

**COA Academic Senate  
Meeting Minutes  
Thursday, October 17, 2019**

Meeting Called To Order: 12:20

Senators in Attendance: Smithson, Tappe, Fowler, Goldstien (chair), Altenbach, Ko, Pettyjohn, Kaesar, Nakano, Park, Sanceri, Guzman  
Guests in Attendance: Dominique Benavides

| <b>Agenda Item</b>  | <b>Summary</b>  | <b>Motion</b>  |
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| Agenda Review & Approval                                    | Discussion:<br>Modifications:<br>Change "Authorization of book purchase for COA Library Reserves" to "Contribution to Library reserves" | Motion to Approve Agenda/Revised Agenda:<br><br><b>First:</b> Jayne<br><b>Second:</b> Phyllis<br><br><b>Motion Vote:</b><br>In Favor: all senators present<br><br><b>Motion:</b> Carries |
| Review of Minutes: October 3, 2019                          | Discussion:<br>Corrections: none  | Motion to Approve Minutes for October 3, 2019<br><br><b>First:</b> Andrew<br><b>Second:</b> Sue<br><br><b>Motion Vote:</b> In Favor: all senators present<br><br><b>Motion:</b> Carries  |
| Action items:<br><br>1. Appointment to Curriculum Committee | Rufino Ramos appointed as CTE representative.<br>Curriculum Committee will now have 21 voting members                                   | Motion to approve appointment of Rufino Ramos as CTE representative to Curriculum Committee.<br><br><b>First:</b> Nakano<br><b>Second:</b> Fowler  |

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|  |  | <p><b>Motion Vote:</b> In Favor: all senators present</p> <p><b>Motion:</b> Carries</p>   |
| <p>2. Contribution to Library Reserves</p> | <p>Summary of Discussion:</p> <ul style="list-style-type: none"> <li>• The last time AS contributed to reserve textbook fund was 2014-2015.</li> <li>• Discussion to clarify how AS would manage one-time donations: AS monthly contributions from payroll is under \$100, which is not tax deductible. District does not directly receive tax deduction donations either</li> <li>• If AS plans to do significant fundraising, a suggestion was made to set up a separate fund for charitable purchases. This can help AS receive charitable donations that are tax deductible and does not come from the payroll contributions</li> <li>• Current resolution allows AS to take from our current checking account or a particular fund.</li> <li>• Discussion was prompted about AS contributing more than \$300 to the fund (the past contribution amount). Suggestion made by M. Goldstein to donate \$500 annually and include Ed Jaramillo's name in memorandum. Will be incorporated in the resolution</li> <li>• J. Fowler suggested adding "annual" in "authorizes contribution." A. Park will add "annual " to resolution</li> <li>• Resolution will be revised and presented to AS next meeting</li> </ul> | <p>Motion to edit and add AS feedback to Contribution to Library Reserves resolution</p> <p><b>First:</b> Sanceri<br/><b>Second:</b> Kaesar</p> <p><b>Motion Vote:</b> In Favor: all senators present</p> <p><b>Motion:</b> Carries</p> |

