

**PALO VERDE COLLEGE**  
**Academic Senate Meeting**  
**Tuesday, September 10, 2019**  
**3.00 p.m.**  
**One College Drive, Blythe, CA — CS 123/124**  
**(ITV held at 725 West Broadway, Needles, CA)**  
**President: Hortensia Rivera**  
**Vice President: Sarah Frid**  
**Secretary: Nidhi R. Patel**

**MINUTES**

**Members Present:** A. Casas, T. Brown, J. Campbell, D. Copple, R. Castillo, I. Dagnino, K. Eoff, S. Frid, M. Gamez, M. Gaubeca, V. Hernandez, D. Lilley-Edgerton, L. Lujano, C. Lozoya, R. Martin, J. Martinez, P. Martinez, C. Medina, G. Milke, N. Patel, K. Redwine, J. Rinaldi, H. Rivera, R. Robertson, S. Sher, P. Shibalovich, D. Silva, W. Smith, G. Snider, S. Stoeckle, B. Thieboux, and J. Turner.

**Members Absent:** A. Bavaro-Ricci, J. Boire, A. Davis, C. Hettige, M. Lopez, S. Peterson, J. Singler, and V. Velickovska.

**Guests:** S. Bauer and B. Raman.

**1. Opening of Meeting**

**1.1 Call to Order**

Meeting was called to order at 3:02 p.m. by President Hortensia Rivera

**1.2 Pledge of Allegiance**

The Salute to the American flag was led by J. Rinaldi

**1.3 Public Commentary**

No comments from the public.

**2. Approval of Minutes**

**2.1 Approval of Minutes from 5/14/2019**

Action: Approve May 14, 2019 meeting minutes

Motion by I. Dagnino, second by K. Eoff

Revision:

D. Silva would like to correct an error: change the word "batterieswater" to "batteries"

Final resolution: Passed unanimously

**3. Adoption of Agenda**

**3.1 Adoption of Agenda**

Action: Adopt the agenda for this meeting

Motion by I. Dagnino, C. Medina seconds

Question or comments:

P. Shibalovich mentioned that new faculty members need to select committees to be on, H. Rivera replied that we will be discussing that, it is the first item on the agenda under new business.

Revision:

D. Lilley-Edgerton recommended to table agenda item **5.7 Canvas vs. Bridge** given the list of items we have to cover

Motion by I. Dagnino, second by B. Thieboux

Final resolution: Passed unanimously

**4. Old Business**

There was no old business to present.

**5. New Business**

**5.1 New Organizational Committee List**

S. Bauer presented a PowerPoint slides on new organizational committees

- Proposed number of committees has been reduced, 32 down to 18
- Most remain the same, few changes, and few consolidation
- **Academic Senate (AS) subcommittees** stay the same
- **Budget** separated from Budget and Planning, going back to how it was 10 years ago

- **College Council**, no changes
- **Strategic Planning**, no changes
- **Curriculum**, no changes although administrative procedures are out-of-date and needs an update
- **Program Review**, no changes
- **Student Learning Outcomes (SLO)**, except it is consolidated with Council of Chairs (COC) because both committees have the same members, so these two committees will meet at the same time, basically. If there's a COC issue, they'll agendaize COC issue during that time period.

S. Frid: Change is that S. Bauer will be the chair.

B. Raman: No change because SAOs (Service Area Outcomes), the other side of the house, represented by Maria Kehl, have be subsumed for discussion in this committee. Division chairs are representing SLO committee and the COC, while Maria Kehl will represent the SAOs.

S. Bauer: Nothing has changed. He took what was on Denise's mutual agreed upon list.

R. Castillo: Agrees with S. Frid. Chair must be a sitting senate faculty member according to the rules of AB 1725.

S. Bauer: Finds it interesting and disagrees with Title V language for the 10+1 says that. Willing to talk about it. Repeats his previous statement.

R. Castillo: Want to put on the record that reason last VP was the Chair is because at that time the VP was the SLO coordinator and conducted meeting to get us on track for the SLO assessments. Once that was done, Chair was to revert back to a sitting senate faculty member.

