Academic Senate Meeting (Tuesday, October 11, 2022)
Generated by Vanja P Velickovska on Tuesday, October 18, 2022

1. Opening of the Meeting

The meeting was called to order by Sarah Frid at 3.01 pm

Procedural: 1.1 Call to Order

- **Present:** Araceli Alvarez, Anjela Bavaro-Ricci, Timothy Bolin, Michael Calabrese, Sergio Cano, Christopher Cardona, Richard Castillo, Derek Copple, Kim Dieu, Kevin Eoff, Jennifer Faux-Campbell, Sarah Frid, Michael Gale, Jeanette Garrett, Chaminda Hettige, Tom Jones, Laura Kramer, Esmeralda Lopez, Maria Lopez, Rene Lopez-Roedel, Lorenzo Lujano, Sandra Loureiro, Rosa Martin, 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, Juliene Sperling, June Turner, Vanja Velickovska

- **Absent:** Maria Gamez, Cesar Lozoya, Christina Martinez, Peter Martinez, Lonnie Mills

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

Action: 1.2 Adoption of Agenda
- A motion to adopt the agenda
- Paul Shibalovich moved
- Jorge Martinez seconded
- Objections: None
- The motion carried

Minutes: 1.3 Minutes from May 10th, 2022
- A motion to adopt the minutes from May 10th, 2022
- Rosa Martin moved
- Kevin Eoff seconded
- Objections: None
- The motion carried

Minutes: 1.4 Minutes from September 13, 2022
- A motion to adopt the minutes from September 13, 2022
- Paul Shibalovich moved
- Tom Jones 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 under, discussing, and calling for action.

Pursuant under 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 Resolution to Rename Technology Building

Second reading and vote on the attached resolution for Naming the Technology Building.

Renaming Resolution for Henry Rinaldi and Joe Boire (1).docx (16 KB)

- A motion to adopt the proposal
- Scott Peterson moved
- Jeanette Garnett seconded
- Objections: None
- The motion carried

Action: 3.2 Resolution to name Counseling Center

Second reading of the attached resolution for Naming the Counseling Center.

> Resolution for Renaming the Counseling Center (1).docx (16 KB)

- A motion to adopt the proposal
- Kevin Eoff moved
- Maria Lopez seconded
- Objections: None
- The motion carried

Resolution 3.3 New Program Resolution Template
AP 2510 - Curriculum Committee says

"New and modified course outlines are approved by the committee and forwarded directly to the Board of Trustees for acceptance. **New program applications are forwarded to the Academic Senate for approval by resolution and then submitted to the Board.** Policies and procedures related to curriculum, degree and certificate requirements, grading, and educational program development are forwarded to the Academic Senate for approval by resolution. Such policies and procedures shall be submitted for acceptance by the Board of Trustees by the Superintendent/President."

So, changes to curriculum-related and any new programs need to be submitted to AS leadership as a resolution. Resolutions require a 1st and 2nd reading, and then at the second reading the body votes up or down to accept the resolution. If it is accepted then, AS leadership submits it to the Board for finalization.

- A motion to adopt the proposal with a slight modification: Under part 7 Affiliation Agreements for Licensure or Certification (include only when applicable). Under part 8: Low or Zero Cost Program: Include only when applicable
- Kevin Eoff moved
- Maria Lopez seconded
- Objections: None
- The motion carried

Discussion: Investigate the right way to house templates;

- Adapt a motion for specially funded projects. Mandatory for new programs
- Scott Peterson moves to move forward
- Maria Gamez seconds
- Objections: None
- The motion carried

Information: 3.4 ZTC Program & Grant - Update by June & Vanja

Deadline to submit the proposal through NOVA by November 1st
- June Turner, Biju Raman, and Vanja Velickovska are working on this.
- There are several programs and certificates proposed for the ZTC: Alcohol and Drug Studies, Child Development, History, English as a Second Language, and Business.
- The Chancellor's Office has yet to announce the rules on how to use the funding, there is a webinar coming on this subject.

Action: 3.5 Locally Defining Low-Cost Textbooks

ASG surveyed the students and discussed it at the Oct 4th meeting, ultimately their recommendation is: **Low-Cost should be defined at $40.**

PVC needs to define what low instructional material costs mean for our college. It must be a US $ amount.

Each section will have this data element reported to the state, and the following are the options to select for reporting:
A lot of colleges are using $40 or less, some colleges are using $60. What Other Colleges Have Decided

How do we want to define "low-cost" for PVC?

Please see the attached documents for further information.

