



**PERALTA COMMUNITY COLLEGE DISTRICT
District Academic Affairs and Student Services Committee (DAASSC)**

Minutes

Friday, May 8, 2020
3:00 p.m. – 4:30 p.m.
Zoom Conference

ACTING CO-CHAIRS

Siri Brown, Vice Chancellor of Academic Affairs

Tom Renbarger, Academic Senate President (Merritt College)

COUNCIL MEMBERSHIP

Siri Brown, VC of Academic Affairs and Student Success	Tom Renbarger, President, Merritt Academic Senate
Don Miller, VPI, COA	Donald Moore, President, District Academic Senate
Eleni Gastis, Faculty, Laney	Fred Bourgoin, President, Laney Faculty Senate
Inger Stark, Faculty, Distance Ed Coordinator	Iolani Sodhy-Gereben, Academic Support Services Specialist, Laney
Joseph Bielanski, Faculty, BCC	Karen Croley, Project Manager, BCC
Kelly Pernell, President, BCC Academic Senate	Kuni Hay, VPI, BCC
Mary Clarke-Miller, BCC	Mary Shaughnessy, Faculty, COA
Richard Thoele, President, SEIU 1021	Matthew Goldstein, President, COA
Siri Brown, Vice Chancellor, Academic Affairs	Tina Vasconcellos, VPSS, COA
Vicki Ferguson, VPSS, Laney	Laura Leon-Maurice, Note taker

I. STANDING ITEMS

A. CALL TO ORDER

Changed committee to once or twice a semester.
Anything about part-time go down 110-115 FTF. How is that progressing? No change to allocation.

B. ADOPTION OF THE AGENDA

Have quorum. Motion to adopt an agenda. Motion and seconded, approve to adopt the agenda with discussing FTF Agenda is approved as modified.

C. APPROVAL OF MINUTES

Minutes from February 7 meeting that were shared on the calendar invite.
Motion to adopt the minutes. Motion carries.

D. PUBLIC COMMENT

E. SUBCOMMITTEE REPORTS

- Career Education-Mary Clark Miller is not here, no report.
- Distance Education- Inger Stark

The primary projects prioritized this semester, some were operational. DE has done a lot of operational things. Trying to divide them going forward. Question about what the committee looks like going forward. Subcommittee of this body and DAS, both. Now the colleges have their own DE committees. The district DE would be more of a collaborative body representing the body of the campus committee. Reagendize how the committee at the district serves. We want to take a back seat to the colleges.

3 primary projects:

1. DE plan that expires in 2020. Doing an assessment of the plan implementation, what goals and projects were we able to succeed on and implement what goals and projects were we able to succeed on and implement as a district and which ones were we not.
2. Formal recommendations for teacher preparation.
3. Set of recommendation for class sizes. That the district must develop or revise. Those will both go to the DAS on May 19.

Annual report due at the end of the year.

Question: Is AP4105 going to be updated? It is currently with VC Whittaker because of the response from PFT. Wait for a reply to see how it will be handled. The update has to been completed.

DE coordinators are getting a lot of questions how people should get ready for fall online. The set of recommendations those could be used as recommendations but not a policy. The coordinators can make recommendation but not policy. There is policy and there are suggestions. Best to clarify and support.

Are we going to try to get more data out of it weather on the equity side, rich opportunity to mine the data to try to get feedback from students.

DE did not host a tradition survey this office. The office of IR did a survey during spring break. The grant that the district got includes a research component. Based on the plan, based on the equity grant.

When the semester is over the office of IR will do a whole report on the impact of indicators. We are all concerned. This committee could launch in the fall with looking at some of those reports. Is there anything that we can glean from it? How was that experience, what were their issues?

The campus DE coordinators putting in a lot of work. What is going to constitute sufficient release time? I don't know if .4 going to be good enough.

VC Brown- We put in \$75,000 for DE leads to support the workload, paid the DE coordinators an extra stipend and for this summer will have a DE coordinator at each college at .2 when normally there is only 1 in the summer at .2.

IStark- The colleges can supplement that.

- Noncredit- Iolani Sodhy-Gereben

The last couple of months we had a chance to meet a couple of time on Zoom. The major issues we spoke about were how to train and support our faculty. In terms of attendance and also just trying to transfer if it's possible to do noncredit online. So that has been an ongoing thing. On Wednesday we were discussing options for possible remote attendance reporting in the fall using the Santa Barbara math model. How we do that, we have the templates. But then we also have to actually update them for the classes. So it goes to the discussion of how we see noncredit for this summer and fall. So right now I know we are still finalizing for fall but it seems like most campuses for summer they are limited to support classes.

In connection to be a 705 and not really doing what a lot of the noncredit curriculum is, I don't know how fall is going to look. That is the continuing discussion we have.

Another issues that we've been discussing is the use of substitutions in terms of students. Updating our certificates. We were able to talk to the representative the state specialist who does noncredit and she has been kindly working with us on trying to make sure that we are following policy. So right now the state is fine or is supporting us doing a straight substitution in terms of noncredit so like a noncredit to a noncredit. One college was bringing up the issues of using mirrored courses because we are developing those. The problem right now state is not having to deal with them. So they're doing follow up work in terms of reaching out to other campuses, reaching out to different leaders about the subject because they don't really have experience. So they're figuring out that to do In terms of if a student can use a mirrored course in terms of substitutions.

