



1. Announcements:

Carla Pegues Academic Senate – (1) Emeritus lunch on May 23 at Pasta Pelican from 11-2. Please join, \$35/person. Teddy & Marcean. (2) Updating constitution includes all 3 divisions. Need all faculty to vote. (3) Resolutions for upcoming Spring plenary were sent out; send comments to Rochelle (rolive@peralta.edu) or Maurice (majones@peralta.edu).

2:30pm today in L-237, retirement reception for Lynn Torres.

The **English department** is thankful for everyone who sent prompts. The department worked together to inform the new English 1AS course.

ZTC update: ZTC Survey for students is being finalized/rolled out this week. It will be shared with all faculty who have taught or are currently teaching an ZTC course. I have discussed this with faculty here and Heather Dodge, BCC Librarian.

It will serve as part of my research to add to resolution text, to be shared to Academic Senate in mid-April.

Here is the draft for the ZTC survey so far. Please let me know by Thursday if you see something that should be included:

<https://forms.gle/pK86mqwbzJzYQimS8>

2. VPI Updates: instructional equipment allocation – *Don Miller*

Library given minimum amount of 20% of the approximately \$51k (\$41k left). Agreed by chairs and budget committee already. No money from state next year. With APU requests, some had detail (e.g. specific amounts) while others didn't have much description. If chairs have request for instructional equipment: fill out form, itemize request and put a dollar amount next to each item. Will bring up at next chair's meeting: conversation what to do with limited amount of money we have. Make sure tax is part of request. Definition of equipment will be sent out.

Curricunet Meta: glitches in courses. For offerings of 6 week or less (summer or intercession), select the "units/hours" tab and find the option to select 6 weeks or less; the default option is Full-Semester. Be sure to update textbook and check SLO's; can also put in DE addendum if appropriate. Vinh Phan (vinhphan@peralta.edu) will reach out.

Thanks for working on catalog. Will take another year or so to keep cleaning it up.

Curricunet Meta SLO's: double check that your discipline(s) has the most recent SLO's. Work with SLO Assessment Coordinators: Andrew Park (bpark@peralta.edu), Matthew Goldstein (mgoldstein@peralta.edu), Evan Schloss (eschloss@peralta.edu). Accreditation standard: all courses have SLO's from Course Outlines of Record on syllabi. In the case



of courses numbered 49, there is general language for SLO's. For courses numbered 48, a new course is written every time. There are also active courses missing SLO's; this list will be sent out.

3. Fabrication Laboratory (Fab Lab) – *Ana McClanahan*

Inviting faculty to participate and engage with Fab Lab; presence of faculty is essential to generating FTES. Faculty can send students, create curriculum, etc. 400 new users for the month of March (ish). New faculty incorporating into curriculum. 6 faculty stipends for incorporating into curriculum. Looking to create a maker certification for professional development. Other various ways to generate funding like non-credit or fee-based classes. Faculty can share examples of projects; Maria Guzman is making a canvas course to showcase existing faculty projects from CoA and other colleges.

4. Guided Pathways – *Maria Guzman*

Program maps = more fun than expected. First round is continuing for AA for transfer. Based on the FLEX Day mapping, we found it to be very encouraging, and we will communicate next steps.

We've developed maps for CE programs, that include GE placeholders. Mapping counselors are always happy to join a department meeting, so please reach out to them for a mapping exercise to get you started.

We recently finalized the Scale of Adoption document, which our Advisory Board will review with us on Friday. We will later present to the Institutional Effectiveness and Academic Senate Committees in mid-April, before formally submitting in NOVA at the end of April.

Read our draft, and share your

thoughts: <https://docs.google.com/document/d/1ylfGJ1oF8sm31eNw9IWN3BoZbymizb6hYI5-EvHDYWo/edit?usp=sharing>

5. Evaluations contract language – *Vanson Nguyen*

Article G, item 11 regarding incomplete evaluation (p.39) <http://pft1603.org/wp-content/uploads/2018/10/180822-FINAL.CORRECTED-Revision-Faculty-Evaluations-Handbook.pdf>

If the student evaluations, Faculty/Classroom Observation(s)/Evaluation(s), Self-Evaluation or Summary Report Form(s) are not completed with four (4) weeks left in the semester (or with 25% of the course meetings left for short-term classes), the Vice President or designee and the College Academic Senate President (or representative) shall jointly develop a plan by the end of the semester to complete the process. In cases when the evaluation is not completed, the evaluatee shall have the right to receive a full evaluation during the following semester, if s/he makes a request for a full evaluation (in



writing) to his/her Vice President or designee (with a copy to the PFT) within the first two (2) weeks of the following semester.”

Please complete by April 19. Ok by April 26.

6. Department chair's voting

Begin next month

7. Next meeting date – April 9 (Attendance: Reza Majlesi, Linda Thompson, Carla Pegues, Ed Loretto, Trish Nelson, Stefanie Ulrey, Vivian Virkkila, Edwin Towle, Phyllis Tappe, Jane McKenna, Jennifer Fowler, Maria Guzman, OJ Roundtree, Blair Norton, Peter Olds, Khalilah Beal; Guests – Eva Jennings, Lilia Celhay, Jayne Smithson)