- Section has no associated instructional material
- Section uses only no-cost open educational resources
- Section has instructional material costs none of which are passed on to students

- **Section has low instructional material costs (as defined locally)**
- Section does not meet no-cost or low-cost instructional material criteria

- Proposal for increasing the low-cost textbook to $50
- Dana Rethwisch moves
- Paul Shibalovich seconds
- Objections: None
- The motion carried

4. New Business

Action: 4.1 C.E. Participation Definition

Academic Standards Committee proposed changes and addition to AP 4105

(**revise paragraph 3**) Correspondence Education means education provided through one or more courses by a community college or district under which the college or district provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. Interaction between the instructor and student is limited due to separation, is not regular and substantive, and is primarily initiated by the student. Correspondence courses are typically self-paced, although a regular cycle of assignment submissions and delivery of feedback should be established for facilitated learning. If a course is part correspondence and part residential training, it is considered a correspondence course. Correspondence education is not distance education. (Cal. Code Regs. Tit. 5, § 55260 - Correspondence Education Definition and Application)

(**revise paragraph 4**) Each section of a course conducted through correspondence education will be established through a cycle of assignment submissions and comprehensive, responsive feedback, as determined by the academic senate. Correspondence education regulations require that students have regular, effective contact with their instructor. Students enrolled in correspondence education classes must have the benefit of specific, effective, ongoing feedback from their instructors throughout the term, in regular intervals. At Palo Verde College, regular effective contact is defined as at least seven (7) different contacts with an opportunity to ask questions of an instructor. This means that students turn in work on at least seven different dates and instructors promptly return the graded work with the necessary feedback. Substantive contact is defined as, but not limited to, exams, tests, assignments, projects, quizzes, journals, essays, position papers, ~~student progress reports, statistical~~ reports, and graded material with grading rubrics or feedback sheets. Instructors are responsible for ensuring that each student receives ongoing ~~support~~ and communication toward making meaningful academic progress. Students who participate in correspondence education will have access to student support services, including counseling, library searches, research assistance, and tutoring or other learning support through mail, email, telephone, or in-person contact, as determined by the instructor.

(insert paragraph above paragraph 13)
C.E. No-Show Process
Faculty will drop, as a No-Show, any student who has not completed the first contact assignment within the first three weeks of the term, up until the census date. Faculty members have the 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 first contact assignment must be explicitly defined by the instructor in the course syllabus.

- Examples of first contact include but are not limited to: quizzes, exams, tests, assignments, projects, journals, essays, position papers, reports, lab exercises, or any other coursework assigned by the instructor. First contact and participation require student engagement in the course.
- Showing in online class does not count as participation, students need to involve with the assignments
- Students cannot send a letter to not be dropped, they need to complete the first assignment to not get dropped

- Motion to go forward with this proposal
- Rosa Martin moves
- Kim Dieu seconds
- Objections: None
- The motion carried

Action: 4.2 Program Review: CTE CCCCO requirement

Per AP 2510, under **PRINCIPLES OF COLLEGIAL GOVERNANCE**

12. By BP 2510, the **District shall rely primarily upon** the advice and judgment of the Academic Senate in the following areas of academic and professional matters:

- Curriculum, including establishing prerequisites and placing courses within disciplines;
- Degree and certificate requirements;
- Grading policies;
- Educational program development;
- Standards or policies regarding student preparation and success;
- Policies for faculty professional development activities;
- **Processes for program review.**

NEW CCCCO Requirement for CTE
Local CTE advisory committee must review and reaffirm the current Program Outline of Record (POR) - housed in eLumen, or suggest changes to the program every 2 years.

The minutes of this meeting MUST be on file with Elizabeth Pope (Catalog & Curriculum Specialist) before the Board approves the program review report.

Since the Senate has purview over the program review process, would the Senate like to make a motion to formally add this component to the CTE Update Program Review template to ensure that this step is not skipped?

- Motion to go add this component to the CTE Update Program Review template
- June Turner moves
- Julien Sperling seconds
- Objections: None
- The motion carried

Information: 4.3 SSSP & Turn it in Update

Both SSSP and Turn It In have been approved
When making assignments choose the option to involve Turnitin
Still waiting for SSSP on how it should be incorporated within the classes: the license is there but waiting for IT to see how it can practically be implemented in the classes that use this program

5. Reports- Senate Leadership & Committees

Information: 5.1 President: Sarah Frid

College Council announcements on 9/20/2022
- Adrian Casas resigned as of 9/19/2022, so our FT faculty # is 43
- We have received a $90,000 grant for 3 years of student childcare grants, outside of CalWorks or CARE students.
    - More details to come
- We have received a $1.3M grant for3 years for the RN program to help the District and nursing students with the costs of the program
    - More details to come
- ACCJC team will be visiting campus on November 7th about the follow-up report

Information: 5.2 Vice President: Rosa Martin

- Violations of the Academic Honor Code should be reported: contact Irma Gonzales or Biju Raman or Will Smith
- Obtaining the template for it from the Faculty forms
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Information: 5.3 Secretary: Vanja Velickovska
- Nothing to report

Information: 5.4 Curriculum Vo-Chair: June Turner
- **<u>CURRICULUM COMMITTEE</u>**

    Charge
    The Curriculum Committee oversees the development of new courses and programs and approves the course outlines of record and new program applications for those courses and programs. The committee approves prerequisites, co-requisites, and advisory preparation for courses including those taught in a distance learning mode. The committee oversees the transfer and articulation functions of the college. The committee assists the Office of Instruction and Student Services with the development of the curriculum portion of the catalog and schedule of classes.

