

Academic Senate Meeting (Tuesday, October 12, 2021)

Generated by Vanja P Velickovska on Tuesday, October 19, 2021

1. Opening of Meeting

Procedural: 1.1 Call to Order

Meeting was called to order at 3:00 pm by Academic Senate President Sarah Frid

Procedural: 1.2 Roll Call

Present Senators: Bavaro-Ricci Anjela, Bolin Timothy, Calabrese Michael, Cano Sergio, Cardona Cristopher, Castillo Richard, Copple Derek, Edradan Alberto, Eoff Kevin, Faux-Campbell Jennifer, Frid Sarah, Gale Michael, Gamez, Maria, Gunderson Lukas, Hernandez Victor, Hettige Chaminda, Kramer Laura, Lilley-Edgerton Dennese, Lopez Esmeralda, Lopez Maria, Lopez-Roedel Rene, Lozoya Cesar, Lujano Lorenzo, Martin Rosa, Martinez Jorge, Martinez Peter, Missakian Illona, Peterson Scott, Redwine Sarafina, Rethwisch Dana, Shibalovich Paul, Silva David, Singler Juliette, Snider Gregory, Thieboux Brian, Turner June, Velickovska Vanja

Absent Senators: Casas Adrian, Medna, Carlos, Milke Graciela, Patel Nidhi,

Guests: Raman Biju, Clark Alejandro, Larson TOdd, Smith Will, De La Pena Germaine

Action, Procedural: 1.3 Unanimous Consent

- Motion to approve unanimous consent by: Brian Thieboux
- Seconded by Paul Shibalovich
- Objections: None
- Comment/Discussion/Revisions: None
- Final Resolution: Passed by unanimous consent

Action: 1.4 Adoption of Agenda

- Motion to approve by: David Silva
- Seconded by Kevin Eoff
- Objections: None
- Comment/Discussion/Revisions: None
- Final Resolution: Passed by unanimous consent

Action, Minutes: 1.5 Minutes from May 11th meeting

- Motion to approve by: Dennese Lilley-Edgerton
- Seconded by David Silva
- Objections: None
- Comment/Discussion/Revisions: None
- Final Resolution: Passed by unanimous consent

Action, Minutes: 1.6 Minutes from September 14th meeting

- Motion to approve by: Dennese Lilley-Edgerton
- Seconded by Alberto Edradan
- Objections: None
- Comment/Discussion/Revisions: None
- Final Resolution: Passed by unanimous consent

2. Public Commentary

Procedural: 2.1 Public to Address the Senate on Agenda Items

- None

3. Old Business

Action: 3.1 Correspondence Ed Policy

Recap on our correspondence policy: the set deadline to submit all material for the spring semester by November 5th. Based on the Survey Feedback for improving Spring 2022, suggested adjustments to the Corresponding Course Materials Policy/Procedures:

1. Move the Course Materials submission deadline to November 5th for Spring (6 work weeks). In order for students to have a "chance" to get packets for the first day, the packets need to be mailed by January 3rd. There are significant delays anticipated on the CDCR side and PVC is closed from 12/20-1/2
2. Email back and forth frustration. If you need more than 3 emails or 2 revisions, its should result in a zoom meeting with the Associate Dean, Maria Kehl, or Dean Biju Raman.
3. Announcements for SPRING 2022:

1. No proctoring will be available for Spring 2022
2. Many things have changed at the CDCR educational units and some of these changes are permanent (It is important that before OVC goes back to proctored exams at CDCR institutions, that we have a clear understanding of how this functions at each site that we offer classes)

- Open for discussion:
 - Confirmed that this only pertains to correspondence classes
 - Supportive standpoint rather than punitive
 - Encouragement for submitting early (gift cards etc)
 - Questions about quality of teaching correspondence by rushing to submit on time
- Motion to approve the November 5th deadline
- Moved by Brian Thiebaux
- Seconded by Carlos Medina
- Objected by Christopher Cardona, Rosa Martin, Jennifer Faux Campbell
- Open for Roll Call voting:
 - 11 Yes
 - 19 No
 - 7 Abstained
- Motion did not pass
- New motion to extend the deadline between November 1-19th for submission of Spring course materials for the correspondence classes
- Moved by Richard Castillo
- Seconded by Chris Cardona
- Objections: None
- Motion passes by unanimous consent

4. New Business

Action: 4.1 Academic Standards - Recommended Academic Dishonesty Appeals Process

At the September 20th Academic Standard Meeting, the committee voted unanimously to bring forth this recommendation: Currently, PVC policy states that students have a right to appeal when charged with academic dishonesty, however, we currently do not have any defined process on how to do so.

