**********PERALTA COMMUNITY COLLEGE DISTRICT**

**District Academic Senate**

**District Academic Senate Meeting MINUTES**

**SEPT 19, 2023 – 2:30PM to 4:30PM**

**Zoom Link:** [**https://cccconfer.zoom.us/j/96574845924**](https://cccconfer.zoom.us/j/96574845924)

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| X | Matthew Goldstein, DAS President | X | Leslie Blackie, Laney Senate President, DAS Vice-President | X | Andrew Park, DAS Treasurer, COA Treasurer |
| X | Jennifer Fowler, COA Senate President | X | Matthew Freeman, BCC Senate President | X | Thomas Renbarger, Merritt Senate President |
| X | Carla Pegues, COA Senate Vice-President (via Zoom) | X | Dan Lawson, Merritt Senate Vice- President (via Zoom) | X | Nate Failing, Laney Senate Vice- President |
|  | Gabriel Martinez, BCC Senate Vice President | X | Joseph Bielanski, BCC DAS Representative | X | Chris Weidenbach, Laney DAS Representative, DAS Recording Secretary |
| X | Lowell Bennett, Merritt DAS Representative (via Zoom) | X | TBD, COA DAS Representative  |  |  |

**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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| --- | --- | --- | --- | --- | --- |
| X | Marla Leech, faculty, Laney College (Prof. Dev. Staff officer) | X | Chelsea Cohen, faculty, Laney College (Prof. Dev. Staff officer) | X | Tina Vasconcellos (Assoc Vice-Chancellor of Academic Affairs) (via Zoom) |
| X | BC Hoff DAC Director of Facilites (via Zoom) | X | Stephanie Droker (Deputy vice-Chancellor) (via Zoom) | X | Azul Lewis, BCC Science Lab Tech |
| X | Jayne Smithson, faculty, COA | X |  | X |  |
| X |  | X |  | X |  |
| X |  | X |  | X |  |

