



PALO VERDE COLLEGE
Academic Senate Meeting
Tuesday, March 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, A. Edradan, K. Eoff, S. Frid, M. Gamez, M. Gaubeca, V. Hernandez, C. Hettige, D. Lilley-Edgerton, E. Lopez, M. Lopez, C. Lozoya, 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: D. Copple.
 - Guests: E. Egan, M. Kehl, B. Raman, and W. Smith.

1.3 Unanimous Consent

Action: Voting by unanimous consent on agenda items today
Motion by P. Shibalovich, second by C. Hettige
Comments/Discussions/Revisions: None
Final resolution: Passed by unanimous consent

1.4 Approval of Meeting Minutes from 2/9/2021

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

1.5 Adoption of Agenda

Action: Adopt this agenda
Motion by P. Shibalovich, second by A. Edradan
Comments/Discussions/Revisions: None
Final resolution: Passed by unanimous consent

2. Public Commentary

2.1 Public to Address the Senate on Agenda Items

Biju comments on three agenda items: 3.1, 4.3, and 4.5

- Takes full responsibility and acknowledges his shortcomings as a Dean of Instruction & Student Services. Apologizes to the faculty and commits to more supportive and collaborative environment.

- Agenda item 3.1 status: The Instruction & Student Services office now has list of books and two-year plan for all 6 instructional divisions.
- Agenda item 4.3: While COVID money can be used for 2-3 year contracts for software to enhance students' online experience, please note utilizing will be the key metric for renewals. Request that you use one software that provides same features.
- Agenda item 4.5: Mentions what is AP 4020 and 2510, points out CTE programs are different from the academic areas. Ed. Code and Title 5 require two-year updates and four year reviews. Recognize all programs as well as CTE to have robust protocol and commitment to develop these policies. The strong workforce funding will be ending soon. Advocate sustainable new programs that supplement not supplant high school training. Looking forward to partnering with all parties.

3. Old Business

3.1 2 Year Plan/Revolution Update

- Summer schedule is done.
- W. Smith is projecting to make determinations for face-to-face for Fall 2021 by tomorrow. M. KehI will input all (CTLCS) of Fall 2022 (most like meant 2021) and Spring 2022 into Colleague by March 26.
- Printed schedule of Summer 2021 to Spring 2022 will be ready by first week of April.
- Administration will start to assign and contract to adjuncts, so bookstores have correct information.
- Esther is done with Summer and is now working on Fall semester and next will be Spring semester. Ed. code requires that textbook information to be available to students when the class schedule is published.
- DLO is using labels to route students' work more efficiently.

4. New Business

4.1 Academic Senate Bylaws

- Compare to previous version, there are about 77 changes to the document. Some changes are formatting, spelling, grammar, and other minor corrections.
- Major changes are the following:
 - Distinguishing full-time from adjuncts faculty.
 - Meetings can be held online.
 - Agendas and minutes to be accessible on PVC college website and BoardDocs.
 - Voting will be in an open public forum (required by the Brown Act).
 - Resignation of Senate office position to be in writing and given to the Senate President.
 - Proposed amendments to the Constitution or the Bylaws need three readings and 2/3 majority of votes.
 - Senate President can consult the Faculty Union on working conditions and other professional academic matters.
 - Broaden the assignments for the Secretary.
 - A new President can be selected by the Senate or the Vice President can succeed to this position if there is a vacancy. Same goes for other senate positions.
 - Added the case for and process of removal of a Senate Officer.
 - Added charge, membership, and reporting for all the standing committees.
- Two comments were about whether to include that meetings are recorded and specify that agenda to be available 72 hours in advance.
 - Response to comments was that it is already established in the Brown Act and therefore there is no need to include it here.

Action: Approve the changes to the bylaws

Motion by B. Thieboux, second by V. Hernandez

Comments/Discussions/Revisions:

- How does the charge of Academic Standards Committee differ from that of the Curriculum Committee?
- Academic Standards Committee does not supplant the Curriculum Committee. Once the Curriculum Committee goes through the process, the proposals come to Academic Standards and make recommendations to Academic Senate.
- Should we add these steps in here?
- We approved the Academic Standards language, but it has not been adopted by the district. We are still working on AP 2510 and waiting for it to get approved. This is an acknowledgement that we are working on this language, and it will reflect what is in AP 2510. We can revisit this after AP 2510 gets approved by the Board.

