

PALO VERDE COLLEGE
Academic Senate Meeting
Tuesday, February 9, 2021, 3 p.m.
Virtual via Zoom
President: Sarah Frid
Vice President: Rosa L. Martin
Secretary: Nidhi R. Patel

MINUTES

1. Opening of Meeting

1.1 Call to Order

- Meeting was called to order at 3:00 p.m. by Academic Senate President S. Frid.

1.2 Roll Call

- Roll call
 - Present: E. Atkinson, A. Bavaro-Ricci, T. Bolin, M. Calabrese, J. Campbell, A. Casas, R. Castillo, D. Copple, A. Edradan, K. Eoff, S. Frid, M. Gamez, M. Gaubeca, V. Hernandez, C. Hettige, D. Lilley-Edgerton, E. Lopez, M. Lopez, L. Lujano, R. Martin, J. Martinez, P. Martinez, C. Medina, G. Milke, N. Patel, S. Peterson, S. Redwine, D. Rethwisch, J. Rinaldi, P. Shibalovich, D. Silva, J. Singler, G. Snider, B. Thieboux, J. Turner, and V. Velickovska.
 - Absent: C. Lozoya.
 - Guests: Daniel Cano, B. Raman, and W. Smith.

1.3 Unanimous Consent

Action: Voting by unanimous consent on agenda items today
 Motion by J. Turner, second by D. Copple
 Comments/Discussions/Revisions: None
 Final resolution: Passed by unanimous consent

1.4 Approval of Meeting Minutes from 12/8/2020

Action: Approve meeting minutes from 12/8/2020
 Motion by D. Silva, second by C. Medina
 Comments/Discussions/Revisions: None
 Final resolution: Passed by unanimous consent

1.5 Adoption of Agenda

Action: Adopt this agenda
 Motion by J. Singler, second by V. Hernandez
 Comments/Discussions/Revisions: None
 Final resolution: Passed by unanimous consent

2. Public Commentary

2.1 Public to Address the Senate on Agenda Items

Biju on 3.2 agenda item:

	Canvas	BoardDocs	Sharepoint	Microsoft Teams
Paid For	Yes	Yes	Yes	Yes
User Ready	Yes	Yes	?	Yes
Publicly Accessible	paloverde.edu	Yes	paloverde.edu	paloverde.edu
Searchable	Not Easy	Yes	?	Yes
ADA Compliance	Yes	?	?	Yes

- Sharepoint is not a meeting area, has file repository
- Microsoft Teams has persistent chat and file repository
- Hold the Q&A until the agenda item

3. New Business

3.1 Remembering Hortensia "Tencha" Rivera :"(

- She died on January 25, 2021, and funeral was held last Thursday at Fried Chapel.
- Irma and Machi spoke, heartfelt warm memories shared.
- They recalled her tenacity and her vast knowledge base, her humor, and her compassion.
- Tencha has influenced all of our work here at PVC.

- She was curriculum co-chair for over 10 years, Academic Senate President twice, and among a thousand other things that she did.
- Not lost on me that I'm currently serving the remainder of her term as President and that feels especially heavy and emotional.
- Take time out of this meeting one to stop and acknowledge her vast contributions to the students and faculty and two to offer a time of reflection on how we can best honor her as we continue the work.
- Open the floor to those who would like to comment on either one of those aspects her specific contributions or ideas for honoring her memory at PVC.
- Planning to do something similar at the next Curriculum meeting. She helped Elizabeth and I so much and just had always like an open door and always willing to help us. She will be missed even though I didn't know her that long, she really touched my heart.
- Opportunity to work with Tencha when I was a negotiator and scholarship committee. Despite health issues, she kept working for PVC when she could have easily chosen to stay home. She will be missed.
- Knew Tencha almost 20 years, one thing that most strikes me about Tencha is that when you were with her, she made you feel like the most important person. She makes sure that you were taking care of whatever needs you needed, and she would go out a way to make sure that whatever your concerns were addressed. She had a relationship with each one of us individually in a certain special way. We'll miss her.
- Over the years, she became a very good friend to me, and also she became a kind of spiritual mentor as well. She encouraged me to apply for equivalency, and she even helped me in the process, I will never forget that detail from her.
- I probably knew Tencha a bit longer than many. She was actually a student of mine in the mid 90s during my first stint at PVC. She was EOPS counselor, student body officer super involved. I wasn't surprised that she was as involved as she was as a professional as opposed to being a student and having worked with her on numerous committees over the years. We know exactly what she was worth and her impact.
- At the funeral, Sally Rivera made a couple of comments. Sally was VP of student services while Tencha was a student here. Tencha was ASG president. She led the student body with the same kind of tenacity and kind of fire as she's led everything else that we've known her as colleagues.
- I would like us to continue to think of ways we would like to honor her within the Academic Senate. CTA discussed naming scholarships for her. Any ideas send them in.
- Naming EOPS office after her. Naming facilities, rooms, centers, buildings that's outside the specific purview of the Academic Senate. We could vote on and take it to the President. Send in your ideas, and we can vote on them.

