Tuesday, May 12, 2020
Academic Senate Meeting

Palo Verde Community College
Academic and Professional Concerns of the faculty are discussed as per AB 1725: 10+1 areas
Academic Senate Officers:
President: Hortensia Rivera
Vice President: Sarah Frid
Secretary: Nidhi R. Patel
Time: 3:00 PM Pacific Time (US and Canada)
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Notice is Hereby Given That Pursuant to Executive Order N-29-20 the Palo Verde College
Academic Senate will meet on May 12, 2020 at 3:00 PM via:
Join from PC, Mac, Linux, iOS or Android:
https://cccconfer.zoom.us/j/93389311801?pwd=MG5pNFE4amN2M2ErLzF6bFJqNHhZUT09
Password: 209519
Or iPhone one-tap (US Toll): +16699006833,93389311801# or +13462487799,93389311801#
Or Telephone:
Dial:
+1 669 900 6833 (US Toll)
+1 346 248 7799 (US Toll)
+1 253 215 8782 (US Toll)
+1 646 876 9923 (US Toll)
+1 301 715 8592 (US Toll)
+1 312 626 6799 (US Toll)
Meeting ID: 933 8931 1801
Password: 209519
International numbers available: https://cccconfer.zoom.us/u/aeE7c2lJs2
Or Skype for Business (Lync):
SIP:93389311801.209519@lync.zoom.us
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Consistent with Executive Order N-29-20 and Government Code sections 54953.2, 54954.1,
54954.2, and 54957.5, the Palo Verde College Academic Senate will swiftly provide to individuals
with disabilities reasonable modification or accommodation including an alternate, accessible
version of all meeting materials. To request an accommodation, please contact Nidhi R. Patel at
760-921-5439 or nidhi.patel@paloverde.edu. Request must be received 48 hours prior to the
meeting.
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Members of the public wishing to comment on an agenda item or other topic within the purview
of the Palo Verde College Academic Senate will be given the opportunity via Zoom.
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Academic Senate

1. Opening of Meeting

Subject	1.1 Call to Order
Meeting	May 12, 2020 - Academic Senate Meeting
Category	1. Opening of Meeting

Type	Procedural

Subject	**1.2 Pledge of Allegiance**
Meeting	May 12, 2020 - Academic Senate Meeting
Category	1. Opening of Meeting
Type	Procedural

Subject	**1.3 Public Commentary**
Meeting	May 12, 2020 - Academic Senate Meeting
Category	1. Opening of Meeting
Type	Procedural

The public (non-senators) is welcome to address the Senate about items on the agenda only. Each speaker has a time limit of five minutes. While a speaker has the floor, Senators will refrain from comments, questions, discussion, and call for action.

2. Approval of Minutes

Subject	**2.1 Minutes from 4/14/2020**
Meeting	May 12, 2020 - Academic Senate Meeting
Category	2. Approval of Minutes
Type	Action, Minutes

> File Attachments
> GMT20200414-214050_Academic-S.mp3 (98,768 KB)

3. Adoption of Agenda

Subject	**3.1 Adoption of Agenda**
Meeting	May 12, 2020 - Academic Senate Meeting
Category	3. Adoption of Agenda
Type	Action

This meeting is being recorded.

> File Attachments
> GOV_54953.5..pdf (76 KB)

4. Consent Items (Blanket Motion: All Consent Items will be voted on in one motion with 15 minutes allocated for questions by Senate members. After the question period, any Senate member may request that any item(s) be moved to New Business.)

Subject	**4.1 Academic Standards Committee Recommendations**

Meeting	May 12, 2020 - Academic Senate Meeting
Category	4. Consent Items (Blanket Motion: All Consent Items will be voted on in one motion with 15 minutes allocated for questions by Senate members. After the question period, any Senate member may request that any item(s) be moved to New Business.)
Type	Action

1. **PVC DE No Show Process Policy**

Faculty will drop, as a No Show, any student who has not participated in the course or has not completed the check-in activity within the first three weeks of the term, up until the census date. Faculty members have discretion to establish any date between the first day of the term and the census date for their No Show deadline. The No Show date and check-in activity must be explicitly defined by each faculty member in the syllabus and within the Learning Management System (CANVAS).