S. Bauer: Repeats, nothing has changed, going with what was on Denise's mutual agree upon list, willing to discuss.

S. Bauer:

- **Calendar** is the CTA committee

R. Robertson: Points out that VP of Instruction is the Chair

S. Bauer: It is what in the contract and/or Denise's sheet. Not so important here because it is CTA, gladly discuss it and figure it out.

- **Technology** changed from subcommittee of the Budget to standing. It will look at all the technology issues at the college.

S. Stoeckle: Questioned if this includes theatrical technology.

B. Raman: Replied, this is more information technology.

S. Stoeckle: He said all technology, not your intent?

S. Bauer: You probably live in-between facilities and technology, willing to talk about that. Aware of the problem that some equipment interfaces with computers and IT people have serviced in the past. Nothing is decided, proposing to streamline the situation.

- **Facilities and Safety** is a new committee and also old Facilities subcommittee, but a lot of concerns about safety issues. We have safety task force, couple of different groups that met or didn't meet, did not find meeting minutes or actions. Proposal to elevate this to monthly standing committee to agendaize safety in particular, given the news and incident on our campus. Value transparency. No wait multiple months to address an issue.
- **Success and Equity**, pretty much the same. Contains Matriculation, transfer, articulation, equity. 3SP has been changed to SEA, here it's going to change to something, not known at this time. But will cover all those issues. Functioning and important.
- **Guided Pathways (GP)**, BIG change. Standing committee created, chancellor's office. Enrollment management component, catalog, strong workforce. One committee that addresses all these issues.

S. Stoeckle: besides enrollment management, are there other committees subsumed into this one?

S. Bauer: Just those that I mentioned. nature of GP deals with all of those things.

S. Frid: Faculty coordinator of GP is?

S. Bauer: Role of faculty coordinator has not been determined yet, common role through other schools and in process to figure that out. Project work from MOU and work with senate to come up with that.

- **Benefits and Professional Development**, new one. Subsumes few that met occasionally, want participatory governance related to HR. For accreditation process, work on professional development activities and planning. Not a monthly, meet four times a year.
- 18 committees, if work is too much for one then we can expand. Hopes we all agree.
- Senate members need to be appointed to many of these committees, once made official by the Senate President. Follow Title V language.
- Simplify the process and modify it if need be.
- Days and dates when committees met, most within the agreed upon time, Tuesdays and Thursdays, 3-5 p.m., some on Wednesdays taken from Denise's list

S. Stoeckle: Are there enough committee for all the faculty? Impact on performance evaluations?

S. Bauer: Issue for the senate to talk about. That is not why you create a committee structure. All meetings are open, you don't have to be a member to participate in a committee. Plenty of subcommittees, task force, etc. are looking for people with spare time.

P. Shibalovich: Flex?

S. Bauer: Yes, it is there. Pointed it out on a slide. New structure for the Flex Chair to attend the Benefits and Professional Development meetings to connect campus wide professional development with faculty driven Flex.

H. Rivera: Feedback? Report back to the Superintendent and Dr. Bauer with our recommendations.

C. Medina: Need to approve it today?

H. Rivera: Can ask Bauer for extension, it will go to College Council September 17th.

P. Shibalovich: Need time to review the list.

R. Martin: See the PowerPoint?

N. Patel: It is on BoardDocs, agenda.

S. Stoeckle: How does this affect the Division Chair?

?: More.

H. Rivera: How is that so?

I. Dagnino: I saw less because as Division Chair, I am on less committee now.

H. Rivera: I saw the COC, which is now SLO. Started when?

S. Frid: Biju started COC last year.

P. Shibalovich: Concur

H. Rivera: I don't know if Division Chair will be in more committee.

I. Dagnino: less responsibility for her, may be different for others.

H. Rivera: Postpone this until next meeting.

R. Robertson: No emergency meeting needed for this.

H. Rivera: Alright.

S. Stoeckle: Compare old with new.

R. Castillo: No problem with streamlining. Problem with administration taking leadership of a faculty committee, SLO. Reiterated earlier comment about SLO. Cautioned that if faculty doesn't step up then administration will fill in that role because work needs to get done, example cited was Equivalency.

