



1. Announcements:

Jennifer Fowler – DE Newsletter; we have accessibility drop-in office hours for any faculty member in the district. District hired an accessibility consultant every Friday 11am-12pm for the rest of the semester.

Jane McKenna – new FT librarian; Josh Rose. New instruction and reference librarian. Come to your classes, embed in your canvas shells, etc. Consider reaching out to Josh or Jane for more

Maurice – Announcement for sabbaticals. We have 3. Workshop this Friday. If you or any FT faculty interested, please submit by Nov 15 at 5pm to Maurice (majones@peralta.edu) and Marivic (mlizardo@peralta.edu) .

Please complete feedback form from the retreat last week.

Lilia announced the soft launch of the new website. Dr. Vasconcellos sent an email about it recently.

2. Chair of Chair's Announcement – *Dr. Diana Bajrami*

Vanson was nominated and no one else. Louie will be in the meetings. Notes will be uploaded to teams site. Feel free to share teams site with discipline leads.

3. Catalog update – *Frank Nguyen Le*

There is a catalog timeline. Please work with originating faculty or dept chairs to update courses that need catalog changes. This get approved at the local curriculum committee, then the district CIPD, then board of trustees approval, then state approval and last changed in catalog.

As a multi college district, we use a uniform course numbering system. Thus, we have to have consultation done within the department at the college and districtwide. This includes courses that we're trying to clone and new courses that we might try to bring on board. In program review, there's a section asks about course outlines and textbooks are up to date. This is important even if it's a non-catalog change. Consultation is also a collaborative effort where people in CoA and outside of the campus can bring their minds together.

4. Evaluations reminder – *Vanson Nguyen, Diana Bajrami*

We hope to get evaluations completed before week 12 in case a PT faculty wants to write a response. I'll be sending friendly reminders leading into week 12 to chairs, deans and evaluators.



Chair evaluations are part of the contract. Expect communication from your dean soon.

5. VPI Updates – *Dr. Diana Bajrami*

a. Winter Intersession

Has been finalized and the deans have contacted you already. Intersessions aren't part of the load; faculty can teach max of 2 courses and students can take a max of 2 courses; students may receive some special waiver to take more than 2 students. Holidays can't be teaching days; the maximum units per course to be taught is 3 units. Sometimes it's hard to find faculty to teach intersession; perhaps it's a good idea to expand pool of PT faculty. If there's an emergency hire, there's a general pool that people can apply; we need to allow time for epafs to generate. There is a part of the dept chair website with resources on hiring new faculty. Louie to get the schedule and place in the Microsoft Teams

b. Dual Enrollment Planning Spring 2022

How can we have class notes on the schedule appear uniform for students to understand better? We have some recommendations from the CA Academic Senate that has passed resolutions on the language.

The goal is to decrease cancellations. It seems like the cap will go back to 40 students. Faculty may be contacted in January between semesters.

The chair is a gatekeeper between VPI/Deans office and faculty. CoA is doing poorly in dual enrollment compared to sister colleges. It's a great resource for us to generate FTES and increase enrollment. It's a moral imperative to reach out to high schools and provide resources. We need to do mapping of our own on what we might need to connect with student services with enrollment. Dual enrollment is not part of FTEF; it's extra.

Dual Enrollment is the responsibility of the VPI and Instructional Deans.
Concurrent versus Dual Enrollment by VPI Bajrami; Concurrent enrollment (not the same as dual enrollment) = high school students taking classes at COA or other colleges per Anthony Villegas

From Dominique Benavides: Data regarding dual enrollment can be found at <https://app.powerbi.com/view?r=eyJrIjoiNzFiNDM3NjctM2FiZS00Njg4LWI0NTQtNzlmNzc4MmZhZjJiIiwidCI6ImVIYTE2YTE2LTQ4YWYtNDc3Yi05MTEzLTA1YjFjMDEzMjNmZiIsImMiOiJZ9&pageName=ReportSection>

Can we have the lecture at the HS and lab at CoA? That's part of the partnership with the HS.

c. APU/Program Review

Program Review and APU Timeline 2021-22

Action Item	Lead	Start	End
Complete annual program update	Program leads	10/12/21	11/12/21
Complete program review	Program leads	10/12/21	11/19/21
Evaluate completed program reviews, request clarification or improvement if needed to program leads	IEC	11/20/21	12/14/21
Comply and provide master spreadsheet to Chair of Chairs	Director of Research and Planning	12/14/21	12/14/21

IEC will lead the way for the campus. We are lucky to have Dominique to help with the process; Dom will provide data. Laney is piloting using Curricunet META for program review.

We need to have justification as to why your resource requests are aligned with your goals. Full program review: business, CIS, ATHL and Access/Puente. Everyone else is APU and no Program Review for student services.

We'll provide additional trainings for new chairs. Can use the last APU on the website can be a starting point, but there will be support for new chairs. We can use the APU template from last year. The due date for APU and Program Review are both Nov 12. Dom will be available for anyone; please contact her ASAP to get on her calendar.

A best practice is for discipline leads in a cluster forward their APU/Program Review to the chairs and the chairs will forward to the Deans and cc Dom.

6. Restructuring website:

A lot of the focus has been on making the website user friendly. We are hoping to have at most 3 clicks to what a user is looking for from the main site. We want the mobile website to have the same look and feel. There is an opportunity to give feedback. This is not the final website. If you want to review it and make suggestions, improvements or edits, there's a way to do so. <https://alameda.edu/feedback>

7. Attendance: Sue Altenbach, Olga Fish, Jennifer Fowler, Jayne Smithson, Jane McKenna, Hoi Ko, Marissa Nakano, Julie Saechao, Drew Burgess, John Taylor, Cady Carmichael, Anthony Villegas, Leslie Reiman, Christa Ferrero-Castaneda, Maurice Jones, Carla Pegues, Khalilah Beal-Urbe, Sarah Peterson-Guada, OJ Roundtree

8. Guests: Louie Martinez Y McFarland, Silvester Henderson, Lilia Celhay, Dominique Benavides, Eva Jennings, Frank Nguyen Le