Proposed Process for Appealing Academic Dishonesty:

After receiving notification of violating the Academic Honesty Policy, the student may choose to appeal the decision by:

1. Student submits the Petition Form and attaches evidence demonstrating the authenticity of submitted work that was flagged as academically dishonest.
2. The Dean of Instruction & Student Services and the Instructor of Record will select another faculty member to serve on the appeals committee. They will review the evidence of academic dishonesty, the petition, the student evidence and make a determination as to whether the charge should be upheld or overturned.
3. Students are expected to continue with classwork if they are pursuing an appeal, faculty are expected to keep the work submitted after the accusation of academic dishonesty and grade it should the appeal be successful.
4. The Appeals Committee has 15 working days during the Fall and Spring terms to respond to the petition. Students who appeal during Summer will receive a response during the Fall term

- Open for Discussion:
 - Proposed for second reading
 - Motioned by Richard Castillo
 - Seconded by Kevin Eoff
 - Objections: None
 - Motion passes by unanimous consent

Action: 4.2 Academic Standards - Recommended Additional Component to DE Faculty Certification Policy

Online Teaching Certificate Equivalency

To maintain best practices and keep high standards in distance education at Palo Verde College, faculty may either complete **@one Certificate in Online Teaching & Design** or apply for Online Teaching Certificate Equivalency by following the process below. Training must have been completed at an accredited institution or other educational organization within the last three years.

Step 1: You must provide evidence that the training program met each the following objectives.

1. Create and organize course and support material.
 - Topics related to this objective: Course syllabus, assignments, rubric, discussion board design, welcoming homepage, orientation module/materials, instructional videos.
2. Implement course design that specifies and plans for regular and effective contact, which includes meaningful instructor-to-student and student-to-student communication/interaction.
 - Topics related to this objective: Welcome letter, course access instructions, substantive feedback, regular/consistent use of discussion board, peer review, groups.

3. Apply universal design concepts to create accessible content within the campus-sponsored LMS
 - Topics related to this objective: Styles tool use, LMS Styles formatting and accessibility checker, video closed captioning.

Equivalency Committee offer alternative courses to meet above objectives.

Step 2: Provide documentation of the program content relevant to the objectives and your completion of the program.

- Copy of certificate (Required)

And, one of the following options showing a minimum of 40 hours:

- Screenshots from the training program of course objectives and content relevant to equivalency objectives listed on the form below

OR

- Copy of course catalog description of the course
- Open for Discussion:
 - The Equivalency committee deals with reviewing and making recommendation with Minimum Qualifications for teaching in general, not supplementary such as online teaching certificates. It might be a conflict in the idea
 - Proposal to develop a brand-new committee that will deal with this issue
 - Might be a duty for the Academic Standards committee to overlook this
 - The more new people we have on board the more they will have diverse training in this area
- Motioned by Richard Castillo to accept this policy as a first reading and to move on for a second reading as well as amendment this to be reviewed by the Academic Standard Committee that will determine the equivalency and/or waiver for the online teaching certificate for any new faculty that joins the PVC outside what PVC provides
- Seconded by David Silva
- Discussion:
 - Concerns about the lengthy process that might be involved with this and any new faculty that already had online teaching training elsewhere
 - Concerns that Equivalency Committee might not be the proper choice especially if more new faculty joins PVC in regard to having proper qualifications to review someone else's training in online teaching
 - If there are any faculty members that would be held up by this as it might be preventing them from teaching online this Spring semester
 - The upcoming new faculty training might be comparable to the @One training that the faculty at PVC attended recently and that there might be minor addition to the overall training that the new faculty would need in order to get approved for online teaching
- Objections: Christopher Cardona, Brian Thiebaux
- Motion to amend to accept this reading today as first and last reading by Brian Thiebaux
- Seconded by Richard Castillo
- Addendum by Rosa Martin to assign it to the Academic Standard Committee responsibility to review the upcoming teaching certificates to review it this semester only, giving time to the Academic Senate to assign it to a committee
- Seconded by Richard Castillo
- Objections: None
- Motion passes by unanimous consent

