

**PALO VERDE COLLEGE
Academic Senate Meeting
Tuesday, March 10, 2020
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. Bavaro-Ricci, T. Brown, J. Campbell, A. Casas, R. Castillo, I. Dagnino, A. Davis, S. Frid, M. Gamez, M. Gaubeca, V. Hernandez, C. Hettige, D. Lilley-Edgerton, M. Lopez, L. Lujano, R. Martin, J. Martinez, G. Milke, N. Patel, K. Redwine, H. Rivera, R. Robertson, S. Sher, P. Shibalovich, D. Silva, J. Singler, W. Smith, S. Stoeckle, B. Thiebaux, and J. Turner.

Members Absent: J. Boire, D. Copple, K. Eoff, C. Lozoya, P. Martinez, C. Medina, S. Peterson, J. Rinaldi, G. Snider, and V. Velickovska.

Guests: B. Raman.

1. Opening of Meeting

1.1 Call to Order

Meeting was called to order at 3:03 p.m. by Academic Senate President H. Rivera.

1.2 Pledge of Allegiance

The salute to the American flag was led by Dr. Singler.

1.3 Public Commentary

Biju:

- Acknowledgment of faculty efforts leading upto and during the visit of the ACCJC team visit.
- ACCJC findings:
 - Assessments for the SLO for course level and institutional level in order to support student learning and achievements. Biju will send out an email if you are on the list.
 - There will be a SLO and Council of Chairs meeting this Thursday (March 12, 2020) in lieu of the Curriculum Committee meeting, which is postponed. It will be held in CL 129 at 3 p.m. and all Division Chairs and anyone who is interested in following the SLO process should attend.

2. Approval of Minutes

2.1 Minutes from 02/11/2020

Action: Approval of Minutes from 02/11/2020

Motion by D. Lilley-Edgerton, second by I. Dagnino

Comments/Revisions: None

Final resolution: Passed unanimously

3. Adoption of Agenda

3.1 Adoption of Agenda

Action: Adopt the agenda for this meeting

Motion by I. Dagnino, second by P. Shibalovich

Comments/Revisions: None

Final resolution: Passed unanimously

4. Old Business

4.1 Update on AP 2510

- We took our questions and concerns regarding AP 2510 to the admin.
- S. Bauer was adamant about having two administrators voting positions.

Action:

The Curriculum Committee shall be co-chaired by the Vice President of Instruction & Student Services (VPISS) and a faculty member appointed by the Academic Senate. The VPISS shall hold a non-voting, advisory position and the faculty co-chair will only vote in the event of a tie.

The regular voting members shall be comprised of:

- A faculty member 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 & Student Services

Advisory, non-voting members shall be comprised of:

- Director of Admissions and Records
- Associate Dean of Instruction & Student Services
- Curriculum & Catalog Specialist
- VPISS

Motion by S. Frid, second by R. Robertson

Comments/Discussion:

- A faculty member has to be a division chair?
 - In the existing AP 2510, it does not make that distinction. It is in our CTA contract as a division responsibility. A proxy would work.
- Recommend that we say that instead of naming all the divisions, we say a faculty member representing each of the faculty divisions, that way in the event if there is restructuring or renaming divisions, this is the intent that we have a representation from each of the divisions.
- One educational administrator to be a voting member.
- Based on research from other colleges, there are many that have zero educational administrator, very few that have just one educational administrator, and zero that have two educational administrators as voting members.
- Because CTA contract says division chair, modify the motion to say division chair or an authorized proxy.

