



Palo Verde College  
**ACADEMIC SENATE**

2014-2015

Biju Raman- President

David Silva -Vice President

Peter A. Martinez-Secretary

MINUTES

**Tuesday, March 3, 2015**

**Boire, Joe; Brown, The-Min; Burgeson, Sharron; Castillo, Richard; Danson, Alex; Garcia, Alejandro; Gaubeca, Michael; Hernandez, Victor; Martinez, Peter; Medina, Carlos; Raman, Biju; Redwine, Karen; Rhoades, Michael; Rinaldi, Joseph Henry; Rivera, Hortensia; Robertson, Robert; Sher, Sandra; Shibalovich, Paul; Silva, David; Smith, Willie; Snider, Gregory; Stoeckle, Sioux; Thieboux, Brian; Turner, June; Wallace, Bruce (Needles)**

**Guest: Sean Hancock Vice President Student Services & Instructional Services; Shelley Hamilton A&R**

- I. Call to Order: The President called the meeting to order at 3:02pm
- II. Pledge of Allegiance: The President recited the Pledge of Allegiance.
- III. Public Comment: Speaker Dr. Sean Hancock--The commission want us to comply with (recommendation #6) a policy in both areas distance and correspondence education. They want to make sure we have a process/policy in place. In essence, a process with how students are authenticated and/or identified in these areas making sure those receiving credit are registered and have a secure login. Dr. Hancock discovered that the missing link had to do with not having a policy in place for our distance education and correspondence learning environment. So, that will change with the proposed language below:

**Amendment for consideration**

**Academic Honesty in Online and Correspondence Courses**

As a Palo Verde College student, when you are given access to The Bridge, our online course software, you are expected to keep confidential your username and password and to never allow anyone else to log-in to your account. Sharing access or passwords to The Bridge is considered a breach of academic integrity and could result in you being removed from your class.

When you log-in to The Bridge, you do so with the understanding and agreement to produce your own work, to complete course activities yourself, and to take course exams, tests or quizzes without the assistance of others.

Allowing others to complete your course work or to take your quiz, test, and exams is considered cheating and could subject you to receiving an "F" for the course. In addition, this type of dishonesty can result in formal disciplinary action being taken against you by the college. Please take time to review the following policy on Student Conduct. If you have questions about your work in an online course, be sure to ask your instructor.

Dr. Hancock introduced this new added section for the catalog that was presented at the senate meeting for consideration and adoption. This new section will be added to our catalog. It would be found between academic honors code and student conduct. This is the only item of discussion he requested for the senate's approval.

- V. Motion to adopt the Minutes: **No minutes available this was a Special Meeting requested**

- VI. Motion to adopt the Agenda: **Tuesday, March 3, 2015**

**First: Victor Hernandez**

**Second: David Silva**

**Approval of Agenda: Unanimously**

**New Business:**

New discussion and adoption of the Palo Verde College of the academic integrity amendment. The policy was submitted by email, as well as, presented at the academic senate. If a students is unclear or received a failing grade, the student will need to meet with the instructor.

Sheri Jones sent Dr. Hancock and Biju Raman an email pertaining to a legal opinion document. Biju shared the email with the senate body with respect to this document. The document was in reference to student cheating and with condemning down failing grades or giving a student an "Incomplete" if a student cheated on a particular assignment. For clarity, the document was only a legal opinion and not a legal document. After a lengthy discussion and weighing on all possible issues. The senate call for the motion.

Motion to adopt the recommended amendment to the current policy as suggested by Dr. Hancock's in his presentation as presented earlier under the public comment section. In short, the legal document was appreciated, but was not part of this motion.

**Motion to Adopt Amendment: First: Richard Castillo                      Second:              Brian Thieboux**  
**Approval of the motion: Aye: 23      Nays 0      Abstain: 0**

**Committees:**

Academic Senate- Scholarships are now available, please let students know they can start the application process.

Spring Fest- is scheduled on April 16, 2015.