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| <p>3. Resolution on Faculty Access to Data Tools</p> | <p>Summary of Discussion:</p> <ul style="list-style-type: none"> <li>• Dominique Benavides, Research Analyst for PCCD present, and A. Park explained the history behind this resolution (shared on SharePoint with AS)</li> <li>• D. Benavides is in support of the resolution. D. Benavides recognizes the need for more faculty training on the Data Tools and hopes to provide more training with faculty in the future. <ul style="list-style-type: none"> <li>○ Currently D. Benavides is working with Scott Hoshida of Berkeley City College to build more faculty resources</li> </ul> </li> <li>• J. Sanceri asked if the information on the dashboard is everything that's available: D. Benavides responded yes, and there is five years of data on the Dashboard regarding persistence and degrees/certificates awarded. <ul style="list-style-type: none"> <li>○ These dashboards were created for program review and aimed for student services use, but everyone can access it.</li> </ul> </li> <li>• J. Fowler asked is there any new data on dashboard that we do not have access to. D. Benavides answered no, there isn't.</li> <li>• A. Park asked if faculty can put into requests for other criteria. D. Benavides answered at this time: yes, they can. Route all requests to President Karas.</li> <li>• Other discussion: right now, no one can make ad hoc reports. Per license it's expensive to access. PCCD chose the minimal package. <ul style="list-style-type: none"> <li>○ Faculty can request ability to build ad hoc reports, but keep in mind our current BI tool does not have this capacity</li> </ul> </li> <li>• D. Benavides affirmed the AS resolution is reasonable. However, AS is asking for data that</li> </ul> | <p>Significant changes will be made to the resolution based on AS discussion. No Motion.</p> |
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|   | <p>are not currently covered by the dashboards. What is written in the “Resolved” section (fourth paragraph) is available on the dashboard now.</p> <ul style="list-style-type: none"> <li>• M. Goldstein started the discussion of who will receive this resolution. D. Benavides suggested that the resolution may be helpful for department chairs and program managers. AS agreed to send the revised resolution to President Karas.</li> <li>• J. Smithson suggested that it’s important to keep the fourth paragraph in the resolution, and change the wording to “whereas” instead of “resolved”</li> <li>• A. Park and D. Benavides will work together to update the wording and accuracy of the resolution.</li> <li>• D. Benavides is at COA every Tuesday, 9am-5pm, and every other Wednesday from 11-5pm in L-223</li> </ul> |  |
| <p>Discussion:<br/>1. DE Addendum Updated (J. Fowler)</p> | <p>Summary of Discussion:</p> <ul style="list-style-type: none"> <li>• Title 5 changes in March requires colleges to change DE addendum</li> <li>• Newest change: instructors have to discuss HOW they are ADA compliant.</li> <li>• Laney is working on a draft. COA will look at the draft, make changes, and bring it to DE.</li> </ul> <p>J. Smithson:</p> <ul style="list-style-type: none"> <li>• It’s important we delineate between course and class and update outline of record (i.e. Anthr 1 is Professor Smithson’s class, not course)</li> <li>• DE committee is charged with determining how these changes are implemented</li> <li>• Folks must update DE tabs in Curricunet must meet Title 5 changes and AB 705</li> </ul>  |  |

- Course outlines for online and in class courses must be identical

J. Fowler:

- Chancellor's office Course Design Rubric (CDR) will be used as a guide to update the DE addendum at COA
- Use elements of the CDR and update the addendum that's passed along from Laney (It's robust, but may be designed for something that it's not designed to do)
- COA will volunteer to be in the next cohort that's evaluated. Twenty-five percent of courses need to be using the outline to meet minimum requirements of Title 5 and the addendum.

Additional Discussion:

- A. Park shared concern about using CDR to create the addendum for Title 5 compliance. It was originally made for something else, not necessarily what we need now to be in compliance with Title 5. J. Fowler responded that the addendum will use CDR as a guide, not a hard-and-fast way to structure the addendum. These addendums are being built to move into the right direction for Title 5 compliance, but it may not be what is needed. Additionally, J. Smithson shared that DE is not advocating to use all CDR for the addendum.
- J. Fowler suggested that the Curriculum Committee come up with a draft and bring it to DE and then to AS. Turns out (J. Smithson shared) that was the plan!