Amendment to the Action: Under the regular voting members first bullet, change 'a faculty member representing' to 'a division chair or an authorized proxy representing'

Amendment to the Motion by R. Castillo, second by S. Frid

Amendment to the Amendment to the Action: 'Division chair or representative'

Motion by R. Robertson, second by R. Castillo approved the changes

Final resolution: Motion carried

5. New Business

5.1 Academic Standards Committee

- We presented the Correspondence Education Standards document created by our task force to the admin.
- The admin's response was that before it can be taken to College Council, it needs to be approved by the Academic Standards Committee.
- Note: Academic Standards Committee is all of us as a whole, it is a subcommittee of Academic Senate.
- Here's the entry from the original AP 2510: **Charge:** The Academic Standards Committee considers proposals for changes to associate degree requirements, certificate requirements, the college grading policy, and program prerequisites and co-requisites and makes appropriate recommendations to the Academic Senate. **Membership:** The Academic Standards Committee will be a committee of the whole for the Academic Senate with business attended to as needed at the bi-monthly meetings of the Senate. The VPISS will serve as ex-officio member.
- **Reporting:** The Academic Standards Committee shall forward recommendations to the Academic Senate. The Senate shall review the recommendations forwarding those that are adopted directly to the Board of Trustees.
- Is the administration trying to address the lack of online and correspondence standards brought up during the accreditation?
 - No, this to make sure that this document goes through proper channels according to S. Bauer.
- If this needs to go through Academic Standards Committee, then we need to briefly adjourn the Academic Senate, call to order the Academic Standards Committee, do whatever that needs to be done, then adjourn the Academic Standards Committee, and then reconvene the Academic Senate meeting.

Action: Temporarily adjourn this meeting of the Academic Senate

Motion by R. Robertson, second by P. Shibalovich

Comments/Discussion: None

Final resolution: Passed unanimously

Academic Standards Committee Meeting

5.1.1 Call to Order

Meeting was called to order 3:32 p.m. by Academic Senate President H. Rivera.

5.1.2 New Business

5.1.2.1 Correspondence Education Standards Document

Action: Approve Correspondence Education Standards Document

Motion by R. Robertson, second by D. Lilley-Edgerton
 Comments/Discussion:

- Was this not approved in Academic Senate?
 - It was approved (voted and passed) during the Academic Senate meeting held on February 11, 2020 (see the approved meeting minutes.) Now we are voting again under Academic Standards Committee.
- The document is good but has some errors in it. It needs to be reviewed carefully, some concepts deviated, so not recommend it for approval. Example of errors: citations, 7 contacts instead of 9 (according to Ed Co citation). Enhance the document by adding online standards because it was one of the items in ACCJC report.
- H. Rivera is not going to recommend that because the task force did their research, included ACCJC and Ed Co. requirements.
- 9 contacts come from similar document that we have no record of it being approved by any committee. If administration is having trouble with this document that we actually took a vote on and discussed and recorded it then we do not know how we are using the past document that was never recorded and voted on as our baseline standards. LOGIC CHECK: DOES NOT COMPUTE! When we all voted on this document with our Academic Senate hats on, the impression was that this is a living document that may evolve and change over time, and we can then vote on it again.

Final resolution: 2 Nays, motion carries

Action: Ask P. Shibalovich and the task force to add online standards to the Correspondence Education Standards document.

Motion by R. Robertson (P. Shibalovich agrees to head the task force), second by S. Frid
 Comments/Discussion:

- Wait until ACCJC reports comes out about deficiency in the online standards and not vote at this time.
- Then question is what were they made to believe is not the official document that we approved last meeting of the Academic Senate but some document that states 9 contacts.
- Since the Correspondence Education Standards document contains online information, it makes sense to add to the document instead of creating a separate document just for online. Modification to the motion accepted by R. Robertson.
- So, P. Shibalovich suggested wait for ACCJC report to be delivered (in the next two weeks or less than a month, confirmed by B. Theiboux)

Final resolution: 2 Nays, motion carries

5.1.3. Adjournment of Academic Standards Committee Meeting

Action: Adjourn Academic Standards Committee meeting and reconvene Academic Senate meeting.

Motion by R. Roberston, second by S. Stoeckle

Comments/Discussions: None

Final resolution: Passed unanimously

Meeting adjourned at 3:44 p.m.

