

**COA Academic Senate
Meeting Minutes
Thursday, December 5, 2019**

Meeting Called To Order: 12:30pm

Senators in Attendance: Andrew Park, Jennifer Fowler, Bruce Pettyjohn, Richard Kaeser, Phyllis Tappe, Marissa Nakano, Sue Altenbach, Matthew Goldstein (Chair), Jayne Smithson, Hoi Ko
Guests in attendance: Linda Thompson, Dominique Benavides

Agenda Item	Summary	Motion
Agenda Review & Approval	Discussion: Strike "Resolution re class cuts" from "Action Items" and move to "Discussion"	Motion to strike "Resolution re class cuts" from "Action Items" and move to "Discussion": First: Sue Altenbach Second: Andrew Park Motion Vote: In Favor: all senators present Motion: Carries Motion to Approve Modified Agenda: First: Jayne Smithson Second: Phyllis Tappe In favor: all senators present Motion: Carries
Review of Minutes: November 21, 2019	Discussion: Corrections: none	Motion to Approve Minutes for November 21, 2019: First: Jennifer Fowler Second: Richard Kaesar In Favor: all senators present Motion: Carries
Action items: none	Summary of Discussion: none	

<p>Discussion:</p> <p>1. Resolution re class cuts (S. Altenbach)</p>	<p>Summary of Discussion:</p> <ul style="list-style-type: none"> • Provided a summary of what was discussed in previous AS meeting • Robust discussion of the components AS would like to know more about and/or put in the Resolution <ul style="list-style-type: none"> • Consider to put 15 student cap instead of 20 • Hold administration accountable to pay instructors for the first week of class despite cancellation; have a clearer understanding of what criteria administrators use to cancel classes • Consider creating an AS approved timeline for cancellations and recommendations based on AS feedback • Get feedback from COA senators and constituents regarding cancellations in a timely manner • Use institutional data to observe the trends of student enrollment and class cancellations (Dominique Benavides offered her support in gathering such data) • Resolution draft will be sent to AS senators for review January 2020 	
<p>2. December 10 Joint Chairs-senate meeting on fac. prioritization (M. Goldstein)</p>	<p>Summary of Discussion:</p> <p>Reminder that AS senators are welcome to attend. It will be Tuesday, 12:30pm in L237. Official processing ballot. Senators do not vote, but we can participate in the conversation. Additionally, the COA holiday breakfast will be held on 12/10 in the F-building, 8:30am.</p>	

<p>3. IEPI Update (J.Fowler)</p>	<p>Summary of Discussion:</p> <ul style="list-style-type: none"> • IEPI: Institutional Effectiveness Partnership Initiative • This supports people to start a project by providing seed money. Example would be using funds to do student focus groups to find out why students start at COA or what gets them to stay, or data coaching for faculty • Partnership Resource Team (PRT) is the group that sees how the funds are spent 	
<p>Extend meeting motion (M. Goldstein)</p>		<p>Motion to extend meeting by 15 minutes:</p> <p>First: Bruce Pettyjohn Second: Sue Altenbach In Favor: all senators present Motion: Carries</p>
<p>4. Procedures and processes for following faculty recommendation in scheduling courses (A. Park)</p>	<p>Summary of Discussion: Andrew Park asked for feedback from faculty in divisions outside STEAM re Deans consulting with faculty before making scheduling decisions. From the discussion, this seems this is a cross-discipline challenge. Resolution may be a solution to advocate for faculty.</p>	
<p>5. Accreditation (M. Goldstein/T. Vasconcellos)</p>	<ul style="list-style-type: none"> • Faculty are encouraged to be involved in the COA accreditation process. 	
<p>Officer Reports</p>	<p>President: none</p> <p>Vice President: none</p> <p>Secretary: none</p> <p>Treasurer: Checking account balance is \$1,200</p>	

Announcements	No announcements	
Public Comment	<p>Dominique Benavides will work with AS to fulfill data requests. She will be presenting some dashboards at District Flex Day.</p> <p>District Academic Senate: found funds to send more faculty to curriculum institute in summer 2020. Announcement will be made from PCCD with more information.</p>	
Proposed agenda items for	No proposed agenda items	
Adjournment	Meeting adjourned 1:45	<p>Motion to Adjourn:</p> <p>First: Bruce Pettyjohn Second: Andrew Park In Favor: all senators present Motion: Carries</p>