CTA- Scholarships are also available, please let your students know as well.

Motion to adjourn 3:45pm:

**First: Victor Hernandez                                      Second: David Silva**

***Meeting Dates:***

*~~August 19~~ ~~September 9~~ ~~October 14~~ ~~November 18~~ ~~December 9~~ ~~January 20~~  
~~February 10~~ ~~March 3~~ ~~March 10~~      April 14      May 12*



**Palo Verde College  
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MINUTES

**Tuesday, January 20, 2015**

Boire, Joe; Brown, Teh-Min; Copple Derek; Castillo, Richard; Danson, Alex; Eoff, Kevin; Frid, Sarah; Gamez, Maria; Garcia, Alejandro; Gaubeca, Michael; Martinez, Peter; Medina, Carlos; Osayande, Solomon; Peterson, Scott; Raman, Biju; Redwine, Karen; Rhoades, Michael; Rinaldi, Henry; Robertson, Robert; Sher, Sandra; Shibalovich, Paul; Silva, David; Smith, Willie; Snider, Gregory; Stoeckle, Sioux; Thieboux, Brian; Turner, June; Wallace, Bruce; Bruno Cheryl; Burgeson, Sharron; Gaubeca, Michael; Danson, Alex;

**Guest: Dr. Sean Hancock, Vice President of Instruction and Student Services & Dr. Don Wallace Superintendent/President**

- I. Call to Order: The President called the meeting to order at 3:01pm
- II. Pledge of Allegiance: The President recited the Pledge of Allegiance.
- III. Public Comment: No public Announcement was made.
  
- V. Motion to adopt the Minutes for Tuesday, Minutes were not available; **December 9, 2014**
  
- VI. Motion to adopt the Agenda: Tuesday, **January 20, 2015**  
**First: David Silva Second: Paul Shilbalovich**  
**Approval of Agenda: Unanimous**

**New Business:**

Biju briefly spoke on the successful outcome and he expressed his appreciation in the setup of the reading apprenticeship for this flex day event. As a reminder flex week is scheduled for the rest of the week, January 20-23, 2015. Attendance is very important because the rest of the week will be focused on SLOs.

The second item of discussion was the issue on Sheri Jones, Biju received several recommendations from the senate body how to address the letter that was provided by administration/leadership. Biju stated that he will make his case based on recommendations made by the senate body floor and then email it back to the senate for their review and approval.

**Committee Reports:**

BSI -A meeting is scheduled after all staff meeting coming up this month.

Equivalency- We are still waiting a response from the board of trustees. Further action will come around a later time.

Flex day- Greg asked for everyone to be for the entire three days, a lot will be done in this time frame.

**Motion to Adjourn**

**3: 45pm**

***Meeting Dates:***

*~~August 19~~ ~~September 9~~ ~~October 14~~ ~~November 18~~ ~~December 9~~ ~~January 20~~  
February 10 March 10 April 14 May 12*



**Palo Verde College  
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MINUTES

**Tuesday, December 9, 2014**

Boire, Joe; Brown, Teh-Min; Copple Derek; Castillo, Richard; Danson, Alex; Eoff, Kevin; Frid, Sarah; Gamez, Maria; Garcia, Alejandro; Gaubeca, Michael; Lujano, Lorenzo; Martinez, Peter; Medina, Carlos; Osayande, Solomon; Peterson, Scott; Raman, Biju; Redwine, Karen; Rhoades, Michael; Rinaldi, Henry; Robertson, Robert; Sher, Sandra; Shibalovich, Paul; Silva, David; Smith, Willie; Snider, Gregory; Stoeckle, Sioux; Thieboux, Brian; Turner, June; Wallace, Bruce;

**Guest: Dr. Sean Hancock, Vice President of Instruction and Student Services & Dr. Don Wallace Superintendent/President**

- I. Call to Order: The President called the meeting to order at 3:03pm
- II. Pledge of Allegiance: The President recited the Pledge of Allegiance.
- III. Public Comment: Dr. Hancock, spoke about curriculum matters. He also asked the senate to review all of the course outlines, as well as, the inactive CORs that have not been taught for a while. Also, as you prepare to complete your syllabus for the next term (spring), please make sure your SLOs are included.