3.2 Flex/Professional Information Storage

- Housing our professional development resources from Flex and other trainings that we engage in and having a place where we can access them and share them with our colleagues.
- See Biju's talk under 2.1 agenda item.
- There is also access to <https://paloverde.libguides.com/>, where the curriculum website is. There is no password. It would give us immediate maximum control over the website and not having to wait or try to coordinate with other people on that.
- eLumen is another option.

Action: Put Flex Days and Professional Development resources on the <https://paloverde.libguides.com/> facilitated by J. Turner.

Motion by J. Turner, second by B. Thiebaux

Comments/Discussions/Revisions:

- Does this include the Flex Days Zoom video recordings? If so, any objection to having that publicly posted?
- Yes, videos can be posted. No objections.

Final resolution: Passed by unanimous consent

3.3 Student Grievance AP & BP - Accreditation

- Student Grievance process needs a major re-haul. In the next few weeks, W. Smith will be organizing an informal working group to muddle through the necessary changes to bring it up to various standards that it is lacking.
- No specific timeline at this moment.
- PVC needs to get this Board policy through shared governance and to the Board for a first and second read prior to October next year, probably September.
- Is anyone interested in representing Academic Senate in this? No one volunteers.
- S. Frid will represent Academic Senate.

3.4 Two Year Plan Update (aka The Revolution)

- Overall desired outcome is to elevate the student experience and to increase value across the board by revamping and streamlining our manual processes for correspondence education with the expectation that it will free up resources and improve other areas of the college.
- Currently, our timeline is a little off from our initial projections due to COVID-19 cases on campus. We had a late start in January. There were unclear protocol for entering more than one term into Colleague, so that was something that also needed to be addressed.
- Publish the schedule on the website and on paper by mid-March, which is two weeks later than our initial goal.
- Thank the faculty and counseling and advising staff for all the work.
- Esther is working on validating the textbook information that we all supplied in those spreadsheets. Missing or conflicting information, she will contact the division chairs and/or individual faculty to iron out those issues.
- Have received 2-3 emails from ISP thanking our distance learning office for piloting a new label system to reduce lost and misdirected mail to and from students housed at CDCR locations. Thank you to A&R, DLO, and CDCR, they had to work together for making this happen.

3.5 COVID-19 Safe Reopening Plan Review

- It is in today Board agenda as informational item.

- This document is intended to detail the campus specific application of laws, regulations, and guidelines for COVID-19 at PVC locations. This is a living document because regulations and guidance are in flux, and we keep learning new relevant variables.
- There is no new guidance regarding anything to do with vaccines. Once that information is available, the document will be updated.
- The committee is planning to meet on an ongoing basis monthly or more often if need be.
- If you have concerns, or you notice conflicts, please continue to update me and I will take those to the committee.
- This document is distinctly different from the CTA MOU or contract. It does not address faculty working conditions, nor related compensation. This might be a tool to that the district and CTA might use together to move forward with protocols, but this does not take the place of an MOU or the CTA contract.
- We are still using the form on the website for pre-screening. No update on campus pass app.
- Everyone who is working on this is doing a great job and thank you.
- Any feedback, comments, concerns are always welcome.