II. NEW ITEMS

Topic:	Presenter:	Purpose:
<p>Planning for Summer and Fall</p> <p>Student Success Online</p> <p>Faculty Best Practices for Teaching Online</p>	<p>Tom Renbarger and Siri Brown</p>	<p>Discussion:</p> <p>Have conversation about summer and fall. Increasing student success. The majority of fall schedule will also be fully online.</p> <p>It is hard to get good feedback from students because they can't answer questions. Do they have money, too busy? Complicated puzzle that is harder to access.</p> <p>A good portion of this online student success. Counseling, vets, DSPP, tutoring services to ensure student success. Do they think they have a handle on it? Stronger component to help our students more. Totally not look at student services.</p> <p>Good ramp in terms of tech support that we our building for students. Look at the number of students who dropped, EW and refunding enrollment fees. The emergency assistance that we were able to give students in two days was \$39,000. Most worried about high number of students are dropped. Summer enrollments are doing well. Hold students and support them how to be online. We are embracing the tech inventions, we will get better and better. Being able to reach out to those the students who are struggling in the online environment.</p> <p>Is there any sense of what we can do and provide for them?</p> <p>EOPS and Cal works, Friday 5:00 check in to hear from them. The support that we providing helps them have the same physical connection.</p> <p>Laney: VFerguson- A mad rush to get all of the services online. We have gotten over the wave. Now looking at our numbers. Looking at accommodations. Doing a survey about that issue. Talk, enrollment services, Zoom for counseling.</p>

		<p>Cranium. My Path in the concurrent enrollment forms. How can we do the same things?</p> <p>COA: TVasconcellos- Chat feature, financial aid uses it. Zoom sessions cut back to 30 minutes. Announcement students are going to counseling that have never gone to counseling before. Financial Aid has 2 students sessions a week, how to fill out documents help, dedicated to supporting students. Service to students happening in a robust way.</p> <p>Capture for student's success to try to merge it together. How to be successful with our students. By spring we might be in, good job in surrounding the student in success. How to address the starfish issue, what other means are we going to refer students to services that are needed?</p> <p>Best practices for teaching online. CVCEIO as a course design rubric. The bar for course design, develop and build online classes. How do we support faculty to get them connected with the training. That is the part that has been so difficult.</p> <p>Trying to build a vision what kind of resources for summer. There are many best practices. DE coordinator organizing a flyer that they are going to share. Curated FAQ. A real-time "help me now" chat.</p> <p>Submit a discussion board where someone could propose a question. Problem. At one courses that a people can do, support faculty to take those courses.</p> <p>What's out there for faculty? Some are taking advantage immediately and some are much slower. We feel comfortable that we have tried to provide our faculty with those opportunities.</p>
<p>Academic Honesty Proctorio Respondus Canvas Info</p>	<p>Tom Renbarger and Siri Brown</p>	<p>Discussion:</p> <p>Issue of academic honesty. How to present exams in a way that deters cheating.</p> <p>Cross section of administrators and faculty looked at pretrial demo. Comprehensive evasiveness was off-putting. People who have courses who are teaching future healthcare professionals. Have some kind of traditional proctoring for those exams.</p> <p>Statewide discussion a processing for reviewing and adopting it. Significant equity issues and problems. A subgroup from stem and other sciences. Reviewing the options. Some have options where you can only select certain things or pieces available.</p> <p>See the statewide conversions. A thoughtful process.</p> <p>The senate should take responsibility to make recommendations.</p> <p>Agenize and put on final DAS meeting of the semester.</p>
<p>Key Date Points EW grades Applications P2 (320 report)</p>	<p>Siri Brown</p>	<p>Discussion: How many students have received EW's?</p> <p>EW grades- Faculty as they are encountering this option. Some dissemination of information. EW enrollment fees and half of parking refunded. This semester do not have to apply, faculty member needs to give. Pass/no pass. Faculty need to be aware, EW, pass/no pass, faculty can select if the student request.</p> <p>Recent EW message from finance. Created confusion.</p> <p>Mark Johnson should compile a grading FAQ. Could use more direction.</p> <p>Short version, go here for more detail.</p> <p>People have stopped reading announcements.</p> <p>Division deans send out to faculty. Same words, same paragraph, reminder: Uniformity of messaging is important.</p> <p>Applications are up.</p> <p>P2 enrollment reports- due soon? Capture our weekly census. Collect information on our classes for fall. Allowing us to keep the coding that we originally had. Do the DE class without the training.</p> <p>Issue of reduction of FTF.</p>

		<p>The Merritt senate sent a resolution out regarding part-time monies to be increased. Related to RTF. We are going to because of the reduction. What is ongoing and what are the reductions?</p> <p>All of the VPIs have been told FTF allocation no changes envision at present. Use the FTF we were given in our allocations. What we had allocated for us next year we are going with at present. Continuing on with our allocation given to us at that time. That reduced amount is what we given in January, are what we are going with. Not changing any more at present.</p>
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Meeting adjourned @ 4:35

Attendance:

Thomas Renebarger
Siri Brown
Iolani Sodhy-Gereben
Inger Stark
Matt Goldstein
Tina Vasconcellos
Donald Moore
Karen Crowley
Don Miller
Vicki Ferguson
Eleni Gastis
Richard Thoele
Stacy Shear
Joseph Bielanski
Fred Bourgoin