Academic Senate Meeting (Tuesday, April 12, 2022)
Generated by Vanja P Velickovska on Friday, April 16, 2022

1. Opening of Meeting

- The meeting was called to order by Sarah Frid at exactly 3.00 pm

Procedural: 1.1 Call to Order

- **Present:** Anjela Bavaro-Ricci, Timothy Bolin, Adrian Casas, Michael Calabrese, Christopher Cardona, Richard Castillo, Derek Copple, Kim Dieu, Kevin Eoff, Jennifer Faux-Campbell, Sarah Frid, Michael Gale, Jeanette Garrett, Lukas Gunderson, Chaminda Hettige, Laura Kramer, Esmeralda Lopez, Maria Lopez, Rene Lopez-Roedel, , Cesar Lozoya, Lorenzo Lujano, Jorge Martinez, Peter Martinez, Juan (Carlos) Medina, Graciela Milke, Ilona Missakian, Nidhi Patel, Scott Peterson, Sarafina Redwine, Dana Rethwisch, Paul Shibalovich, David Silva, Juliette Singler, Gregory Snider, , June Turner, Vanja Velickovska

- **Absent:** Sergio Cano, Maria Gamez, Rosa Martin, Sandra Loureiro, Brian Thiebaux

- **Guests:** Maria Khel, Biju Raman, William Smith

Action: 1.2 Adoption of Agenda

- A motion to adopt the agenda
- Paul Shibalovich moved
- Anjela Bavaro Ricci seconded
- Objections: None
- The motion carried

Minutes: 1.3 Minutes from March 8, 2022

- A motion to adopt the minutes
- Paul Shibalovich moved
- Carlos Medina seconded
- Objections: None
- The motion carried

2. Public Commentary

Procedural: 2.1 Public to Address the Senate on Agenda Items

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.

Pursuant to the Brown Act Government Code Section 54954.2(a): "No action or discussion shall be undertaken on any item not appearing on the posted agenda, except those members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3."

Public Commentary: None

3. Old Business

Action: 3.1 Academic Standards - Institutional Set Standards

Action taken by College Council on March 10th and 15th:

STANDARDS		Where did the initial calculation come from?
Course Completion Rates	70%	past three years average for which the data is available
Certificate Completions	39	past three years average for which the data is available
Degree Completions	240	past three years average for which the data is available

Transfers	39	past three years average for which the data is available
Licensure Examination Rates	75%	Required State Average by LVN
Employment Rates	37.68%	**Perkins Core 4 District Negotiated Rate** - because this is the only employment data that the District has access to. If, in the future, we have more mechanisms for measuring employment, then we will make adjustments to account for the additional data.

STRETCH GOALS		All standards were calculated for a 10% Stretch Goal.
Course Completion Rates	77%	
Certificate Completions	42.9	
Degree Completions	264	
Transfers	42.9	
Licensure Examination Rates	82.5%	
Employment Rates	41.45%	

- There is a need for more data, as more data will bring a better prognosis.
- As it is now, the 37% of employment is proposed
- Might be adjusted later as it is comprised of several regulations

Information: 3.2 Rising Scholar's Program

The Guided Pathways Committee held a meeting on 3/29/2022 that served as an open forum for members to discuss issues/obstacles with the current Correspondence Ed processes. No solutions were recommended at that time; the committee decided they needed a LOT more time to discuss viable solutions and draft a recommendation for Academic Standards to consider.

Some issues that were brought up:

- bundling ALL student materials and waiting for late course materials from faculty does a disservice to the student by giving them EVERYTHING late
- printing all materials at PVC is not a sustainable option with the timeframe, we may need to adjust to outsourcing the printing and this may change deadlines for course materials.
- Summer Session: 6 week session, 7 contacts, CDCR Educational Units Closed for 2-3 weeks = not in accordance with Title 5 § 55262
    - (a) Any portion of a course conducted through correspondence education should be established through a cycle of assignment submissions and comprehensive, responsive feedback as determined by local policy. A student's enrollment in a correspondence course in no way diminishes the instructor(s) responsibility to ensure that each student receives ongoing support toward making meaningful academic progress. Students participating in courses conducted through correspondence education shall also have access to student support services, including counseling, library services and research assistance, and tutoring or learning support, via mail, email, telephone, or in-person dependent on local practice. Determinations and judgments about the quality of correspondence education under the course quality standards shall be made with the full involvement of faculty in accordance with the provisions of section 53203.