Final resolution: Passed by unanimous consent

4.2 Guided Pathways Design Team for Syllabus and Course Structure Problem Solving

- There is funding for implementation for 12-15 more months.
- A large portion of this funding is for our education initiative with CDCR.
- One of the barriers is syllabus delay, confusion, miss routing, etc.
- Thus, will be using part of the funding to hire a consultant and solve this issue that will be meaningful for faculty and for students.
- There are communication and student services related issues as well.
- Overall objective is, how can we better deliver our services to students who are incarcerated.
- We start with two or three problems around the syllabus. Determine what can be balance, standardized, and implemented that honor academic freedom and rigor.
- The design team will work with the consultant over the next few months and bring ideas and solutions to the Academic Standards Committee.

- Academic Standards Committee will review it. It may go back to the design team, or it may move forward to Academic Senate for discussion, feedback, and voting.
- The design team members are S. Frid, leading the team; E. Lopez, the faculty PUENTE representative with a background in trauma informed education; T. Bolin, piloted several of his classes; J. Singler, as a student success and equity representative as well as experience teaching face-to-face at the prisons; Jeanette Garrison, educational advisor at CDCR; and V. Green, a full-time proctor at ISP and an English instructor.

4.3 Educational Technology Needs

- Explore the possibility that advocating for all of our needs through the Technology Committee might not be appropriate, there might be more than one channel for us to utilize.
- The Academic Senate officers are meeting with W. Smith, E. Egan, and couple other people to identify faculty needs.
- Chancellor's office has a new initiative around the virtual campus with the goal that every College will be participating in the online course exchange by 2023. The online exchange allows students to enroll in a primary college. If the class they need is unavailable, they can go to online exchange, where they will have all the services from their primary college available to them. If a class that they need is available at a college online then they will be able to enroll without any difficulty. This is a beginning, needs coordination and great amount of work.
- CDCR is planning to roll out Canvas for their students in the next few years.
- S. Frid tabulated all the software listed under this agenda item and categorized them according to applicability. This list will be used at the meeting tomorrow with the Technology Committee.

Action: Take this table/list forward to the Technology Committee.

Motion by R. Castillo, second by J. Singler

Comments/Discussions/Revisions: None

Final resolution: Passed by unanimous consent

4.4 CDCR Report

- A call on February 19th with all the community colleges that provide education to CDCR locations. Two CDCR personnel, Shannon Swane, who is the superintendent of all correctional education of the state and Brantly Choaks, the Director of Rehab.
- They have a budget proposal that is going to the legislature for vote on June 30th, 2021. If this gets funded, it will provide 37,000 laptops across the state accessible to every CDCR student who is doing academic college work.
- The five-year rollout, have a contract with Canvas, moving forward as if they know they're getting the funds.
- Investing in hotspot to provide internet access to a cloud database where have academic programming stored.
- Two ways we can benefit from this. Correspondence work will be sent electronically or offer them online courses.
- Massive vaccination effort is underway at CDCR.
- Will those students will have access to every college and universities in the California system or just the one that service their prison?
 - I need to investigate that.
- Does that mean they can take classes online such as Phoenix University?
 - There are some CDCR locations that have partnerships with UCs and CS.
 - S. Swane is committed to community college.

4.5 10+1, primarily rely vs mutually agree delineation for Administration Procedure 2510

- During the meeting with the district, their proposal is to divide out which components of 10+1 the Board will primarily rely on and which one to mutually agreement.
- Other colleges do this too.
- Our college has been very vague and it some confusion and conflict.
- Title 5 highlights the differences.
- District proposal is listed in the agenda.
- Is there a deadline for this?
 - Yes and no. We can say we need more time. They are aiming for April Board meeting to finalize.
- What does 'mutually agree upon' mean exactly?
 - If there's an existing policy then nothing changes until we mutually agree unless there's a legal liability or fiscal or some extreme situation.
- What does 'as related to faculty roles' mean under mutually agree?
 - When Senate gave feedback about whether we should have a separate VP for Student Services and Instructional Services or have one or when we gave feedback about the Associate Dean position.
- One gray area (last bullet under mutually agree) is in the matter of Equivalency. Ed. code 87359 states that district primarily relies upon the Senate's recommendations for equivalency.
- Some items listed under mutually agree upon are in the 10+1. Does this mean that we are losing those items that should be relied upon?
 - Yes. Right now the way AP and BP are worded, it is all up for debate. Not clearly delineated. Dr. Bauer was saying everything is mutually agreed upon. This list is a good faith effort by the district.
- No vote on this today. Will bring up equivalency concerns.