3.6 Academic Standards

- New structure of our Academic Standards Committee met last Tuesday.
- The meeting was to determine the language around maintaining certification to teach online at PVC.
- Currently, everyone has to be certified by completing the @One 100-hour training.
- Goal is to make it broad enough where people can get training that you know increases their own skill base and knowledge base pertaining to what they are teaching or what their teaching style is or deepening their knowledge of Canvas Studio, etc. It shouldn't be so wide open that the requirements were vague or not really supportive of building relevant knowledge and skill in the area of online teaching.
- There are about 30 faculty scheduled to be certified in 2021 this academic year. Initially, we will be on the same schedule together that will dissipate as the time goes on.
- Needs vary from discipline to discipline. I can easily do 10 hours every year learning about editing music. For others, it may not be the necessary for 10 hours every year.
- There is no ceiling, so what would be the minimum we want to continue being on the edge of teaching online?
- 10 hours every 3 years. It may take us a year or so to implement what we learn on @One.
- Begin with 10 hours every 3 years and see if we get enough training. Get feedback from different faculty and then revisit this item and decide what is best.
- 10 hours every year. 10 hours can be done in one semester. To keep up with the technology and present the same education as the other colleges.
- Go with 10 hours every 3 years. In case the state switches to from Canvas to some other online app then we have three years to transition. Need to address what courses from @One qualify and reimbursing faculty for certain courses such as premium or something.
- Whatever we decide will inherently will be a discussion with CTA and the district about compensation.
- The Chancellor's initiative for every single college in California is to be part of the California virtual campus exchange for 2023 is very real. I attended a webinar yesterday on like integrating student services into this so that we are all into this exchange. I think Canvas is here to stay. There will be more and more expectation by the Chancellor's Office that we are all participating in the virtual campus environment.
- For those who would like to do 10 hours of training, we have Flex Days during which we can collaborate and share ideas.
- There is a large breadth in the type of training for online education, it could be pedagogical, technical, etc. New apps to support accessibility.
- In addition to keeping our technological skill sharp, we need strong support or our IT with online learning system. Access to variety to Apps to use with Canvas. For example, the state is going to stop funding Canvas Studio later on in the year. It would be up to the college to pick up the tab for that if we want to continue using it. After the Flex Days training from E. Lopez, we want to use certain apps because it is easier, and it is free while there are other apps such as Ally for accessibility has to be purchased by the college. We have to figure out not just in keeping up the standards with ourselves and training, but also with the entire system. Who will be running what part of IT, do we would need to expand IT department to help us with Canvas?
- In the Academic Standards Committee meeting, we talked about the need to not micromanage what training people are getting and trust the faculty are seeking out training that pertains to them. It could become a tedious process to try to say these are the courses that count. Conversely, we talked about maintaining a list of Senate approved vendors that we know would be addressing specific accessibility issues or Title 5 issues, or content delivery assessments. We can feel confident about that with @One because that's sponsored by the Chancellor's Office. We don't have to specifically go through these but still offering people the opportunity to go out there. Maybe get some training through a conference or something and then say this applies, because it was an Academic Senate sponsored event or a Flex Days event, etc.
- Choices are 10 hours every 3 years or 10 hours every 1 year or cumulative of 10 hours every 3 years distributed every year.

Action: 10 hours every 3 years.

Motion by J. Singler, second by B. Thieboux

Comments/Discussions/Revisions:

- Do we need to choose vendor for all of us to use to provide training like we chose @One?
- We just to decide the interval now and the vendor can be a separate motion.
- Will the 3 years begin after we complete our online training?
- From the day you are certified, three years from that date, you would need to do 10 more hours.

Amended Action: 10 hours every 3 years from the date of certification.

Motion by R. Castillo, second by B. Thieboux

Comments/Discussions/Revisions: None

Final resolution: Passed by unanimous consent

Action: Develop list of Senate approved vendors at a later date.