What additional concerns do faculty need addressed and added to this conversation?
- Local policy of minimum of 7 Assignments./Contacts per semester is to be followed
- No plans to change for now
- Two items to be considered:
    - Summer and Fall 2022, time frame to submit the course syllabus and materials:
        - **for Summer of 2022: Deadline is April 25th**
        - **for Fall of 2022: Deadline is May 16th**
    - Summer materials to be released no later than June 1st to the prisons (two weeks before the start of the summer classes)
    - Fall materials to be released no later than August 16th
- **To consider**
    - that PVC has 264 sections in corresponding modality

- Fulltime faculty are not obligate to respond over the summer (as it is not tied to instructions over the summer break)
- **Discussions**:
  - More staff for DLO? Significant during the beginning of the semester, what during down time?
  - Program Review: an avenue to increase the staff?
  - Will following the 2 years schedule allow for easy adaptations to the changes if needed?
  - Might be a problem for students if the first assignment is due before they are able to receive the course materials
  - Following the 7 Assignments/Contacts, maybe not requesting anything for the first week of classes to allow the students to receive the course materials
  - If faculty submits everything on time, would it be ensured that the students will get their course materials prior to first day of class?
  - Can faculty get extra time if needed for the Fall semester classes?
    - If faculty responds to email during the summer, then yes, additional time can be given
  -
- The process in place should not be considered as a punishment, but rather as a process to be adjusted and tweaked to work for everyone
  - Transparency is the key: Having every step of the process followed and reported, makes it easier to see where the clogs are and thus it makes it easier to adjust the process for everyone involved
  - Getting updates on the Laptop for Rising Scholars situations
    - If most faculty submits their course material on time, why wait for the faculty that have NOT submitted their materials on time
    - If more staff is hired for DLO, what happens with them when they are no longer needed? (Opens the place for internships, student workers etc)

4. New Business
Information. 4.1 Schedule of Courses

2 year schedule (AKA the Revolution spreadsheet completed in December 2020) timeframe has concluded.

What kinds of recommendations do we want to take back to the district about creating the schedule moving forward?

Before the spreadsheet, and during the spreadsheet, we used Instructor Class Schedule Request forms.

Does Faculty prefer the General Spreadsheet or personal Excell?
> **Discussions:**
> The General spreadsheet is better as it gives much more informative look on the scheduling of the other classes. If all faculty utilize Canvas, it would be fairly easy to establish a faculty only shell for discussion on scheduling
> Easier to make changes if needed on the general spreadsheet
> Having it as read only on the Microsoft Office share for all full- and part time faculty (Division Chairs should have access to change if needed, to avoid confusions)

Recommended:
> Having one general spreadsheet for scheduling read only shared on Microsoft Office (Division/Department Chairs, having full access to it for their respective department to be able to make the changes when needed)

4.2 Student Grade Record Recommendation by Academic Standards
Recommendation from Standards:

"All PVC faculty to record grades on CANVAS so that the institution has access to the record of students' grades in case anything happens to the faculty member, or if the faculty leaves. Student work not returned to the student shall be kept for 1 year, whether hard copies or digital files."

Background:
- (AP 4231) Appeals to protest grades, or request for grade changes, must be submitted by the student no later than **one hundred eighty (180) calendar days** after the grade has been issued.
- (AP 4231) In the event that an Instructor is no longer employed by the District or is otherwise unavailable to respond to the grade change claim, the Vice President of Instructional Services shall refer the petition to the appropriate division chairperson or designee for review and action. The decision of the division shall be final.
- After 1 year, student work held by the instructor should be destroyed.
- Division chair should be notified where student documents are kept (one drive, USB drive, file cabinet).

- In progress: CANVAS final grades will be imported into Colleague, instead of having to double enter final grades into PVC-Services or Self Service.

- Open for Discussion:
  - If and when faculty is gone: how would the students grades be incorporated?
    - As is right now, Division Chairs have no access to students grade on faculty
    - The new system in place should allow for adding the grades once, once when they are on Canvas, they will automatically be reported to the new platform
    - Easy to have the grades on Canvas
    - IT folks can enter the Canvas shell if needed, when faculty is gone. Maybe a temporary access should be given to Division Chair in required situations?
    - Percentage issue: would the grades be rounded to the nearest percentage especially if switching between platforms/systems?
    - Grades can be seen on Canvas, but not the particulate graded assignments
    - Is there any Protocol or Procedure in place for situations like this? The Division/Department Chair only to access when in this particular situation
    - Case by Case, only accessed as needed
    - Maybe allowed in certain cases for students' advisors?
    - What about classes with no credit?
    - Getting access to faculties' Canvas shell should not be a common practice **(Allowed ONLY when needed, not ongoing access)**
- A motion to adopt the Canvas grade reporting as suggested and to be accessed only when and if needed (when the faculty can not)
- Paul Shibalovich moved
- Juliette Singler seconded
- Bryan Thiebaux amends to start from Fall semester of 2022 with no pressure from the District for the due date
- Jorge Martinez seconds
- Voting: 26 Yes; 6 No; 4 abstained
- The motion carried