Dr. Wallace also was in attendance, he spoke on the success of the bond measure and took a minute to thank everyone's participation. He also talked about bringing in an educational consultant to address what we proposed to the community.

- V. Motion to adopt the Minutes for Tuesday, **November 18, 2014**  
**First: David Silva** **Second: Paul Shibalovich**  
Corrections: Sioux, Stoeckle was not in attendance in November's meeting.  
**Approval: Unanimous**
- VI. Motion to adopt the Agenda: Tuesday, **December 9, 2014**  
**First: Paul Shilbalovich** **Second: Lorenzo Lujano**  
Corrections: Biju requested to drop the issue on the "on-going training" from the agenda.  
**Approval of Agenda: Unanimous**

**New Business:**

Biju spoke on how he plans to respond on the Sheri Jones tenure track matter. Biju stated that admin...are willing to provide all of the documentation and case laws to prove their premises. In essence, administration want to work with faculty to make sure everything is examined on both sides of the aisle. Dr. Robertson spoke briefly that new developments have emerged and he plans address these matters with Biju shortly after the meeting.

President's Report- Flex day/week, we are scheduled to meet January 20-23, 2015. Ms. Brown will request all of us to bring a textbook, so we can practice on cognitive conversations.

David Silva, registration activities is in full throttle.

Basic Skills-a meeting is scheduled after the all staff meeting.

Equivalency- A follow up with the board will take place and more details will come shortly after to the rest of the senate body.

SLOs- we have approximately completed 84 CORs....

Student Success Plan and Student Equity Plan are all completed and will be presented at the next board meeting.

Foundation- A meeting is scheduled in a week.

**Motion to Adjourn**

**4: 05pm**



Palo Verde College  
**ACADEMIC SENATE**

2014-2015

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David Silva -Vice President

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MINUTES

**Tuesday, November 18, 2014**

**Attendance:** Boire, Joe, Brown, Teh-Min, Castillo Richard, Copple Dereck, Eoff, Kevin; Maria, Gamez; Gaubeca, Michael, Hernandez, Victor; Lilley-Edgerton, Dennese; Martinez, Peter; Medina, Carlos; Peterson, Scott; Raman, Biju; Redwine Karen; Rhoades, Michael; Rinaldi, Joseph Henry; Rivera, Hortensia; Robertson, Robert; Sher, Sandra; Shibalovich, Paul; Smith, Willie; Stoeckle, Sioux; Dagnino Irma; Wallace Bruce; Snider, Greg; Turner, June; Frid, Sarah; Lopez, Maria; Lujano, Lorenzo

**Guest:** N/A

- I. **Call to Order:** The President called the meeting to order at 3:02pm
- II. **Pledge of Allegiance:** The President recited the Pledge of Allegiance.
- III. **Public Comment:** No Reports
- IV. Motion to adopt the Minutes: Tuesday, October 14, 2014  
**First: Scott Peterson** **Second: Dr. Osayande Solomon**  
**Approval of Minutes: Approval of Minutes: Passed Unanimously**
- V. Motion to adopt the Agenda: Tuesday, November 18, 2014  
**First: David Silva** **Second: Paul Shibalovich**  
**Amendment: Removing a short movie presentation and adding a short presentation by Dr. Michael Gaubeca.**  
**Motion to Approve Agenda: Passed Unanimously**

**New Business:**

Dr. Gaubeca spoke at the last meeting on the financial literacy matter, a continuum of that discussion was covered again. The senate was asked for its blessing to approve an extension of the financial literacy program beyond the high school and offer it at PVC. Dr. Gaubeca did mention he plans to introduce a Certificate of Career Preparation in Financial Literacy to the business division and respectively to curriculum.