4.3 Faculty Technology Discussion for Lotto Funds (Bolin & Faux-Campbell)

Discussion on interest to adopt some useful software: two programs: Turnitin and SPSS stat software for CNAVS for all faculty

- More affordable if faculty accepts it college wide
- 17 out of 37 faculty present are interested

5. Reports - Senate Leadership & Committees

Reports: 5.1 President: Sarah Frid

- -Update on Faculty Eval Taskforce
- -Mission Statement Taskforce
- -ACSS Fall Plenary "Leading Change" Teaching, Learning, and Governance in a Hybrid World -Nov 4-6th, \$325 for a virtual ticket
- email me if interested. We have enough money in the budget for maybe 3 or 4 faculty to attend.
- **-Institute Day is October 22nd** - will be virtual, will be all day, it is required.

Reports: 5.2 Vice President: Rosa Linda Martin

- Important deadlines Midterm grade by October 18th,
- Also list the last day of attendance

Reports: 5.3 Secretary: Vanja Velickovska

- Nothing to report

Reports: 5.4 Curriculum Co-Chair: June Turner

- TRC courses are going through Curriculum

Reports: 5.5 Articulation Officer: Jennifer Faux-Campbell

- Nothing to report

Reports: 5.6 Academic Standards - R. Martin

- Meeting next Wednesday

Reports: 5.7 Equivalency - S. Redwine

- Reviewed three equivalency application, Psych, Counseling and Math
- Concerns about one of the applications, since the part-time instructor was teaching previously at PVC
- Transparency about the process and the requirements to meet the Minimum Qualifications
- As a District we need to make sure that we are going through the Equivalency process

- Motion by Kevin Eoff to accept the Equivalency Committee recommendation
- Seconded by Carlos Medina
- Objections: None
- Motion passes by unanimous consent
- Motion to approve the Equivalency Committee decision on counseling by Jennifer Faux Campbell
- Seconded by David Silva
- Objections: None
- Motion passes by unanimous consent

Reports: 5.8 Flex - S. Redwine

- There is an invitation for the committee members

Reports: 5.9 Scholarship - C. Medina

- Inviting all faculty to participate in the scholarship ranging from \$10 and above

Reports: 5.10 Faculty Handbook Taskforce: Rosa Martin

- New information on the Faculty guide Canvas page, please post any comments

6. Information Items from Shared Governance Committees

Reports: 6.1 Benefits and Professional Development - V. Hernandez

- Chair of this committee: Associate VP of HR
- This committee is on an "on call" basis
- Please let Victor Hernandez of any concerns that you might have as he will bring it to the committee
- Upcoming meeting in November

Reports: 6.2 Budget - B. Thieboux

- Report submitted

Reports: 6.3 Equal Employment Opportunity Plan - P. Martinez

- Nothing to report

Reports: 6.4 Foundation - V. Velickovska

- Finish Line applications are due by October 15th, please encourage your students to apply

Reports: 6.5 Facilities & Safety - C. Lozoya

- Nothing to report

Reports: 6.6 Guided Pathways - S. Frid

- Report submitted

Reports: 6.7 Program Review - T. Bolin

- Report Submitted

Reports: 6.8 Student Learning Outcomes - P. Martinez

- Nothing to report

Reports: 6.9 Student Success and Equity - J. Singler

- Nothing to report

Reports: 6.10 Technology - C. Hettige/A. Edradan

- Nothing to report

7. Open Forum

- Any business that the Senate may need to address, review, or act upon in future session
 - 2 bills sign by the Governor on common course numbering how it will impact PVC
 - Institute day Thursday for Classified staff, Friday for Faculty and Administrators
 - McDonald's have free breakfast meal for California educators :)
 - November 10th world premier of Turquoise rain written and composed by our very own Juliette Singler, tickets still available

8. Announcements

9. Adjournment of Meeting

- **Meeting has been adjourned at 4.57 pm**