



1. Announcements –  
MESA is looking for 2 co-directors; send interest to Lilia  
Voices of Equity concert on December 7 which has CoA and Los Medanos College  
Remember Fab Lab is open and actively seeking to partner with you as faculty to bring active learning  
DE newsletter sent out for October went over guidance issued by State Chancellor around camera use and camera on policy; good legal guidance when developing syllabi in the spring.
2. Evaluations – Vanson Nguyen  
Faculty were incorrectly requesting tickets for evaluations through IT helpdesk. Dr. Didem Ekici made a video on how to make the request. The video is now on the evaluations website: <https://alameda.peralta.edu/evaluations>
3. Faculty Prioritization – *Vanson Nguyen*  
Tied to APU. Voting will be coming soon.
4. VPI Updates – *Lilia Celhay*
  - a. Timeline and templates for Program Reviews/APU's  
Sent out today. Due Feb 1. Institutional Effectiveness Committee validates.  
Dominique will give data to departments doing program review; she's available to look at your department data and understanding outcomes.
  - b. AP4105 Distance Education Update  
Adding all names to schedule who have submitted survey and qualify to teach.  
Lilia will send out an email to those who haven't completed to complete the survey.
  - c. PFT MOU's: Stipends and embedded tutors  
Lilia made a list of all faculty in spring who transition classes from F2F to online; the faculty will receive \$1000 per unique class (prep) for this transition. Ex: if one faculty member is teaching 3 sections of Psych 1A, that faculty receives \$1000. If a faculty teaches one section of Psych 1A and tow sections of Psych 1B, that faculty receives \$2000.  
  
The union provided assistance to classes that have 35 students or more. Anna O'Neal reached out to classes with 35 or more students to see if the faculty member needed a tutor.



- d. Article 33 and class capacity (caps) Article F:  
This year, courses are taught only online. Max class sizes are determined by mutual agreement between Department Chair and dean with consultation with the teaching faculty. Please consult with your faculty.
  - e. Chair evaluations  
Last year, deans conducted informal chair evaluations as a pilot. This year, the chair evaluations will continue to be done informally. This is a dialogue and an opportunity for deans to see what's being done; feedback on both sides. Due December 15.
  - f. Lottery funds & Supply Orders  
List provided to deans to indicate delineation of instructional supply. An office chair cannot be purchased with lottery fund. If you need a chair, talk to dean and might be able to get from campus. Laptops are equipment and fall under general fund. FT faculty should have received a refresh laptop or desktop.  
  
CE requests should be submitted to the division office as usual and Donna will process.
5. Unanswered chat questions:
    - a.
  6. Next meeting date: December 8, 12:30 – 2:00pm
  7. Attendance: Jayne Smithson, Maurice Jones, Khalilah Beal-Urbe, Blair Norton, Cady Carmichael, Carla Pegues, Christa Ferrero-Castaneda, Didem Ekici, Ed Loretto, Jane McKenna, John Taylor, OJ Roundtree, Sarah Peterson-Guada, Silvester Henderson, Vanson Nguyen, Lilia Celhay
  8. Guests: Ana McClanahan, Dominique Benavides, Eva Jennings, Myron Jordan