● Examples of participation and check-in activities include posting in discussion forums or blogs, a syllabus quiz, or any other meaningful activity that requires the students to engage.

● Simply logging into the Learning Management System (CANVAS) is not considered a meaningful activity.

2. **PVC DE Regular, Effective Contact Policy**

Instructors need to make certain that there are measures for instructor-initiated regular effective contact incorporated into online and hybrid course design and delivery. Regular effective contact means that instructors must keep in contact with students on a consistent and timely basis to both ensure the quality of instruction and verify their performance and participation status.

Instructors will use the following practices of regular and substantive contact in their Distance Education courses:

    i. Regular Announcements: Faculty should make general course related announcements to the students in their distance education classes on a weekly basis, whether by the announcement area in the Learning Management System or via e-mails to the entire class.

    ii. Establishing Expectations: Faculty will include in their syllabus a description of the frequency and timeliness of instructor-initiated contact and feedback, as well as expectations for student participation. This should include the timeframe for responding to e-mails and phone calls, the timeframe for receiving feedback on student work, the timeframe for submission of assignments, and the expectations of discussion board postings required of the student. This information will be available to students on the first day of class.

    iii. Faculty-Initiated Interaction: Faculty will regularly initiate interaction with students to determine that they have access to the course materials, that they understand the material, that they understand what is required of them, and that they are participating in the activities of the course. There are various ways of accomplishing this, including but not limited to, asynchronous discussion board forums with appropriate faculty input in the forum or grade book, synchronous chats, video conferencing, individualized contact via phone or e-mail, and, in the case of a hybrid course, in face-to-face meetings.

    iv. Timely Feedback on Student Work: Faculty will grade and provide feedback on student work within a reasonable timeframe. If discussion boards are required, students should be given guidelines at the outset of the course and feedback on their participation throughout the duration of the course.

    v. Content Delivery: Faculty will provide content material either through online materials (in written, video, and/or audio forms) and/or through introductions to materials not created by the instructor (such as publisher-provided materials, web sites, streaming video, etc.).

    vi. Notifying Students of Faculty Unavailability/Offline Time: If the instructor must be out of contact briefly for any reason, notification to students will be made in the announcements area of the course and/or via e-mail that includes when the students can expect regular effective contact to resume. This should occur for any offline periods lasting longer than three business days.

    vii. Faculty Absence Notification: If a faculty member must be offline for a period of time that results in the faculty member not being able to meet his or her regular effective contact for any given week, this would be considered an absence. Absences will be handled in accordance with the negotiated faculty contract.

    viii. Student to Student Contact: Faculty will ensure ongoing regular and effective student-to-student contact. Best practices include, but are not limited to, include implementing communication means for varied types of interaction in the course design, assigning and monitoring weekly assignments and

projects that promote collaboration among students, posing questions in the discussion boards that encourage critical thinking skills and promote interaction, and monitoring student engagement to ensure that students participate with depth.

3. **Proposed phases and tentative dates of crafting Distance Education Standards to allow for appropriate discussion and input.**

	What	ASC Meetings	Academic Senate Meeting	College Council	Board of Trustees
Phase 1	Key terms and processes policies	4/29/2020 5/7/2020	5/12/2020	5/19/2020	6/9/2020
Phase 2	Course structure checklists, accessibility, UD req	5/21/2020	9/2020		
Phase 3	Instructor training/certification, Standards/Rubric	9/2020	9/2020		
Phase 4	Student orientation for PVC online courses	9/2020	10/2020		

Subject	**4.2 Tenure status**
Meeting	May 12, 2020 - Academic Senate Meeting
Category	4. Consent Items (Blanket Motion: All Consent Items will be voted on in one motion with 15 minutes allocated for questions by Senate members. After the question period, any Senate member may request that any item(s) be moved to New Business.)
Type	Action