5. Reports

5.1 President

- Two faculty members are resigning at the end of this spring term, Eric Atkinson and Harry Rinaldi :(Thank you for your contributions to this College and to the Senate.

- Accreditation report follow up pertaining to faculty responsibilities. Make sure all program review that are outstanding or ones that are due this semester, are done on time for the May 11 Board agenda.
- SLOs are almost done. B. Raman is working with ones that are missing from the adjuncts. He will follow up with people on matching program maps and certificates with what's getting published in that in the catalog. Academic standards as it pertains to accreditation, he's going to write something in there about online regular contact and that he and I are working on the AP and BP structure based on the academic senate policies that we've passed and that went already have been to the Board.
- In terms of complaints there's a face-to-face button in place on the website and there is a process in place for correspondence.

5.2 Vice President

Nothing to report.

5.3 Secretary

Nothing to report.

5.4 Articulation Officer

Nothing to report.

5.5 Committees

- Standing Committees:
 1. Accreditation Team - A. Casas
 - Three major aspects that we were dinged on.
 - There are now student grievance forms that are available on paper form.
 - There is also a student handbook for the incarcerated students.
 - Develop opportunities for online instructors to be better train, hence the @One training.
 - Ratification of policies for distance education.
 - The idea that there has to be regular assessments of SLOs. This is done via eLumen data entry, mapping for all courses, which was done on Flex days.
 - These three are put into writing the report.
 2. Benefits and Professional Development - V. Hernandez
 - Nothing to report.
 3. Budget - B. Thieboux
 - Budget forms for next year have been distributed to all faculty members. Check your email from Stephanie Slagan sent on March 2nd.
 - Budgets are due by April 15. If you need guidance than business office is there to help you.
 - You will have \$2500 either way for you to use. If you want more than fill out the Budget forms.
 4. Curriculum - J. Turner
 - Annual training for curriculum chairs this Thursday meeting.
 - The same courses that were in tiers are coming through to curriculum.
 5. Equal Employment Opportunity Plan - P. Martinez
 - Nothing to report.
 6. Foundation - V. Velickovska
 - Reminder to encourage students to apply for the STEM education. \$2500/semester, \$5000/year, and hundreds of \$20,000 available for Business, Math, Science, and all CTE programs.
 7. Facilities & Safety - C. Lozoya
 - We have PPE for everybody in case we open.
 - Ordering more COVID tests in case we have to do a weekly and more sanitizing equipment.
 - Maintenance also hired two extra people to help them out with the COVID relief money.
 8. Guided Pathways - S. Frid
 - Annual report that is required by the state was submitted by Irma on March 1st.
 9. Program Review - T. Bolin
 - Nothing to report.
 10. Strategic Planning - S. Frid
 - B. Raman is aligning and integrate the strategic planning goals, tasks, and objectives.
 11. Student Learning Outcomes - P. Martinez
 - A. Casas covered it. Nothing more to report.
 12. Student Success and Equity - J. Singler
 - Next food distribution is March 19th. Let Jaclyn know if you would like to help. It is at 8am at Harmony Kitchen Food Pantry on Main Street. It will be for 3 hours.
 13. Technology - C. Hettige/A. Edradan
 - Nothing to report. Thank you for covering it in the agenda item.
- Academic Senate Sub-Committees:
 1. Academic Standards
 - Currently, working on academic dishonesty set of procedures, will have more next meeting.
 2. Equivalency - S. Redwine
 - Nothing to report.
 3. Flex - S. Redwine
 - Nothing to report.
 4. Scholarship - C. Medina
 - Nothing to report.

- Academic Senate Task Forces:
 1. Bylaws Task Force - N. Patel
 - Task Force is dissolved. Tacos (or samosas) for everybody.
 2. Faculty Handbook Task Force - R. Martin
 - Faculty will be receiving Canvas invite before the next Academic Senate meeting to start reviewing it there the first few pages of the faculty handbook.
 3. Student Learning Outcomes Task Force - V. Velickovska
 - Nothing to report.

6. Open Forum

Nothing to report.

7. Announcements

Nothing to report.

8. Adjournment of Meeting

Meeting adjourned at 4:59:23 p.m. PST.