1. Announcements:
   Congrats to Dr. Silvester Henderson about receiving Ed Leadership Award from A2MEND
   From CIPD: reminder about if you want a new class or substantive change, won't be effective until 1 year out.
   Possibly a Faculty Talent Show in the future?
   Crating STEM grant; may receive invites.

2. Guided Pathways – *Trish Nelson*

   ADT's ready to be put into catalogs. AA's are next.
   Over winter, went through program maps and made inventory to determine what meta-majors might look like. Ex: I'm a faculty in AfrAm and I can see what degrees need (requested) AfrAm 30. Can use some of the GP work to inform discipline plans. Can know which courses colleagues are asking for and when (i.e. which semester).

   What's next, put "globs"/groups of classes together and see what students can call them.
   Don: Updates for Scale of Adoption (what have we been doing, where do we project to be/have completed in next couple of years) to send to State Chancellor's office which is due March 1, 2020. Can have discussion with Senate if there's glaring errors.

3. Evaluations update – *Vanson Nguyen*

   New person handling student evaluations: Shanova Berry.
   Evaluations are handled through division/dean's office.
   Please use paper clips instead of staples.
   Vanson: email evaluators and evaluees to verify that completed evaluations.

4. Zoom basics – Jennifer Fowler

   Sent resources: Newly endorsed CVC OEI rubric
   Student survey: Barriers to being successful in online courses top 2
   1. Time management
   2. Lack of interaction with professors and students
   Title V says need to maintain instructor-student and student-student contact.
   Zoom:
   - sign up using Peralta email bc State Chancellor's office gives all faculty Pro Zoom account.
   - Tip: After sign up, go to profile and customize zoom "personal link" to use something closer to your name. Can also edit Personal meeting ID to cell phone (or work phone)

- Under settings: click meeting (basic), click participants video is default turned on. For students, this default setting turned off might be better for students so they can choose to turn on their camera when they want.
- Under settings: click meeting (basic), select join before host on. This allows students to enter the room before you (the host) joins the room.
- Under settings: click meeting (basic), select screen sharing as on. This allows participants to share their own screen. This also allows the host the possibility of remote controlling the participants' screen.
- Under settings: click recording, turn cloud recording on. Zoom will transcribe the meeting, creating captions and subtitles. It's about 90% accurate, so you'll need to edit the captions.

Students don't need to sign up. They just use your zoom link.

5. VPI Updates – *Don Miller*

   a. Program appraisal & continuance
   AP4021 – not about deleting an entire discipline. It's about programs. Ex: vacuum tubes program existed, yet there was a tenured faculty member; that faculty member was teaching in another discipline/department, but college discontinued the vacuum tube program. Does a program need updating or is it no longer relevant? Example: If you've developed 10 different certificates and look through program review and other data points, you may see that students have graduated with only 4 certificates. This is a good example of where you'd update the certificates and discontinue the 6 where students did not receive certificates. Discussion guidelines are found in item D in AP4021.

   Major work lies in Academic Senate and the Curriculum committee. Connected to program review. Links to state guidelines for curriculum: every 2 years for CE, every 3 years for GE and transfer programs. There is a 39-page fillable form regarding this. There is also a rubric that curriculum committee uses to make a determination of continuance, conditional continuance, discontinuance or program consolidation.

6. Next meeting date: March 10, 12:30 – 2:00pm (Attendance: Cady Bow, Christa Ferrero-Castaneda, Silverster Henderson, Blair Norton, John Taylor, Hoi Ko, OJ Roundtree, Reza Majlesi, Jennifer Fowler, Jane McKenna, Vivian Virkkila, Trish Nelson, Linda Thompson, Sarah Peterson, Jayne Smithson, Vanson Nguyen, Don Miller; Guests: Lilia Celhay, Eva Jennings, Ana McClanahan, Dominique Benavides, Andrew Park). April meeting will be on 3rd Tuesday and will be 12:30 – 1:30pm SHARP.