5.2 Syllabus Receipt Form (SRF)

- See the Syllabus Receipt Form Summarized Feedback.docx document attached to the agenda.
- S. Frid goes over this document.
- Academic Senate Leadership has met twice with S. Hamilton, J. Randall, M. Kehl, and G. Milke
 - To gain a good understanding of our correspondence education processes internally.
 - So that whatever we are doing, we are transparent and in sync.
 - From this meeting, it was pointed out that this SRF is not Title V compliant, it cannot be used to determine if the instructor should *show* or *no show* a student.
 - If we are using it solely to determine whether to *show* or *no show* a student, then that is a Title V violation, and we need to stop.
 - Everyone agrees that SRF belongs to the faculty, it is not a document that administration has control over.
- We can decide what to do with it.
- You can (some faculty members already do) adapt it to your course, for example as quiz on what is in the syllabus or something specific tied to your specific course, then it meets Title V requirement, But not as a standardized form, attached to all syllabus, and every student is signing away.
- We do not have the Title V language in front of us.
- Title V is specific about census, nothing to do with number of contacts.
- We cannot use it as a standardized form to determine students are participating or not participating in class, this would violate Title V requirements.
- SRF are not used as intended, some say useless, some say it is helpful as evident from the feedback document.
- Using it as a standardized form encroaches on faculty's academic freedom.
- We can come back with the Title V language and invite S. Hamilton to talk about the *no show* procedure and what reinstatement is and make sure that we are all on the same page so that moving forward we can have an informed decision about what we are collectively doing. And how we are moving forward so that the instruction office knows what we have decided to do.
- Would like to include discussion for online classes
- Suggestion that we retitle it as first contact form.
- What do we want to do?
 - Send out the Title V language

- Then invite S. Hamilton

6. Reports

6.1 President

Nothing to report

6.2 Vice President

- Correspondence Education Process Workgroup (not Ad-Hoc Committee) had a meeting on Thursday, February 20, 2020. The people that were present at this meeting were S. Hamilton, G. Milke, M. Kehl, J. Randall, S. Frid, and N. Patel. This the meeting during which we discussed SRF as mentioned in this agenda item 5.2
- We have another meeting on Tuesday, March 10, 2020, during which we are going to bring together all the different processes of correspondence education, see if we streamline, eliminate things that are damaging, bring some strategy, and take it to our respective committees, groups, Academic Senate, so that we can enhance what we are doing as a college.

6.3 Secretary

Nothing to report

6.4 Standing, Ad Hoc, and Special Committees

1. Academic Standards
 - See agenda item 5.1
2. Curriculum - J. Turner
 - 5 ADTs were approved: Communications, English, History, Kinesiology, and ???
 - 3 Certificates: ???
 - Reminder to division chairs, if you have anything in your inbox then submit it so it makes it to the division member stage so it makes to the 3/5/2020 TRC meeting.
 - Chancellors' Office is requiring complete all narratives for all programs.
3. Equivalency - R. Robertson
 - A. Equivalency decision was in English. The vote to disapprove was 2:1. Problem:
 - Minimum qualifications in English require either an undergraduate or a graduate degree in English or something close to English.
 - Candidate had degrees in Journalism and Creative Writing and no background whatsoever in English, no Lit, no theory, no history of English classes at a graduate or undergraduate level.
 - They had been teaching at a local community college freshman comp and tutoring. They had the recommendations and transcripts to back that up.
 - They claimed some journalism publication but no proof other than the resume.

Action: Approve the 2:1 vote to disapprove this candidate

Motion by B. Thiebaux, second by S. Frid

Comments/Discussions: None

Final resolution: Passed unanimously

B. Couple of technical issues were:

- HR sent us the candidate's complete employment dossier that raises privacy concerns.
- Candidate who filed an application that the hiring committee has not yet seen. The candidate did not apply for equivalency, it got shipped over from HR.
- AS leaders had a talk with C. Garcia not long ago regarding a discrepancy in the job posting for exactly these technical issues.