H. Rivera: Senate recommendation made about SLO will be passed on to s. Bauer. One of us will have to Chair SLO, so start thinking about that.

S. Frid: First, from Program Review experience, strengthened by reevaluating the mission, purpose, and who should be on it in what roles and why. That reflection Scott has done that here for all the committees but this reflection was not done by the committee members themselves, which may result in missing something. Second, GP absorbed many components into one, enrollment management is our weak link, no role defined for faculty coordinator, does not provide confidence about this area.

R. Roberson: Not pleased by how this is put forth. Pressure to vote on this today. Opposes vote on this today.

H. Rivera: No vote on this today. Continue discussing this.

R. Robertson: Agrees with R. Castillo. Bluntly, less faculty governance, more administration governance of faculty. Fewer committees but more meetings. In the past, faculty brag about being on committees and never meet and put it on evaluation, administration notices. Not convinced, not necessary to respond to GP, accreditation, or anything else. Concerned, generating more paperwork and skipping stuff that matters. Example, no textbooks for incarcerated students despite making all the arrangements. CTA problems, meeting on Wednesdays.

H. Rivera: Mentioned to S. Bauer about committees meeting on Wednesdays, he goes by Denise's list. That was only for that particular semester, not a permanent solution, not officially approved by AS. He goes by Denise's list.

R. Robertson: Dr. Bauer is correct about chairperson for the Calendar, the chief instructional officer.

H. Rivera: Continue discussion on this item. It will become old business for the next agenda. Will report back to S. Bauer what has been discussed here so far.

Action: Continue discussion regarding New Organizational Committee List  
Motion by D. Lilley-Edgerton, second by D. Silva  
Final resolution: Passed unanimously

## 5.2 Syllabus

H. Rivera: After listening to the recording of the meeting from 9/28/2010, the adoption was to take on the task to work it. There were issues about union. No record of final approval of the document by the AS. Suggest to form a AS subcommittee to develop a document and bring it back to senate for final approval after 1st, 2nd, and 3rd final reading. Language is recommended. Be specific and detailed, for example what consists of a contact, 3 quizzes sent as one and graded and returned individually, is that considered one contact or three.

Action: To create an Academic Task Force Committee (ATFC) to work on syllabus for correspondence modalities  
Motion by P. Shibalovich, second by C. Medina

R. Robertson: Student contacts = work load = CTA issue

H. Rivera: Same issue as it was in 2010. Work with CTA and administration and bring it back to senate.

R. Robertson: Literally, need a MOU. CTA has to sign off on it. Few difficulties with anything more than basic template. No to Office of Instruction secretaries reviewing our syllabi and deciding to send or not, inappropriate. Incorrect syllabi then faculty evaluation and potentially disciplinary issue.

H. Rivera: Biju, reviewing them in the future?

B. Raman: It will be the Office of Instruction. No guarantee he will, but he will be the final person communicating with the faculty on what is appropriate and what is not.

W. Smith: Do not directions from Office of Instruction except for B. Raman and S. Bauer. Addressed this issue last Spring and again this Fall. This problem is still happening and needs to be resolved.

P. Shibalovich: Good idea to have a task force committee to create a standard that everybody will follow.

B. Thieboux: Agrees with W. Smith and P. Shibalovich. Need to know what is the Correspondence policy and to take into account the difference between correspondence and other modalities, so the subcommittee being formed has clear direction of their role in addition to creating a template for the syllabus.

H. Rivera: There's info regarding standards and guidance through Board of Education through state of California and Federal Department of Education.

R. Castillo: Is this for Correspondence only?

H. Rivera: Distance Education, so Online, ITV, and Correspondence modalities

R. Castillo: Online there is no Syllabus Receipt Form. Standard for Distance Learning document used thus far is 10 years old. State law has changed. Supplemental support.

R. Robertson: At 3:45 p.m. agrees with B. Thieboux. Ridiculous to define standards for contact for Distance Education, doesn't work for Summer sessions, as well as the rest of the year because our standards do not work with the non-existing standards in the prison. Useless to create a task force to work on this.