    Membership
    The Curriculum Committee shall be co-chaired by the Vice President of Instruction and Student Services and a faculty member appointed by the Academic Senate. The Vice President of Instruction and Student Services shall hold a non-voting, advisory position. The faculty co-chair will only vote in the event of a tie and will post agendas and minutes to the committee's site on BoardDocs.

    The regular voting membership shall be comprised of:
- A division chair or authorized proxy representing each of the faculty divisions: Allied Health, Business, History, Social & Behavior Sciences, Language Arts& Communication Studies, Math & Science, Professional Technologies, and Student Academic Support Services
- Librarian
- Articulation Officer
- Dean of Instruction and Student Services
- ASG representative
- Advisory, non-voting members shall be comprised of:
- Director of Admissions and Records
- Associate Dean of Instruction and Student Services
- Curriculum and Catalog Specialist
- Vice President of Instruction and Student Services

Reporting

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- Textbook updates upcoming
- Annual training auto-approving courses

Information: 5.5 Articulation Officer: Jennifer Faux-Campbell

- Update on CALGETC still in the process of updating, nothing final, should be finalized by Fall 20224
-

Information: 5.6 Academic Standards: Rosa Martin

Membership:

- Chair: VP Academic Senate
- All faculty division chairs
- VPISS
- DISS

Voting: 1 vote per division

Meetings are subject to all Brown Act requirements.

Information: 5.7 Equivalency: Sarafina Redwine

Chair: Sarafina Redwine

Faculty Membership:

- Richard Castillo
- Greg Snider
- 1 additional faculty discipline expert, as needed.

Information: 5.8 Flex: Sarafina Redwine

Membership:

- Nidhi Patel
- Tom Jones
- Richard Castillo
- Paul Shibalovich
- Chaminda Hettige
- Derek Copple

(no limit of # of faculty to join)
Enough proposal for the upcoming Flex Day
Still open for proposals
CDCR on Flex day
Some faculty do not teach correspondence, ideas to engage them during the time dedicated to CDCR

Reports: 5.9 Online Teaching Council: Richard Castillo

Membership: 2 counseling faculty, 2 teaching faculty, one faculty chair

- Maria Lopez (counseling)
- David Silva (counseling)
- Julien Sperling (teaching)
- Dana Rethwisch (teaching)

2 faculty were approved, 2 cases were not approved
Maintain your eligibility to teach online
Check the @ONE training opportunities
at least 10 clock hours

Reports: 5.10 AS Scholarship Committee: Carlos Medina

Membership:

- Nidhi Patel
- Rene Lopez-Roedel
- Kevin Eoff
- Jorge Martinez

- Maria Lopez
- Araceli Alvarez
- Dana Rethwisch
- Laura Kramer
- Anjela Bavarro-Ricci
- Michael Gale
- Julien Sperling
- Tom Jones

Do not forget to donate

6. Information Items from Shared Governance Committees

Procedural: 6.1 Benefits and Professional Development- S. Loureiro

- Nothing to report

Reports: 6.2 Budget- M. Gamez

- Deadline tomorrow to submit the list of instructional equipment needed in the classrooms
- Needles Campus included
- More information and grants to come later

Reports: 6.3 Equal Employment Opportunity Plan- P. Shibalovich
- Nothing to report

Reports: 6.4 Foundation: Vanja Velickovska
- Distribution of the grants upcoming
- Ask students to apply for grants
- All grants available at the website

Reports: 6.5 Facilities and Safety: Cesar Lozoya
- Nothing to report

Reports: 6.6 Guided Pathways: Sarah Frid
- PVC is removing the bins in front of Smart & Final and Albertsons for correspondence work for Spring 2023. They are only being used by one or two students and it is mostly filled with trash and waste. The plan is to bring them back to campus, clean them, and repurpose them somehow.

  We wanted to make sure that faculty are aware of this as they are preparing their Spring 2023 course materials to ensure that faculty do not reference the bins moving forward.

Reports: 6.7 Program Review: Tim Bolin
- Division Chair annual snapshot
- Program Review different from Snapshot
- Snapshot includes demographic information not included in the Program Review

Reports: 6.8 Student Learning Outcomes: Peter Martinez
- Nothing to report

Reports: 6.9 Student Success and Equity: Juliette Singler
- Evaluating merging Student Success and Equity with Guided Pathways
- Pirates Chest November 18 and December 16
- Volunteers needed
- Upcoming Pride event

Reports: 6.10 Technology: Chaminda Hettige and Jorge Martinez
- IT is working on the studestudent'sls: starts with stu, last name, first name@ paloverde.edu
- If any issues with uploading Canvas content contact Maria Kehl
- Division website requests should go through Biju Raman, then to IT
- Details on help tickets when not on campus: contact IT
- No proposed courses through IEN

7. Open Forum
7.1 Open Floor for Discussion
- None

8. Announcements

- Jeanette Garrett: Upcoming workshops for transfer students in Spring of 2023; On how to submit applications If interested to transfer for CSU and UC in the Fall of 2024
- Midterm grades reporting in PVC services
- Upcoming Hike (Joshua Tree Grand Canyon) in December contact Rosa Martin or Greg Snyder if interested

9. Adjournment of Meeting
The meeting has been adjourned at 4.22 pm by Sarah Frid