public Comment –** (3 minutes) | * Jeff Sanceri: AP/BP on class size – proposal for AP. Proposal will come to DAS after admin review. “BP 4215 Class Size Equity” was shared on screen and file shared via Zoom chat. Discussion of “what does ‘equity’ mean in education?” Current draft modeled after what is being done at San Mateo Community College District. What we want to do is chase good education for our students.   + Q&A regarding current class size (default at 40? that’s what Laney does; difficulty for some of the lab classes).   + Q&A regarding district’s goal – chasing FTES while cutting classes.   + Next steps: sending draft to the chancellor for consideration at the chancellor’s cabinet, with guidance from Joseph. |  |
| 1. **Standing Items –** (15 Minutes) |  |  |
| 1. Treasurer’s Report, Andrew Park | Summary of DAS spending has been sent. About 1/3 each are for curriculum institute, fall plenary, and spring plenary. Spring plenary travel paperwork has all been completed. Will be sending a reminder to people to remove delegated access to Travel & Expenses center from the treasurer. Currently working through Curriculum Institute travel paperwork processes with Heather Sisneros as a test case; will be sending out email to the other 4 in-person travelers for the new process for July event. |  |
| 1. Staff Development Officer Report, Inger Stark | N/A |  |
| 1. CE Liaison Report | (Tina Vasconcellos) – Great turnout at open house at Laney. Preparing for summer institute; looking at spending/re-distributing Perkins funds. (Q: Any assistance provided to deans/etc. to ensure that no money is returned? A: There was a lot of money returned last year; looking to do better this year.) |  |
| 1. DE Liaison Report, Didem Ekici | Last DE update from Didem. Looking at DE committee membership for next year. Need to consider being able to meet quorum in-person next year. (Q: what is accepted as quorum?)  Working on improving quality of online teaching, and managing workload for online instructors.  AP 4105 update (Joseph) – DE coordinators have a copy of updated AP 4105; should provide comment by Thursday. Final version of AP 4105 will be available in Fall.  Q: Does the updated AP 4105 have specific requirements on regular and substantive interaction? (A: Unsure.)  Current draft has gone through PFT input; the draft provided to DE coordinators has PFT comment.  VPIs disagree on Section 3’s statement that modality is faculty choice (“Note: Distance Education Status in no way infringes on the right of the Faculty assigned the course to present it in the modality they deem most appropriate, per Title 5, section 53200.”).  Other topics discussed: (1) Making sure we meet standards for CVC-OEI teaching colleges. (2) Modality belongs to faculty (#1 in 10+1). Need to follow clear processes to ensure faculty input. (3) Quality of online teaching in general, particularly referencing student survey feedback. |  |
| 1. CIPD, Heather Sisneros | N/A |  |
| 1. **For Discussion and/or Information –** (40 minutes) |  |  |
| * 1. AVC Tina Vasconcellos | Launched the eForm project yesterday: Looking at all forms, especially those that are not yet automated and have to be done on paper (Merritt jump started the work). Hoping to complete our piece by June, hand off to Oracle for implementation before/during Fall, and possibly launch for Spring 2024.  Dr. Stephanie Droker – Chancellor thanks faculty for all the accomplishments this year. We are currently proceeding on search for permanent chancellor; please watch the web page for any updates, and the chancellor will see everyone at the graduation ceremonies.  Q: Update on the Educational Master Plan work?  A: Board will look at the draft (after going through WestEd for their input) at their retreat in July. Early fall, they will go through shared governance processes.  Q: When does the board update Board Goals? Are they board goals or district goals?  A: Usually in the summer, also as part of their self-evaluation process. Board goals are aligned to the district mission, etc.  Q: Relationship between strategic plan and EMP?  A: Strategic plan and EMP are often used synonymously. District strategic plan supports the colleges’ educational master plans. EMP should be your “north star”.  Q: Is there an enrollment management portion of the district strategic plan?  A: Not yet; the district is doing it next year in collaboration with DAS. And DAS subcommittee on enrollment management.  Donald Moore: Governor’s May Revise is released. Hoping to have an update from VC of Finance at the next DAS meeting. |  |
| * 1. AVC Tina Vasconcellos and CTO Antoine Mehouelley on Definition and Icon for digital schedule for spring 24 | Had a very successful first meeting this afternoon for the low textbook cost icon for online schedule. Getting IT for low textbook cost icon ready for Spring 2024 schedule launch, starting with meetings in early Fall. Current draft of the icon ($50 or less) was shared on Zoom screen. Looking for a possible Fall flex session on “low cost” from OER faculty leaders at Peralta.  Thank you for the resolution. Chancellor heard it; administrators heard it, and they are working on it for Spring 2024 launch. |  |
| * 1. District Governance Committee Faculty Appointments | DAS president gets committee membership needs from each committee and makes necessary appointments. Each appointment should last for 2 years. At college level, college academic senate president makes appointments for college shared governance committees.  Chancellor said there will be a PBIM summit early next Fall.  Should we send an email to the chancellor recommending that PBIM manual be updated for/before the summit? (We are often not following current PBIM manual.) |  |
| * 1. Charge for Enrollment Management Sub-Committee | New name for the subcommittee: “Enrollment Management Taskforce” or “Enrollment Management Workgroup” or “**Ad Hoc Advisory Committee on Enrollment Management**”.  Committee size: 5 or fewer.  Representation: People who have been working on these issues (even if it ends up not having people from every college; DAS can give guidance if the workgroup goes astray).  **Draft charge (from April 4 email): The task force will make enrollment management recommendations from the faculty perspective that will form the basis of DAS resolutions on these matters.**  The workgroup will come back to DAS by December with an initial recommendation.  Donald Moore will send out an email with the charge and the membership of the ad hoc advisory group. | Motion: DAS to establish an Enrollment Management ad hoc Advisory Committee that will make enrollment management recommendations from the faculty perspective that will form the basis of DAS resolutions on these matters.  The size of the advisory committee will be less than the DAS quorum size.  Moved by: Tom Renbarger  Seconded by: Matthew Goldstein.  Motion Passed Unanimously |
| * 1. Updates from Spring Plenary 10+1 | N/A |  |
| * 1. DAS Officer elections | College academic senates are concluding their officer elections this week. This is needed for DAS officer elections. | Motion to have a special meeting 4 p.m. next Tuesday, May 23, 2023 at Donald and Tina’s house in Oakland.  Moved by: Tom Renbarger  Seconded by: Matthew Goldstein  Motion Passed Unanimously |
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| 1. **New Business/ Announcements** |  |  |
| 1. End of Year DAS Celebration | Will be noticed per Brown Act End of year DAS celebration at Donald and Tina’s house on Tuesday, May 23, 2023, information to be followed. |  |
| 1. **Adjournment** | Meeting adjourned at 4:13 PM | Moved by Matt Goldstein  Seconded by Matt Freeman  Motion Passed Unanimously |

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**, OR2. 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.