S. Stoeckle: What is the source of that?

R. Castillo: That was from G. Walters back in the Fall of 2010.

H. Rivera: Repeated the beginning of this conversation.

C. Medina: Good idea to create a task force, start with Correspondence, it is the majority of students.

I. Dagnino: Students do not understand syllabus and instructors are not responding, what are counselors suppose to do in these situations. Student success.

P. Shibalovich: Office of Instruction send out syllabi before the first week of semester.

I. Dagnino: Invite proctor V. Green to AS meeting, exchange ideas.

G. Milke: V. Green did come to the Summit and proposed good ideas. Invite him again.

H. Rivera: Both task force collaborate and report back at monthly meeting.

Final resolution: Nay: 1-R. Robertson, 0 abstentions, Motion carries

P. Shibalovich is the Chair and C. Medina is the co-chair.

R. Castillo: Suggest one representative from each division be part of this task force.

H. Rivera: Great idea.

### 5.3 OER clarification from Flex Day

J. Turner:

- New bio instructor, V. Velickovska, has adopted a free textbook.
- Cheap print versions.
- This is not from the Chancellors' office but from Academic State wide initiative.
- Presented few websites that offer OER textbooks.
- A movement across the country
- Revise it, reuse it, redistribute it

K. Eoff: Are these available of E-readers?

J. Turner: I don't think so. At this point reduce cost for DSPS, EOPS, Student Center, and other programs.

S. Stoeckle: Is there a way for EOPS to buy textbooks in bulk?

J. Turner: We can ask them about it.

### 5.4 ADT's

H. Rivera: Few issues, new courses being developed not necessarily for ADTs, purpose of the ADTs, how does this affect the people who are involved, no protocol, no process in writing, is there data behind proposed ADTs, etc. Spoke with Anjelica Ibarra from Chancellors' office regarding process and procedure in bringing in new courses, new certificate, new Associates degree. Need to have a committee that does this. Are these ADTs that have courses that may or may not available for the prison? Which one are and which ones are not? Based on modality? It is not so much for us to approve but to endorse.

S. Frid: This was brought up in Curriculum Committee last year, to align it with GP, establishing different channels for burden of proof, to determine if course or program is a good fit and why. New programs are under the purview of AS. Lack of communications with everyone involved, for example, an area gets developed in someone else's division, while that division is unaware.

I. Dagnino: Workload to main these. Every 5 years, any changes TMC makes, we have to mirror that. With 5 ADTs, it is a lot of work. 7 more ADTs will add work to all the offices that are involved. This work trickles down to division such as program reviews, etc.

P. Shibalovich: Look at ADTs that are in high demand by the students not just number of students.

H. Rivera: Are we doing these ADTs to serve the students? Students' equity?

P. Shibalovich: Look at how many students complete an ADT? Low number of students finishing ADT then is it worth it to create it?

H. Rivera: A. Ibarra gave references regarding collecting data. Will email to us her email.

S. Stoeckle: E. Cockrell mentioned during Flex Day, give us a checklist.

J. Turner: Waiting on Adam to provide a template for ADTs on eLumen, which should make life easier.

H. Rivera: Form another committee to work on process and procedures to bring on new course, certificate, and ADTs?

R. Castillo: Why not ask Curriculum Committee to discuss it every meeting and get feedback from the division chairs? Why create a new committee?

J. Turner: Yes, we could do that.

Action: Let Curriculum Committee work on it.

Motion by B. Thieboux, second by S. Frid

Final resolution: Passed unanimously

### 5.5 Brand new 'Director of Athletics' job description

H. Rivera: New Educational Administrator position titled Athletics Director in the Athletics Program Department brought up during the 6/11/2019 Board meeting. D. Wallace said it was an emergency, developed job description for the interim position to get the program running, and he would collaborate with us afterwards with AS on the final language of the job description. Have not heard back from D. Wallace. So plan to email and inquire about the status on that.