Motion by B. Thieboux, second by A. Casas

5. Reports

5.1 President

1. Three more Academic Senate meeting left for this academic year. The final meeting in May will include elections for the upcoming two-year terms. The new term will from June 1, 2021 to May 31, 2023.
2. I sent an email about a webinar this Friday on syllabus and equity. The equity and evaluating the measures and tools that we are utilizing to positively impact equity is something that the Chancellor's Office is not a temporary. They will continue to look and evaluate us on it. It will be part of our Guided Pathways funding formula. It is something that the accreditation is looking at. It is an opportunity for us to stay apprised and knowledgeable on what the expectation are us. Encourage you that if this works with your schedule, check it out and register.
3. Updates from Biju regarding program review.
 - The last program review meeting was February 4th, there are a number of CTE programs that are going to College Council for review on February 16th. Afterwards, they will go to the Board, so you will be expected to give a very brief presentation to the Board when it is on Board's agenda.
 - Building trades, ADS, HSBS, Business divisions have gone through program review. There are some changes. Then they will go on to College Council.
 - The next program review is February 11th, in two days.
 - This is a reminder to all division chairs, who are still completing their snapshots and addendums and program reviews, please turn them in.
 - Program Review Committee is meeting every week or every two weeks until the matrix is caught up with our internal standards.
 - We have to show accreditation is that we are adhering to our matrix, and we are adhering to our own internal standards.
4. Updates from Biju regarding SLO.
 - Deadline is February 16.
 - Reminder to division chairs that mapping needs to be done. You need to make sure that you have confirmed core and elective courses for existing programs within eLumen. You need to map CSLOs to the program level learning outcomes. That they match in eLumen and the catalog and then gets mapped to ILOs.
 - Division chairs are meeting with Biju for Fall 2020 SLO in eLumen. If you have not done it then get those done.
 - The older years are being archived.
 - March 25th is a Council of Chairs meeting to review the matrix and the status updates on those.
 - This academic term Spring 2021 SLO evaluations and the timelines will be completed.
 - Fall 2021 will have a soft handoff and then Spring 2022, a year from now, division chairs will be driving everything in full empowerment mode.
5. If you have questions about program review, your responsibilities, SLOs timelines, etc., I encourage you to send an email or a voicemail to Biju and get that resolved. (Biju prefers both voicemail and email.) Send both, multiple channels, carrier pigeons, owls, whatever it takes.

5.2 Vice President

Nothing to report.

5.3 Secretary

Nothing to report.

5.4 Committees

- Standing Committees:
 1. Accreditation Team - A. Casas
 - We continue to meet.
 - Brian is helping us out with the writing.
 2. Benefits and Professional Development - V. Hernandez
 - Nothing to report.
 3. Budget - B. Thiebaux
 - Couldn't attend the last meeting. So, nothing to report. Next time.
 4. Curriculum - J. Turner
 - Next TRC meeting is February 24th.
 - The first Curriculum meeting of the semester is on March 11th.
 - We have 90 courses coming through.
 - Sixty-eight of them are Fire Science. They are going through small revisions from standalone to program applicable courses. They have added DE modality on those.
 - Ten revised and ten new Nursing courses.
 5. Equal Employment Opportunity Plan - P. Martinez
 - Nothing to report.
 6. Foundation - V. Velickovska
 - There was a \$420,000 Finish Line Scholarship that came through, and it is all gone in four weeks to 96 applicants. (FYI: Assuming money was equally distributed to each applicant then that is \$4,375/applicant.)
 - There are 27 other scholarship available right now.
 - Foundation members are conducting Zoom meetings with students to guide them with the application for all the scholarships. There is only one application for all the scholarships.