A motion to approve the “support” extension of the financial literacy program and present all the necessary expectations by following protocols.

**Motion to Approve Dr. Gaubeca’s needed Support: Passed Unanimously**

Biju spoke on the plenary session. Most of the sessions had to do with effective and consistent contact with students. Correspondence was acknowledged as a student led format, while online instruction is viewed as a faculty driven process.

Biju is requesting volunteers to help him setup a training activity that will eventually be a learning tool for the rest of the senate body. Paul Shibalovich, June Turner, and Bruce Wallace agreed to help.

In response to Dr. Wallace, Superintendent/President letter, the senate body agreed to respond back to this letter and raise the issue on the continuation of employment of Sheri Jones. Biju stated that he will respond and make our case by pointing out the following items:

1. *Continuation of employment with PVC, does not constitute the same as faculty status.*
2. *She (Sheri Jones) was employed, but not all the time as faculty status, she changed her status from faculty to administrative status.*
3. *The letter was non responsive to faculty concerns, the issue had to do with completing the evaluation process.*

## **Reports**

Equivalency committee is going to the board to make its case. However, there is a good chance they will deny the senate's proposal on equivalency. What they (admin) want is to combine a board and administrative process. They want a procedure to be written out. So there is no misinterpretation. In short, the senate has engaged the process as seeing it as a philosophical interpretation. We cannot have an actual minimum qualification because if you write all the conditions and circumstances to be granted equivalency it does not become privilege it becomes a right.

Thus, we expect that the board will turn down our report. What Biju is suggesting is that we will have to meet again at a later time to decide what direction to take.

## **Committees**

BSI- A distribution of computer tablets were handed out to a designated group. Jonathan Martin is the contact person, if you have any questions or wish to know who is on the computer pickup list.

Curriculum- Hortensia thanked all of those folks for completing the course outlines. She added that December 4<sup>th</sup> is the next TRC meeting. A request was made to complete the CORs and get them in promptly.

Flex- No report

SB1440- No report

Scholarship – No report

SLO Committee- The committee is meeting weekly. A time line has been set and deadlines are approaching on different agenda items.

Budget- No report

Distance Learning- Dennese reported that she and others are working on getting Speech 101 back at ISP and CVSP.

Foundation- No report

Security & Task Force- No report

Program Review- There are a lot of program reviews that are still pending revising. The senate requested updates and if, any changes are made, they should come back to the senate body for clarification.

Biju gave the senate and update on the total number of FTES, we have 650 as of November 18<sup>th</sup>, 2014. We are 1020 short of reaching our mark. Thus, the goal is to obtain the remaining numbers from the gated communities.

College night is being held on December 4<sup>th</sup>, any help is welcomed.

## **Motion to Adjourn**

**4: 24pm**

### ***Meeting Dates:***

~~August 19~~ ~~September 9~~

~~October 14~~

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MINUTES

**Tuesday, October 14, 2014**

**Attendance:** Boire, Joe, Brown, Teh-Min, Burgeson Sharron, Castillo Richard, Copple Dereck, Eoff, Kevin; Maria Gamez; Garcia, Alejandro; Gaubeca, Michael, Hernandez, Victor; Lilley-Edgerton, Dennese; Martinez, Peter; Medina, Carlos; Peterson, Scott; Raman, Biju; Redwine Karen; Rhoades, Michael; Rinaldi, Henry; Silva, David; Rivera, Hortensia; Robertson, Robert; Sher, Sandra; Shibalovich, Paul; Smith, Lujano, Lorenzo; Willie; Snider, Greg; Stoeckle, Sioux; Thieboux, Brian; Dagnino Irma; Wallace Bruce; Osayande, Solomon; Turner, June; Danson, Alex, Frid, Sarah.