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|  | <ul style="list-style-type: none"> <li>AS will bring the DE Addendum back on the agenda for next meeting</li> </ul>   |  |
| Discussion:<br>Area B Report (M. Goldstein)                | <p>Summary of Discussion:</p> <ul style="list-style-type: none"> <li>M. Goldstein is a delegate to the statewide plenary committee</li> <li>Most of the meeting is going over the resolutions in the statewide plenary.</li> <li>One resolution coming from COA AS: Resolution that J. Sanceri authored regarding Calbright. District AS embraced it, and it was reported on NPR's CA report. Broad sympathy from Area B regarding opposition to Calbright</li> <li>J.Fowler and M.Goldstein are attending statewide meeting. Full packet of resolutions will be circulated. Send comments about resolutions to them</li> </ul> |  |
| Discussion: Oct 22 Professional Day (J. Sanceri)           | <p>Summary of Discussion:</p> <ul style="list-style-type: none"> <li>October 22 is a significant Board of Trustees meeting (installation of Chancellor Stroud)</li> <li>PFT is hoping to recruit as many faculty as possible to attend. It's the chance to show our united front as faculty!</li> <li>Meet at PFT offices starting at 6pm for pizza, childcare, and sign making. Head over to Board meeting at 7</li> </ul>   |  |
| Discussion:<br>IEPI Visit;<br>Accreditation (M. Goldstein) | <p>Summary of Discussion</p> <ul style="list-style-type: none"> <li>Institutional effectiveness partnership initiative (IEPI). This is a helping body that assists colleges to approach the accreditation processes</li> <li>IEPI was founded when 33% of colleges were given sanction by ACCJC</li> </ul>  |  |

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|                 | <ul style="list-style-type: none"> <li>• <i>Partnership Resource Team</i> comes and supports colleges. They visited COA last week.</li> <li>• Main take away: don't be concerned about IEPI being affiliated with ACCJC. They are separate entities and they encourage honest questions</li> <li>• ISCR (individual self-evaluation report) is a "self-study." This is the college's response to the standards/points that we need to meet. We are in the phases of completing ISER (and IEPI is helping COA to complete this)</li> <li>• A. Park expressed that he's happy that we are getting support with enrollment management (this is handled locally)</li> <li>• President Karas invited IEPI to COA. They support COA with funding to help us reach accreditation. President Karas can share the amount of funding if needed.</li> <li>• When is their next visit? After a report is made (since their last visit last week), then they will come back.</li> </ul> |  |
| Officer Reports | <ul style="list-style-type: none"> <li>• Vice President: Nothing</li> <li>• Secretary: Nothing</li> <li>• Treasurer Report: \$870.32 in checking, and savings is the same. Currently working to make a separate fund for tax deductible donations (donors can get a letter for tax purposes). <ul style="list-style-type: none"> <li>○ How can we receive tax-deductible gifts? Student scholarships would be the largest goal. Peralta Foundation is our non-profit affiliated with us. Athletics has a tax deductible fund. However, a 5% management fee is affiliated with Peralta Foundation. Second concern is any</li> </ul> </li> </ul>   |  |

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|   | <p>relationship with Peralta Foundation would have to go through COA President</p> <ul style="list-style-type: none"> <li>○ S. Altenbach shared that Athletics has had their account frozen before, and recommended AS keep accounts in house</li> <li>○ All other functions of the senate's bank account would still come out of our regular fund</li> <li>○ Further conversation about what type of charitable fund AS would like to set up will be on future AS agendas (501c or go through Peralta Foundation).</li> </ul> |   |
| Announcements   |  |   |
| DAS updates   | <p>Summary of Discussion:</p> <ul style="list-style-type: none"> <li>● Resolution coming around from Berkeley City College to demand PCCD to downsize (these are FCMAT recommendation-based)</li> <li>● Creation of more AD-Ts to use the unused funding in previous years will be encouraged</li> </ul>   |   |
| Public Comment  | No public comments   |   |
| Proposed agenda items for Thursday, November 7 (21 <sup>st</sup> ?) | <ul style="list-style-type: none"> <li>● Remote Call-ins to AS meetings</li> <li>● Return to DE addendum</li> <li>● Revisit revised Resolution for BI tool access</li> <li>● Revisit revised Resolution of the Contribution to Library Reserves</li> </ul>   |   |
| Adjournment   | Meeting adjourned 1:26   | <p>Motion to Adjourn:</p> <p><b>First:</b> Andrew<br/><b>Second:</b> Jennifer</p> |

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|  |  | <b>Motion Vote:</b> In Favor: all senators present<br><b>Motion:</b> Carries |
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