

**COA Academic Senate
Meeting Minutes
Thursday, April 16, 2020**

Meeting Called To Order: 12:20pm via Zoom

Senators in Attendance: Matthew Goldstein (Chair), Andrew Park, Jennifer Fowler, Richard Kaser, Phyllis Tappe, Bruce Pettyjohn, Hoi Ko, Jeff Sanceri, Jayne Smithson, Maria Guzman, Sue Altenbach, Marissa Nakano (minute taker)

Guests in attendance: Dominique Benavides, Reza Majlesi

| Agenda Item | Summary | Motion |
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| Agenda Review & Approval | Discussion: none Modifications: none | Motion to approve agenda for April 16, 2020 First: Marissa Nakano Second: Andrew Park In Favor: all senators present Motion passes |
| Review of Minutes: | Discussion: none Corrections: none | Motion to approve minutes from April 2, 2020 First: Andrew Park Second: Jennifer Fowler In Favor: all senators present Not in favor: 0 senators Abstained: 0 senator Motion passes |
| Action items: 1. Approve COA AS's Peralta Colleges Foundation Application (A. Park) | <u>Summary of Discussion:</u> Andrew presented the revised scholarship application criteria with the changes recommended by AS. Would be implemented in fall 2020. | Motion to approve CoA AS's Peralta Colleges Foundation Application and implement in Fall 2020. First: Andrew Park Second: Marissa Nakano In Favor: all senators present Not in favor: 0 senators |

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| | | Abstained: 0 senator Motion passes |
| <p>Discussion:</p> <ol style="list-style-type: none"> 1. IT Issues (A. Park, J. Fowler) 2. Blanket DE Addendum (J.Fowler, M. Goldstien, J. Smithson) 3. Election Committee Update (J. | <p><u>Summary of Discussion Item #1:</u> Robust discussion on the past weeks IT issues at PCCD. AS senators expressed a need for transparency regarding the security breach with PeopleSoft, clarity about what's being done to prevent it from happening again, and an overall concern of who's managing IT at PCCD (no contact information has been updated). A discussion followed with how AS could express these concerns/questions in a formal way while staying mindful of the role within AS. It was also brought to AS attention that PCCD IT has been severely understaffed.</p> <p><u>Summary of Discussion Item #2:</u> Senators shared an updated on the Blanket DE addendum addressing courses in summer 2020 and the rest of spring 2020. It was also shared that a DE addendum must to be on file for fall 2020 as a back-up plan, and Curriculum Committee is providing feedback on the wording. It was stated that no faculty can be required to teach online, but if the faculty is not willing to teach online, the course cannot be offered at all. There is a large concern regarding programs (example: AMT) who express preference to teach face-to-face due to regulations outside PCCD. AS will bring feedback to VPI Don Miller. Next week, Curriculum Committee will vote on a process!</p> <p><u>Summary of Discussion Item #3:</u> Ballots are sent out using the Qualtrics survey method. Committee will have to stay mindful of the formal process of elections (i.e. AS must have two more meetings this</p> | |

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| <p>Sanceri, H. Ko, R. Kaser)</p> <p>4. Valedictorian, COA Employee Excellence Awards (M. Goldstein)</p> <p>5. P/NP and EW Spring grade options (M. Goldstein)</p> | <p>spring. Meeting schedule will depend on elections results). The committee and Dominique Benavides are working together to supervise the process.</p> <p><u>Summary of Discussion Item #4:</u> Matthew Goldstein is working with folks in Student Services to select a valedictorian. Dr. Tim Karas recently put out a “last call” email for COA Excellence Awards.</p> <p><u>Summary of Discussion Item #5:</u> P/NP is an option for all faculty. Students need to request P/NP to their instructors. When issuing final grades, instructors can choose P/NP for students who request it.</p> | <p>Motion to extend the meeting by eight minutes First: Jayne Smithson Second: Jennifer Fowler All Senators present in favor</p> |
| <p>Officer Reports</p> | <p>VP: Emeritus Luncheon options being discussed. Focusing on honoring retirees from a distance now with a fall face-to-face celebration later.</p> <p>No updates from Treasurer or Secretary.</p> | |
| <p>Announcements</p> | <p>None</p> | |
| <p>Public Comment</p> | <p>Dominique Benavides shared an update regarding the IRB (Institutional Review Board) project proposal. This is regarding permission to conduct research with students/human subjects. Right now, COA and PCCD does not have a process. If COA comes up with an effective</p> | |

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| | process, it's likely PCCD will duplicate it. Hope to get it on next AS agenda for proposal presentation. | |
| Proposed agenda items for May 7, 2020 meeting on Zoom at 12:20pm | | |
| Adjournment | Meeting adjourned, 1:30 | |