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| **COA Academic Senate**  **Meeting Minutes**  **Thursday, December 5, 2024** | | |
| Meeting Called To Order at College of Alameda, H 280 & [Zoom](https://peralta-edu.zoom.us/my/fowler) at 12:20 pm  Note: For Virtual attendance, senators indicate their votes in the Zoom Chat  Quorum: 50% + 1  In person Quorum: 7 or more senators (15 seats, 2 vacant) | | |
| **Senators in Attendance**: Jenn Fowler, Rich Kaeser, Andrew Park (note-taker), Sue Altenbach, Andrew Fittingoff, Bruce Pettyjohn, George Cruz, Teresa Castro, Edwin Ochong, Jacinda Marshall, Cynthia Haro, Carla Pegues, Jody Campbell,  **Guests in attendance**: Mildred Lewis, Drew Burgess (DAS rep), Leslie Reiman | | |
| **Agenda Item** | **Summary** | **Motion** |
| Agenda Review & Approval for December 5, 2024 | No changes. | Motion to approve Agenda December 5, 2024  **First**: S. Altenbach **Second**: B. Pettyjohn M.S.U. |
| Review of minutes  November 21, 2024 | Any grammatical changes can be sent directly to A. Park or J. Fowler. | Motion to approve minutes from November 21, 2024  **First**: B. Pettyjohn **Second**: G. Cruz M.S.U. |
| Action Items:   1. Second Read: ACCJC Midterm Report (M. Lewis) | **Summary of #1**  Mildred Lewis began the item with the reminder of the first read of the report.   * No substantive changes since the last draft reviewed. * There will be some additions/expansions relating to the learning communities, as discussed last time. * No other substantive change is planned; there will be additional opportunities for consultation as the draft works through other participatory governance committees.   Participated in the discussion: A. Park, Mildred Lewis, J. Fowler | Motion to approve the December 5 draft of the ACCJC Midterm Report, with the understanding that there will be additions relating to learning communities.  **First**: J. Marshall **Second**: B. Pettyjohn M.S.U. |
| Discussion Items:   1. Student Equity and Achievement (SEA) Report Update (M. Lewis) 2. COA Governance Handbook Update (J. Fowler) 3. AB 1111 & AB 928 Coordinator & Faculty Lead Roles (J. Fowler) | **Summary of #1**  Mildred Lewis led the item with the description of SEA report timeline.   * SEA committee is leading the report; there will be substantial feedback/sign-off from the college president, Guided Pathways faculty lead, academic senate president, and VPI. * College researcher will be working on various metrics that go into the report. * There are optional pieces to the report (challenges and successes) that we might consider including. Encouraging people to send in any anecdotes of challenges or successes.   No questions or discussion.  **Summary of #2**  J. Fowler began the item by sharing the current (2019-2020) copy of the participatory governance handbook.   * At the district level, PBIM manual has been updated; maybe time to update CoA’s participatory governance handbook? * ACCJC standards call for clear, documented decision-making structure. * Possibly opportunity to clarify committee structure at the college level, and improve the onboarding process for new employees. E.g. Clarification around terms like “*ex officio*”. * Also possibly set open-meeting standards for committees to follow uniformly.   Other ideas for participatory governance improvements were discussed.  Q: Division meeting frequency and content? [A: So far, twice a semester on flex days. We can discuss other ideas for improving division meetings.]  Q: Full-time faculty obligation to serve on committees? [A: Full-time faculty have obligation to full professional service week of 40 hours. 5 hours within those 40 hours should be “service to college”, which could include service on standing committees but other service as well.]  Still looking for volunteers to serve on open committee positions (Thursday afternoon meeting time, etc.).  Participated in the discussion: Drew Burgess, J. Fowler, B. Pettyjohn, S. Altenbach, A. Park,  **Summary of #3**  J. Fowler shared the documents that have been vetted through CoA curriculum committee on AB 1111 & AB 928 coordinator and faculty lead roles (job description and compensation).   * Conversation about how to use AB1111 funding from the state started at the beginning of the semester. * Phase 1 work has been done. * Starting to think about Phase 2 work and the compensation for the work. * Shared plan has been approved by curriculum committee; seeking senate feedback, if any. * Compensation of $500 per class for faculty lead in each of Phase 2 (17 courses total) and Phase 3 (50 courses total).   Members of the curriculum committee shared their perspective on the development of the documents reviewed.  Announcements will be going out soon, especially for the faculty coordinator.  Participated in the discussion: Drew Burgess, J. Fowler. |  |
| Officer Reports | **President**: Nothing to report.  **Vice President**: Starting to get ready for the emeritus luncheon. Calling for volunteers interested in helping with the luncheon planning.  Also there might be “years of service” recognition for classified professionals and faculty some time in May, maybe May 2 (discussed in college council). This might impact emeritus luncheon. Maybe combine the events?  We will bring the item back for discussion in Spring.  **Treasurer**: Nothing to report.  **Secretary**: Nothing to report. |  |
| Announcements | From Online Catalog workgroup being led by Ann Chun (via Drew Burgess): reminder to update your department info!  Holiday celebration in H building this afternoon, and Dance performance later this evening.  PSA: If you smell gas, please notify facilities so that they can check/test. |  |
| DAS Updates/Actions | Drew Burgess gave the DAS update.  Each college reported on their work on faculty hiring prioritization.  There was a discussion on whether CIPD is a subcommittee of DAS. There will be work to make CIPD officially a standing subcommittee of DAS.  District DE committee is reviewing LTI apps on their usage and cost, in deciding which Canvas apps to keep. |  |
| Public Comment | None. |  |
| Proposed agenda items for next meeting  Thursday, February 6, 2025 | Call for additional proposed agenda items was made.  Please email J. Fowler for any other agenda items. |  |
| Adjournment at 1:04 pm | Meeting adjourned at 1:04 p.m. with all agenda items having been addressed. |  |