Action: Return all the candidate's documents to HR and tell them that the Equivalency Committee cannot evaluate for equivalency without a formal equivalency documentation.

Motion by S. Frid, second by S. Stoeckle

Comments/Discussion:

- When is the formal start of any equivalency application process?
- Biju answers, there are three status updates for the equivalency application. One is can possibly meet minimum qualifications through equivalency or meets minimum qualifications, or there is no possibility of even bothering the equivalency committee.

Final resolution: 1 abstention, motion carries

4. Flex - G. Snider
 - Absent
5. Scholarship - C. Medina
 - Absent
6. Student Learning Outcomes - B. Thiebaux and V. Velickovska
 - We are meeting as SLO committee.
7. Faculty Handbook Task Force - A. Davis
 - Undergoing final revisions, adding some language.
8. Bylaws Task Force - N. Patel
 - Nothing to report.

6.5 Representation Committees

1. Accreditation - H. Rivera
 - Everyone received email from D. Wallace
2. Budget and Planning - H. Rivera
 - Overcap, S. Bauer is going to find out if we could get paid overcap.
3. 3SP/Equity - H. Rivera
 - Nothing to report
4. Distance Learning - D. Lilley-Edgerton
 - Left, nothing to report
5. Foundation - V. Velickovska
 - Absent
6. Facilities/Emergency/Security Task Force - A. Davis
 - Last meeting was cancelled, so it is rescheduled.
 - Need to get ready in case coronavirus becomes pandemic.
 - No effort thus far
 - Received email on February 21, 2020, from C. Garcia that directed us to CDC, which has recommendation for faculty and staff on how to help protect ourselves and our students. Cannot follow CDC recommendation to keep students 6 ft away from each other because there are too many students and the classroom is small. There is not tissues, no hand sanitizers, etc. Shocked that there is nothing from the President Wallace posted on the website for students. Searching other community colleges have on their webpage message from their President for the campus community. Students deserve to know what is going on.
 - There are local groups that have gone out of town on a cruise from the same oceanliner, who are students here at the college. There has to be contingency plan in case the state shuts us down, we have to go online according to the Chancellor's memo. I don't think IT department is ready for that.
 - There is a Chancellor's office webinar scheduled tomorrow at 12:30 p.m. Stop touching your face.
 - Have virus zapping sprays, made my students aware, notice on CANVAS. Nothing from Campus.
 - AS leaders send a letter or request the President Wallace to send out an email to everyone about process and procedures. Not to be taken lightly. People with underlying health issues are advised by the CDC to be on alert. There is no hand sanitizers at each door way.
 - If it hits the prisons, it will go through it.
 - CDC recommends social distancing and frequent thorough hand washing with soap and water. As for paper, wear cheap hand gloves to prevent you contaminating the inmates.
 - AS leaders will take this immediate concern to the Board of Trustees and the President Wallace tonight. We are looking for guidance and plan and follow up with S. Bauer, C. Garcia, and D. Wallace tomorrow on appropriate next steps to elevate to the level of concern that we are having for our students.
7. Program Review - S. Frid
 - We are meeting on Thursday at 11 a.m. in CS 236.
8. Staff Development - A. Casas
 - Nothing to report
9. Technology - N. Patel
 - Brought to their attention that tech support to be available for evening classes to resolve tech issues that may arise. Their response: right now we don't have the resources to appoint a person to stay until the last class ends around 9 p.m.
 - That also brought up the fact that for online courses, there is no 24/7 tech support. Not enough funds to provide that right now.

7. Open Forum

- Every Spring and Fall semesters, division chairs get evaluations to do. However, we are not provided with a timeline/deadline, so we have to go back to the contract and figure out what it is. Request AS to contact HR, so we get a timeline or deadline.
 - B. Thiebaux has it but C. Garcia does not. It is not specific dates but it is tied to the weeks so it can be used year after year.
 - AS will address this with C. Garcia.

8. Announcements

No announcements

9. Adjournment of Meeting

Meeting adjourned at 4:38 p.m.