**Guest:** Dr. Sean Hancock, Vice President Instruction and Student Services  
Dr. Don, Wallace, Superintendent/President

- I. **Call to Order:** The President called the meeting to order at 3:02pm
- II. **Pledge of Allegiance:** The President recited the Pledge of Allegiance.
- III. **Public Comment:** Dr. Hancock spoke on his goals for the college. He briefly covered the core issues of accreditation. He addressed the work that needs to be completed to get the college back on track.
- IV. Motion to adopt the Minutes: September 9, 2014  
**First: Hortensia Rivera** **Second: Lorenzo Lujano**  
Corrections: Persons present in the August meeting: Sarah Frid and Lorenzo Lujano. Sharron Burgeson was not present for that meeting.  
**Approval of Minutes with Amendments:** Unanimously Approved
- V. Motion to adopt the Agenda: October 14, 2014  
**First: David Silva** **Second: Victor Hernandez**  
**Approval of Agenda** Unanimously Approved

**New Business:**

Equivalency- Dr. Robertson spoke on the equivalency and spoke on the submission of three applicants. In short, one application was approved (\*see amendment) in the area of health and the remaining two applicants were not granted equivalency.

**Motion to Approve: First: David Silva** **Second: Irma Dagnino**

**Approval of Motion:** Unanimous

\*Amendment: David Atiyota approval of equivalency in the area of Health

**President's Report**

Biju spoke on the accreditation matter. We have a report that is due on March 15, 2015. Dr. Hancock is the new ALO and the process will initiate at our next Flex Day event. Biju reminded the group the importance of every ones participation to gain favorable citations from the commission.

Second, the accreditation team dinged us on SLOs, thus, a program review committee and SLO committee will merge at some point. Nevertheless, a coordination of services will be formed between these two groups.

Third, with respect to the ISAs, Sheri Jones has resigned her role as coordinator. Dr. Hancock will organize the functions of this process to make sure we are up-to-date, then assign those duties to someone.



Fourth, FTES calculations are being done based on the number 1730 FTES. The budget committee established that the base number is 1400, plus the summer enrollment. In essence, we have increase enrollment of 20% +. Thus, we should have an ending balance of \$290,000 +/-.

**Response(s):** Scott Peterson requested we get often reports from instruction office or administration on our progress.

Biju stated that we need to wait on A&R report on no shows before we can have a better estimation on our budget figures.

**Response(s):** Dr. Don Wallace was presented and responded to the budget and briefly made a point that the passing of a local bond would position the college in a favorable position by relieving general fund dollars. Dr. Wallace did mention that the numbers coming out of the leadership are conservative, but did add that it's difficult to get a true figure at the moment. Our primary goal is to get our enrollments to 1800.

Equivalency process is about complete. Shortly, the senate will take it to a vote for adoption then it will be sent to college council and then forwarded to the board of trustees.

Fifth, a letter was written and read out to the faculty with respect to Ms. Sheri Jones tenure-ship. This letter is available to anyone who wants a copy.

**Motion to Approve: First: Hortensia Rivera Second: Mike Rhoades**

**Approval of the Motion to read the letter to the Board of Trustees: Unanimously**

**Committee Reports:**

**BSI-** Basic Skills Committee is attending a conference in Anaheim, Ca.

**Curriculum-** A committee meeting is scheduled for September 11, 2014.

**Equivalency-** The committee is requesting from the field if anyone decides to submit an application for equivalency to please submit evidence if you wish for your application be approved.

**Scholarships-** funds are requested from the field to support the cause.

**Facilities & Security Task Force-** Emergency preparedness is being prepared and once it's completed it will be placed on the website.

**Open forum:**

Challenge forms are being used to waive a course. The waiver has a domino effect with other discipline areas. Thus, the process needs to cautiously be reviewed to avoid making erroneous errors. Further discussions was dialoged among the group of the senate floor.

**Announcements:**

Dr. Garcia spoke on a field trip that's scheduled for Friday, October 24<sup>th</sup>, 2014. It's an open invitation to see a solar eclipse.

**Motion to Adjourn**

**4: 42pm**

***Meeting Dates:***

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*March 10*    *April 14*    *May 12*