FACULTY	FISCAL YEAR 2020/2021	TENURE STATUS
Maria Lopez	Tenured	Life Time
Cesar Lozoya	Tenured	Life Time
Nidhi Patel	Tenure Track	4th year
Graciela Milke	Tenure Track	3rd & 4th year
Anjela Bavaro-Ricci	Tenure Track	3rd & 4th year
Adrian Casas	Tenure Track	2nd year
Rosa Linda Martin	Tenure Track	2nd year
Ashley Davis	Tenure Track	2nd year
Jennifer Faux-Campbell	Tenure Track	2nd year
Chaminda Hettige	Tenure Track	2nd year
Jorge Martinez	Tenure Track	2nd year
Vanja Velickovska	Tenure Track	2nd year

5. New Business

Subject	**5.1 Senate representatives for committees for the 2020-2021 academic year**
Meeting	May 12, 2020 - Academic Senate Meeting
Category	5. New Business
Type	Information

1. Accreditation - On call
2. Budget and Planning - 1st & 3rd Thursday, 3 pm
3. Student Success and Equity - Every Wednesday, 1:30 pm, CS 123/124
4. Distance Learning - On call
5. Equal Employment Opportunity Plan - Twice a year
6. Foundation - Contact Foundation Office
7. Facilities/Emergency/Security Task Force - Last Wednesday of the month, 2:30 pm, CS 123/124

8. Program Review - 2nd Tuesday, 11 am, CS 236
9. Staff Development - 5th Tuesday, 2 pm
10. Technology - once a month usually on Wednesdays, 10 or 11 am, CS 236

Standing, Ad hoc, and special committee
1. Academic Standards - On call
2. Curriculum - 2nd Thursdays, 3 pm
3. Equivalency - On call
4. Flex - On call
5. Scholarship - On call
6. Student Learning Outcomes - Every Wednesdays, 3 pm
7. Faculty Handbook Task Force - On call
8. Bylaws Task Force - On call

Subject	**5.2 Fall 2020 courses**
Meeting	May 12, 2020 - Academic Senate Meeting
Category	5. New Business
Type	Information

6. Reports

Subject	**6.1 President**
Meeting	May 12, 2020 - Academic Senate Meeting
Category	6. Reports
Type	Reports

Subject	**6.2 Vice President**
Meeting	May 12, 2020 - Academic Senate Meeting
Category	6. Reports
Type	Reports

Subject	**6.3 Secretary**
Meeting	May 12, 2020 - Academic Senate Meeting
Category	6. Reports
Type	Reports

Subject	**6.4 Standing, Ad Hoc, and Special Committees**
Meeting	May 12, 2020 - Academic Senate Meeting
Category	6. Reports

Type   Reports

1. Academic Standards
2. Curriculum - J. Turner
3. Equivalency - R. Robertson
4. Flex - G. Snider
5. Scholarship - C. Medina
6. Student Learning Outcomes - B. Thiebaux and V. Velickovska
7. Faculty Handbook Task Force - R. Martin
8. Bylaws Task Force - N. Patel

Subject   **6.5 Representation Committees**

Meeting   May 12, 2020 - Academic Senate Meeting

Category   6. Reports

Type   Reports

1. Accreditation - H. Rivera
2. Budget and Planning - H. Rivera
3. Student Success and Equity - H. Rivera
4. Distance Learning - D. Lilley-Edgerton
5. Equal Employment Opportunity Plan - B. Thiebaux and S. Frid
6. Foundation - V. Velickovska
7. Facilities/Emergency/Security Task Force - A. Davis
8. Program Review - S. Frid
9. Staff Development - A. Casas
10. Technology - N. Patel

7. Open Forum

Subject   **7.1 Open Floor for Discussion**

Meeting   May 12, 2020 - Academic Senate Meeting

Category   7. Open Forum

Type

Any business that the Senate may need to address, review, or act upon in future session.

8. Announcements

Subject   **8.1 Open Floor for Announcements**

Meeting   May 12, 2020 - Academic Senate Meeting

Category   8. Announcements

Type

Any activities and events happening at Palo Verde College and in the community.

9. Adjournment of Meeting