- There are two scholarships that are under the level because people did not apply for them. One of them is Next Era Scholarship.
 - You can go to PVC website under Current Students, click on Tuition. All the scholarship are there, how to apply for them, and when the meetings are.
 - Next Era Scholarship is for STEM (Science, Technology, Engineering, and Math) but also includes all CTEs as well as Business Administration. It serves \$5,000 for full-time students per year; \$2,500 per semester. For part-time students, it is \$1,000-\$750 per semester. There are \$100,000 available in this scholarship. So far there are only 4 applicants. Encourage your students to apply.
 - \$150,000 in scholarships are available from April 2021.
- 7. Facilities & Safety - C. Lozoya
 - C. Lozoya is absent.
- 8. Guided Pathways - S. Frid
 - We have broken off with some Student Success Task Force teams.
 - We are looking to integrate the two-year plan with the Rising Scholars program, which is the Chancellor's Office initiative for community college students within the criminal justice system, either presently incarcerated or formerly incarcerated.
 - We are looking to integrate transfer wise with project Rebound, which is similar program on CSU campuses and Underground Scholars Initiative with the UC system.
 - The Voices of Freedom webinar last Friday rocked. I will try to get the recording sent to you; it is really, really, really good.
- 9. Program Review - T. Bolin
 - Nothing to add, everything is reported in President's report.
- 10. Strategic Planning - S. Frid
 - We have not met since the college adopted the new strategic plan.
- 11. Student Learning Outcomes - P. Martinez
 - Nothing to add, everything is reported in President's report.
 - We did go through the snapshots. There were a couple of reports done. Tim did a magnificent job reporting on his behalf. On the improvements, he talked about that. The district is focusing very closely on a mechanism, a tool that can help all the divisions with, kind of explaining in understanding what are the resources that are needed and adjustments to supply your demands. So, the administration is very focused on supporting all the divisions on campus to making a smooth transition going forward.
 - These reports are due every two years.
 - Talked briefly about the agricultural program, which was initiated back in 2015. We had another review in 2017. A full review in 2019. This is ongoing and continue to blossom.
- 12. Student Success and Equity - J. Singler
 - There are plethora of different programs coming up in student success and equity. Some of them are on board already and some are not. Basically, these are just going to be a variety of technological advances that will give students quicker access to counseling, planning their careers, changes that are going on in the College. You may have heard some of these, for example Signal Wide. These are some of the different things that are coming on board to help students out.
 - There is also a mentorship, leadership program that started in January.
 - Food distribution that is coming up. We are looking for volunteers. Contact Jaclyn Randall.
- 13. Technology - C. Hettige/A. Edradan
 - There is plan to modify the implemented phone setup to better serve the community.
 - They are in the process of modifying the website to make it more user-friendly to everybody.
- Academic Senate Sub-Committees:
 1. Academic Standards
 - Nothing to report.
 2. Equivalency - S. Redwine
 - Nothing to report.
 3. Flex - S. Redwine
 - There is only one Flex Day next semester.
 - Let me know if you would like to present.
 4. Scholarship - C. Medina
 - Academic scholarship should be up and running soon.
 - Encourage everyone to pitch in.
 - No minimum to give.
 - Fill out the form from Cecy or Stephanie.
- Academic Senate Task Forces:
 1. Bylaws Task Force - N. Patel
 - The updated version of the Academic Senate Bylaws is attached with this agenda.
 - Please review it.
 - First reading will be next Academic Senate meeting, where this will be an agenda item.
 - We will have a second and third reading in April and May meetings, respectively.
 - Please bring your feedback to the next meeting.
 2. Articulation Officer - J. Campbell
 - Most of the courses were submitted for CSU G and I GETC in December, the only ones that were not were ethnic studies and that is because we were given an extension on ethnic studies. They were submitted before their due date which was on Friday for ethnic studies. We do not know the process for reviewing them unfortunately, because the Chancellor's Office has not yet met to determine guidelines for ethnic studies and how they are going to approve those courses. They are expected to meet with faculty on the 28th of the month, and they are trying to gather information for creating CID descriptors for that particular area.
 3. Faculty Handbook Task Force - R. Martin

- We have much to write.
- 4. Student Learning Outcomes Task Force - V. Velickovska
 - Yes, we are still meeting.
 - This is after the training that we did on Flex Days, it went well (begin optimistic). Once understood, it is self-explanatory and in the long term is actually going to be much more valuable because it is easy to connect the SLOs with ILOs and PLOs. Biju and Elizabeth are working hard on this.
 - Faculty need to input their SLOs into eLumen by February 16. Confident that it will be a smooth transition.
 - The SLO committee designed those worksheets.
 - Agree with training on Flex Days. Coupled with mapping will make it a very interesting system, because now we have the data entry of the SLO assessments that will be transmitted into PLO reports, and then ILOs reports. So, it's going to be a very nice system when it all comes together.
 - Math department tested the import function of eLumen. You can create either a comma separated value or Excel file. For a big class with 20 or more students, you can import, and it will check off everything for you at once. The file should contain PVC Student IDs and zeros and ones for each SLOs.
 - The worksheets were developed were meant for use only a semester or maybe a year, at most, and then we were going to be ready for eLumen. We ended up using these worksheets for six years. Apologies to everyone.

6. Open Forum

- This does not affect Academic Senate so much, it is more of a CTA and administration. The evaluation forms are greatly out of date, and they hardly apply, very difficult to use under the current circumstances, and probably future for the fact that we don't really have very many online/face-to-face classes. Would like them updated.
- It is very tender negotiation between Academic Senate, CTA, and administration. Yes, willing to work on this with everyone involved. A reminder will be sent. However, Academic Senate cannot take steps independent of the other two groups.

7. Announcements

Remind everyone for student resources available on the library website. Scanning of the textbook chapters, laptop loner, and tutoring information is there for students.

8. Adjournment of Meeting

Action: Adjourn meeting

Motion by P. Shibalovich, second by B. Thiebaux

Comments/Discussions/Revisions: None

Final resolution: Passed by unanimous consent, meeting adjourned at 4:26:41 p.m. PST.