P. Shibalovich: Is it in the purview of AS?

S. Frid: It is because it is an Educational Administrator position and the job description is overseeing faculty.

C. Medina: Evaluate every faculty or just other faculty from athletics department?

H. Rivera: Unclear, as we are looking at the attached document in the agenda, the final job description approved by the Board.

R. Robertson: From D. Copple from nursing is concerned about this person supervising them, because of Allied Health.

R. Castillo: Is the college required by law to have a Director of Athletics?

H. Rivera: Do not know.

R. Castillo: Besides basketball, what other sports will he be in-charge of? If program fails what happens to the hired individual? Absorbed into another position such as a tenure track instructor? See no purpose for this position. Done research, most of part-time coaches are absorbed into teaching part-time faculty as well as coaching at 2 year colleges.

I. Dagnino: All for athletics. Concern is that G. Milke is supervising a program that has more than 50% of our student population and counseling and there's no Director over her helping her with that. She is coordinating the whole program by herself with help from V. Hernandez from counseling. No balance, hired Director of Athletics for 20 students while nothing for 50% of our student population.

R. Robertson: Agrees with I. Dagnino, motions that AS take the position that this is unnecessary.

Action: AS take the position that this is unnecessary.  
Motion by R. Robertson, second by R. Martin

R. Castillo: Looking at the salary for this position, we can get at least four part-time working in DLO helping out G. Milke, E. Grijalva, and B. Chavez with that god-damn paperwork. It is ridiculous.

B. Thieboux: Instead of dismissing and calling it unnecessary, engage in discussion with administration to address some issues with this position.

Amend the motion: AS take a position in favor of not necessarily the program but in favor of a dialogue to address several serious questions.

R. Robertson: When did we first hear about this position?

H. Rivera: We did not. It was during the Board meeting that we found out.

R. Robertson: I heard about early last Spring. So it is not something I thought up in the last 30 seconds, Brian.

H. Rivera: I had no idea about it. Not sure if P. Martinez had discussions about this position.

P. Martinez: There were some discussions in April but not in detail or anything put together.

P. Shibalovich: Discussion started in April when Curriculum Committee had to approve the CORs for that program.

H. Rivera: That I do remember, but this job description was not on there.

K. Eoff: Clarify, the question is only regarding this position and not CORs or program or students in this program.

H. Rivera: Correct.

Motion by B. Thieboux, second by P. Martinez

H. Rivera: Question on the amendment.

Resolution: 2 yeas, 10 nays, 1 abstentions, amended motion failed

H. Rivera: Question on the original motion that AS take the position that this is unnecessary.

Final resolution: 4 nays, 3 abstentions, motion carries

## **5.6 Safety on campus**

Tabled, this item will be added to the next meeting's agenda

## **5.7 Canvas vs. Bridge**

Tabled, this item will be added to the next meeting's agenda

**5.8 eLumen Work Flow**

Tabled, this item will be added to the next meeting's agenda

**5.9 Meeting calendar for 2019-2020**

Tabled, this item will be added to the next meeting's agenda

**5.10 Equivalency**

Per request by R. Robertson, this was added last minute.

R. Robertson: I apologize. We had three equivalencies come up to vote. We passed one, it was for G. Sprawles in Agriculture, he had solid BS and number of years of documented experience teaching and working with the field, vote was unanimous. Did not pass one in English and one in Business. Problem in both cases was that their profiles fit an administrator of the subject not an actual teacher in the subject. Asking AS to approve all three decisions. Two negative decisions were both also unanimous.

Action: Approve all three decisions

Motion by P. Shibalovich, second by S. Frid

Final resolution: Passed unanimously

**6. Reports****6.1 Officers: President**

Tabled, this item will be added to the next meeting's agenda

**6.2 Officers: Vice President**

Tabled, this item will be added to the next meeting's agenda

**6.3 Officers: Secretary**

Tabled, this item will be added to the next meeting's agenda

**7. Open Forum**

Tabled, this item will be added to the next meeting's agenda

**8. Announcements**

Tabled, this item will be added to the next meeting's agenda

**9. Adjournment of Meeting**

Meeting adjourned at 4:25 p.m.