

**COA Academic Senate
Meeting Minutes
Thursday, Dec 2, 2021**

Meeting Called To Order: at 12:21pm via Zoom
 Note: For Virtual meetings, attendees can indicate in the Zoom Chat No's and Abstentions.
 Quorum: 50% + 1

Senators in Attendance: Rich Kaeser, Matthew Goldstein (chair), Andrew Park (note-taker), George Cruz, Susanne Altenbach, Jenn Fowler, Jacinda Marshall, Jacob Schlegel, Jeff Sanceri (DAS rep), Reza Majlesi, Bruce Pettyjohn, Kwesi Wilson, Khalilah Beal-Uribe

Guests in attendance: Jayne Smithson, VP Diana Bajrami

Agenda Item	Summary	Motion
Agenda Review & Approval for Dec 2, 2021	Additions: <ul style="list-style-type: none"> • VPI Diana Bajrami: Intersession and Spring '22 schedule planning 	Motion to approve the agenda for December 2, 2021 with the addition of a presentation by VPI Diana Bajrami First: Jennifer Fowler Second: Jacinda Marshall M.S.U.
Review of Minutes, Nov 18, 2021	Discussion: Please send any typos to Marissa Nakano and Matt Goldstein.	Motion to approve the minutes for Nov 18, 2021 First: Marissa Nakano Second: George Cruz M.S.U.

<p>Action Items:</p> <ol style="list-style-type: none"> 1. None at this meeting. 		
<p>Discussion Items:</p> <ul style="list-style-type: none"> • Online course schedule definitions (J. Fowler) 	<p><u>Summary #1</u></p> <ul style="list-style-type: none"> • Topic came from a state resolution to clearly label how classes are conducted (I.e. asynchronous, in person on certain days or Zoom, etc.) <ul style="list-style-type: none"> o Some COA depts are specific about how/when classes are conducted, but folks are implementing the information differently (I.e. some depts. are putting the required course meetings in “class notes”, and others into the course description). o Met with PCCD DE committee and researched other CC’s and what they’re capturing. Some are very streamlined. Came up with definitions and looking for AS input for nomenclature. o Comment from VPI Bajrami that this is part of the greater goal to streamline processes for students. This will also work for courses that fall under the same categories (I.e. zero-cost courses) o Feedback from Senators present was positive and appreciative. Additional feedback was: Have up-front information that is clear and in advance so students can prepare; A.Park suggested to follow up with IT to make sure changes can be implemented o Follow up information will be presented in spring ‘22 AS meeting regarding this subject 	

<ul style="list-style-type: none"> Constitution update (M. Goldstein) 	<ul style="list-style-type: none"> Collecting Power BI tool; documenting reduction of 70 FTEF from last year to this year but the funding is the same as last year. Why? Funding is steadily increasing at District Presented current course cutting policy and the data of FTES prior to start of term. Many courses are not fully enrolled until after the start of the regular term Merritt Chemistry was referred to in an example. Shared observations how we lose students even before the start of a regular term course J. Sanceri provided context behind fixed cost for courses, and taskforce made recommendations for strategies to reach our student-centered goals This will be presented to the Board of Trustees next meeting <p><u>Summary #4</u></p> <ul style="list-style-type: none"> Conversation continues into Spring 2022 	
Officer Reports	None	
Announcements	None	
DAS Updates/Actions	None	
Public Comment	None	
Proposed agenda items for meeting Feb 3, 2022 at 12:20pm	Location on Zoom	
Adjournment	Meeting adjourned at 1:26 p.m.	Motion to adjourn. First: Reza Majlesi Second: Andrew Park M.S.U.

