

**COA Academic Senate  
Meeting Minutes  
Thursday, May 7, 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, Marissa Nakano (minute taker)

**Guests in attendance:** Drew Burgess, Jacinda Marshall, Reza Majlesi, Deidre Baker

<b>Agenda Item</b>	<b>Summary</b>	<b>Motion</b>
Agenda Review & Approval	Discussion: none Modifications: none	Motion to approve agenda for May 7, 2020  First: Jennifer Fowler Second: Bruce Pettyjohn In Favor: all senators present Not in favor: 0 senators Abstained: 0 senator Motion passes
Review of Minutes:	Discussion: none Corrections: none	Motion to approve minutes from April 26, 2020  First: Marissa Nakano Second: Phyllis Tappe In Favor: 9 senators present Not in favor: 0 senators Abstained: 1 senator Motion passes
Action items: 1. Approval of fundraising letter for AS scholarship (A. Park)	<u>Summary of Discussion:</u> Fundraising letter was shared with senators on Share Point for feedback. Update will be made with senator's feedback and will be shared. Funds will be routed to Peralta Foundation so receipts can be issued. Senators	Motion to approve the Fundraising letter for AS scholarship with senator's feedback.  First: Jayne Smithson Second: Phyllis Tappe

	shared how grateful they are to Andrew Park for spearheading this project!	In Favor: all senators present Motion passes
<p>Discussion:</p> <p>1. Blanket DE Addendum (J. Smithson)</p>	<p><u>Summary of Discussion #1</u></p> <ul style="list-style-type: none"> <li>• State Chancellor is extending the DE addendum, but there are some requirements: process needs to be approved by our local approval body by end of Dec in order for the class to be put on DE list</li> <li>• COA have 250 courses (not sections) that are going to be offered in fall 2020. About half are DE addendum updated.</li> <li>• 86 courses completed, 24 are in review, 55 courses requested help, and 85 courses in discussion how/if moved online</li> <li>• This is an opportunity to update courses. Disciplines must be attentive to the language in the addendum for future</li> <li>• DE addendum this should include all aspects of the course (i.e. textbooks)</li> <li>• Emphasis for DE committee/coordinator compensation.</li> <li>• Conversations are happening between campus DE coordinators and PCCD VC to support future efforts and bridging the communication gap (i.e. hiring an instructional designer for each campus). Send feedback to Jennifer Fowler</li> </ul> <p>Related to Discussion #1 regarding textbooks:</p> <ul style="list-style-type: none"> <li>• Textbook access: approach the library about releasing chapters at a time; publisher can help with this aspect. May have a rule of releasing 10% at a time. Referral to <a href="https://www.vitalsource.com/">https://www.vitalsource.com/</a>.</li> </ul>	

<p>2. Access to faculty email lists (COA-Faculty and COA-FAS) (A.Park)</p> <p>3. Elections Report (J. Sanceri, H. Ko, R. Kaser)</p> <p>4. 5/12/20 Presidential Virtual Town Hall (M. Goldstein)</p>	<p><u>Summary of Discussion #2</u></p> <ul style="list-style-type: none"> <li>• Debate about who decides who can send emails to list serves. Advocating for folks to have access is case by case.</li> <li>• Who is creating and maintaining list of faculty?</li> <li>• We can build upon the lists that exist; lots of folks are inactive on the current lists</li> <li>• Brainstorm alternatives i.e. making a new outlook group. Still a concern about the current list of those who have access.</li> <li>• Workarounds are fine, but we still need to push IT to get the resources they need to serve PCCD</li> </ul> <p><u>Summary of Discussion #3</u></p> <ul style="list-style-type: none"> <li>• Some emails went to people’s SPAM folders, but things worked out fine. Big thanks to the committee! Sentiments shared that it was a simple process.</li> </ul> <p><u>Summary of Discussion #4</u></p> <ul style="list-style-type: none"> <li>• All COA employees invited. 5 Facilitators hosting. This is more about COA employees and preparing for fall (continuation of discussion of DE addendum)</li> </ul>	
<p>Officer Reports</p>	<p>President:</p> <ul style="list-style-type: none"> <li>• Free lunch distribution Mon-Wed-Fri. Volunteers needed. Link emailed out from Dr. Tina Vasconcellos (VP Student Services)</li> <li>• Thanks to Jennifer Fowler for representing AS during COA Virtual Graduation!</li> <li>• ASCCC: Sylvester Henderson is running! Ballot sent out to faculty</li> </ul>	

	<p>VP:</p> <ul style="list-style-type: none"> <li>In process of making an event for Retirees for Fall 2020 or Spring 2021</li> </ul> <p>Treasurer:</p> <ul style="list-style-type: none"> <li>\$1,760.28 in Checking account. Savings is the same as before.</li> </ul> <p>Secretary: None</p>	
Announcements	<p>Welcome to our new senators for 2020-20201 who are present today: Reza Majlesi and Jacinda Marshall!</p> <p>Thank you outgoing 2019-2020 senators Jayne Smithson and Phyllis Tappe!</p>	
Public Comment	None	
Proposed agenda items for Sept 3, 2020 meeting on Zoom at 12:20pm		
Adjournment	Meeting adjourned, 1:30	<p>Motion to adjourn</p> <p>First: Andrew Park Second: Phyllis Tappe In Favor: all senators present Motion passes</p>