|  |  |  |
| --- | --- | --- |
| **AGENDA ITEM** | **DISCUSSION** | **FOLLOW UP ACTION** |
| 1. **Call to order:** **Agenda review –** (5 minutes)
 |  | Motion to approve the agenda. Moved by: Joseph BielanskiSeconded by: Nate FailingMotion Passed unanimously |
| 1. **Approval of minutes from previous meeting(s) –** (5 minutes)
 | TR suggests using ‘consent calendar’ approach for items including meeting minutes.  | Motion to approve minutes from May 16 2023.Moved by: Tom RenbargerSeconded by: Joseph BielanskiMotion Passed:  |
| 1. **Public Comment –** (3 minutes)
 | * No public comment was offered.
 |  |
| 1. **For Action and/or Consideration –** (40 minutes)
 |  |  |
| 1. Waitlist Monitoring (A. Park)
 | Andrew Park tracked waitlist info during Summer 23, and presented data along with questions and recommendations. He made the point that Waitlist data ‘disappears’ once classes begin. Around half of waitlisted students eventually enrolled in the courses they were waitlisted for. The data suggests ‘failure’ of enrollment management, and a disservice to students (and potential students). Andrew’s main recommendation in the short term is that DAS track class cancellations and provide some form of accountability regarding Deans and other Administrators who cancel classes. Tom R. suggests advocating for longer waitlists. Tom also reminds us that a ‘cancellation committee’ existed at Merritt College, and could be brought back. Leslie B. wonders if data on scheduling can be studied to help with future scheduling.Chris W. expressed that ‘peak enrollment’ needs to be understood and respected and used in scheduling and cancellation decisions. Chris also suggests a pro-active role for DAS to promote development and implementation of a system for registering student demand for classes that are not currently available. Chelsea Cohen asked Andrew if he could follow up and include class modality disaggregation.Stephanie D. asserted that administrators never want to cancel classes or turn students away. Tina V. emphasized that Colleges have local control and will need to develop their own ways of handling waitlisted students who can’t get the courses they want, or otherwise ‘register’ student demand and communicate with those students.  | Motion to XXX.Moved by: Seconded by: Motion Passed |
| 1. FTEF Survey (C. Weidenbach)
 | Chris W. presented a Forms survey he would like the DAS to promote among chairs at all four Colleges. He explained the gist of the survey is to capture dept. chairs' sense of how much more FTEF their departments could have used this Fall 23, and foresee being able to fill in Spring 24, as well as how much they would like to request for 2024-25.Matt G. suggests that Senate presidents request survey completion by Chairs at their Colleges. -- Senate Presidents in attendance expressed no resistance to helping with this. Tina V. shared that as a Dean, she would sometimes use funds other than Fund 1 to pay for additional classes, including categorical funding such as “C”, HSI, and ANAPISI funds. Stephanie mentioned the possibility of ‘re-opening’ cancelled classes or adding new sections as late-starts. Matt F. expressed a need for faculty generally to better understand how to advocate for viable amounts of FTEF, including possible access to categorical funding.  | Motion to.Moved by: Seconded by: Motion Passed |
| 1. Modality & the 10+1 (L. Blackie)
 | Leslie expressed concerns about a ‘mandate’ for percentage of classes being offered on-campus vs. Online, as well as a ‘mandate’ re: all labs being on-campus. She also asked whether similar madates or ‘targets’ were being promoted at the various Colleges. Jennifer mentioned COA having an Enrollment Management committee recently formed with a key task being to make a recommendation about how many F2F, online synch, hybrid, and asynch.Matt F. shared that at BCC chairs are charged with ‘finding the right balance’ of online vs. on-campus class offerings, but he has never heard about a target or mandate. Leslie would like to plan such that we avoid Colleges ‘sharking’ against one another to provide more classes in modalities that attract greater enrollment. If Administrators want to mandate F2F classes, then faculty might deserve some protection or extra consideration when it comes to enrollment-based cancellations. (In other words, if F2F is so important, then F2F sections should be protected from cancellation even if their fill rates are not as high as what is normally required.Tina expressed her desire to work with Faculty to meet as district-wide disciplines for the sake of ‘smart scheduling’. Dan echoed Leslie’s idea about smaller F2F classes being protected from enrollment, and he and Matt G also pointed to the impact on the SCFF that student success could have beyond pure ‘headcount’ enrollment. Matt G. also mentioned the importance of last year’s [DAS resolution](https://6398505.fs1.hubspotusercontent-na1.net/hubfs/6398505/DAS%20Resolution%20on%20Teaching%20Modality%20April%2018%2C%202023.pdf) stating that “the modality in which a course is offered is firmly within faculty purview,” and “Faculty shall be primarily relied upon regarding any scheduling recommendations pertaining to course modality.”  |  |
| 1. Reduce DAS Meeting Length (M. Goldstein)
 | Matt G asked to table this item for next meeting. Noone resisted.  |  |
| 1. **Standing Items –** (15 Minutes)
 |  |  |
| 1. Staff Development Officer Report, Inger Stark
 | Chelsea Cohen reported a successful August Flex Day, the first ever ‘hybrid’ event. She also reported that Prof. Dev. funds are now held at the PFT union office.  |  |
| 1. Treasurer’s Report, Andrew Park
 | (Please see 6.e.) |  |
| 1. CE Liaison Report – by Leslie on behalf of Eleni Gastis and Karl Seelbach
 | Eleni Gastis and Karl Seelbach reported that faculty will be attending the COCCOE next week. |  |
| 1. DE Liaison Report, Adrienne Oliver
 | Adrienne is the new DE coordinator, and will begin reporting at the next DAS meeting.  |  |
| 1. BOT1 BP4 AP2 Review/ recommendation/updates/proposed revision
 |  |  |
| 1. CIPD, Heather Sisneros
 | Something is coming online...Four new workgroups are being formed within CIPD. |  |
| 1. **For Discussion and/or Information –** (40 minutes)
 |  |  |
| * 1. Update on Facilities – BC Hoff, Director of Facilities standing in for AVC of Gen. Services Atheria Smith
 | Nate F. asked for a percentage of completion of projects. BC Hoff answered that he could share a list, but he doesn’t have a % to share. \*HVAC-related projects have been a priority and have been moving forward. -- Leslie B. asked about heating for classrooms, specifically, and BC said he was ‘cautiously optimistic’ that heat would be working by the time temperatures demand it. \*Elevator repairs and inspection are all-but-complete at the Laney Student Center. Laney’s library elevator was repaired and passed inspection. Bldg G elevator has been repaired and passed inspection. Laney Tower elevators are in process as well. |  |
| * 1. IDC/COO Stephanie Droker & AVC of Ed. Services Tina Vasconcellos
 | Tina: E-forms are being implemented extensively, with forms scheduled to ‘go live online’ in January.Degree & Certificate petitions will be online THIS FALL ‘23; in Spring ‘24 a new process for automating completion and graduation will be implemented – which drew applause from most in the meeting. |  |
| * 1. District Governance Committee Faculty Appointments
 | Matt G reports that faculty appointments to PBIM committees are complete.  |  |
| * 1. Charge for ‘Ad-Hoc Enrollment Management committee
 | Matt G reports that this committee was officially formed and recognized last Spring. Matt nominated Andrew Park, Lowell Bennett, and Jennifer Shanoski to serve on that committee, and all three have agreed to serve.  |  |
| * 1. Fall Plenary
 | Andrew reported on funds available and authorization processes in place for Registration and Travel for DAS-related events including the Fall Plenary of the ASCCC. Heather asked if funds might be available for Tuan Nguyen and her to attend in support of new Artificial Intelligence curriculum. -- Matt G. answered that funds are likely not available, and he suggested requesting funds from the Laney College President. -- Andrew suggested virtual attendance, which would be much less expensive. |  |
| 1. **New Business/ Announcements**
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| 1. Next Meeting
 | October 3, 2023 |  |
| 1. **Adjournment**
 |  | Motion to adjourn the meeting. Moved by: Seconded by: Motion Passed |

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.