5. Reports- Senate Leadership & Committees

Information: 5.1 President: Sarah Frid
- Anjela Bavaro Ricci and Graciela Milke to be approved for tenure

- New Executive Leadership Job Descriptions, Title Changes, Salary Increase on Board Agenda Tonight
  - Vice President, Instruction & Student Services, Row 15 --> Asst. Superintendent/VP Instruction & Student Services, Row 16
  - Vice President, Administrative Services, Row 15 --> Asst. Superintendent/VP Administrative Services and College Advancement, Row 16
  - Associate Vice President, Human Resources, Row 13 --> Asst. Superintendent/VP Human Resources, Row 16
- **Discussion**:
  - No particular need for these positions:
    - No obvious need as it is right now
    - No valid justification for "changing" the names", other colleges have different situations than Palo Verde College (Barstow has 3600 students, Tahoe has 6300 students, not really the best solution for PVC)
    - Budget neutrality is not the case when considered the long term of these positions
    - Can Faculty have any input on these positions as they are administrative positions?
    - Was this brought to the College Council?
    - Were these positions advertised statewide in the Educator field?
    - Equity concerns as some of the positions are Assistant superintendent/VP?
    - Is the Academic Senate allowed to give opinion on this matter?
    - Offering these positions have not been made by following the process by the PVC, nor were they made following the needs of the college
    - How will this affect the full-time faculty salaries, especially if these positions are not budget neutral in the long term?
    - These positions also tilt the percentage (full time faculty versus admin)
    - What is the position of CTA on this?

- Rising Scholars Intent to Fund Letter Attached

- 15th out of 59, Palo Verde CCD awarded $148,000.00 July 2022 through June 2025 by the Chancellor's Office
  - **Discussion:**
    - Resolution on corequisites and prerequisites
    - Establish Rising Scholars Faculty Advisory
      - for faculty teaching in person
    - Develop Faculty Advisory Committee for Rising Scholars for retaking classes
    - To advocate for Rising Scholars at both State and Local level

Information: 5.2 Vice President: Rosa Martin
- Nothing to report

Information: 5.3 Secretary: Vanja Velickovska
- Nothing to report

Information: 5.4 Curriculum Co-Chair: June Turner
- Nothing to report

Information: 5.5 Articulation Officer: Jennifer Faux-Campbell
- Nothing to report

Information: 5.6 Academic Standards: Rosa Martin
- Nothing to report

Information: 5.7 Equivalency: Sarafina Redwine
- Nothing to report

Information: 5.8 Flex: Sarafina Redwine
- Nothing to report

Information: 5.9 Faculty Handbook Taskforce: Richard Castillo
- Nothing to report

Information: 5.10 Online Teaching Council: Richard Castillo
- Nothing to report

6. Information Items from Shared Governance Committees

Information: 6.1 Benefits and Professional Development: Sadra Loureiro
Nothing to report

Information 6.2 Budget: Brian Thiebaux
- $2000 for professional development
- Tax Day April 15th
- Budget request Mandatory, make sure to fill it out

Information: 6.3 Equal Employment Opportunity Plan: Peter Martinez
- Nothing to report
Information: 6.4 Foundation Vanja Velickovska
- Encourage your students to apply for the scholarships
- **Information: 6.5 Facilities & Safety: Cezar Lozoya**
- Nothing to report
Information: 6.6. Guided Pathways: Sarah Frid
- NOthing to report

Information: 6.7 Program Review: Timothy Bolin
- Report submitted

Information: 6.8 Student Learning Outcomes: Peter Martinez
- SLO for the Spring semester, submit it if you have not done yet
- April 28th for the meeting, agenda upcoming

Information: 6.9 Student Success and Equity: Juliette Singler
- Concert upcoming on April 27th at 7 pm
- Celebrity playing on violin: our own star Brian Thiebaux

Inromation: 6.10 Technology: Chaminda Hettige and Maria Gamez
- New head of IT Eric Placencia:
- resolved union issues
- updates on websites, i
- Improving the help desk tickets; concern being resolved
- If ticket is closed but the issue remains, resend the ticket
- Single sign on, easier to resolve the issues

7. Open Forum
- Nothing to report

8. Announcements
- Nothing to report
9. Adjournment of Meeting
The meeting was adjourned at 4:52pm by Sarah Frid Academic Senate President