

PALO VERDE COLLEGE
Academic Senate Meeting
Tuesday, April 14, 2020
3.00 p.m.
Virtual via Zoom
President: Hortensia Rivera
Vice President: Sarah Frid
Secretary: Nidhi R. Patel

MINUTES

Members Present: T. Brown, J. Campbell, A. Casas, R. Castillo, I. Dagnino, S. Frid, M. Gamez, V. Hernandez, C. Hettige, M. Lopez, L. Lujano, R. Martin, J. Martinez, P. Martinez, C. Medina, N. Patel, K. Redwine, H. Rivera, R. Robertson, S. Sher, P. Shibalovich, D. Silva, J. Singler, W. Smith, G. Snider, S. Stoeckle, B. Thieboux, J. Turner, and V. Velickovska.

Members Absent: A. Bavaro-Ricci, J. Boire, D. Copple, A. Davis, K. Eoff, M. Gaubeca, D. Lilley-Edgerton, C. Lozoya, G. Milke, S. Peterson, and J. Rinaldi.

Guests: S. Bauer, M. Kehl and B. Raman.

1. Opening of Meeting

1.1 Call to Order

Meeting was called to order at 3:07 p.m. by Academic Senate Vice President S. Frid.

1.2 Pledge of Allegiance

The salute to the American flag was led by S. Frid.

1.3 Public Commentary

B. Raman:

- Need to work on Correspondence Education and an Online Manual.
- Process is once the Senate has made its recommendation, the manual is sent to the College Council for discussion among all collegial governance parties. This is for AP 4105.

M. Kehl:

- Proctors are only visiting institutions one day per week. So mail is going to be delayed more than before.

2. Approval of Minutes

2.1 Minutes from 3/10/2020

Action: Approve minutes from 3/10/2020

Motion by P. Shibalovich, second by D. Silva

Comments/Discussions/Revisions: None

Final resolution: Passed unanimously

3. Adoption of Agenda

3.1 Adoption of Agenda

Action: Adopt this agenda

Motion by P. Shibalovich, second by B. Thieboux

Comments/Discussions/Revisions: None

Final resolution: Passed unanimously

4. Old Business

4.1 Update on AP 2510

- The district agreed with the curriculum membership and voting rights that the Senate voted on last month.
- J. Turner has updated the membership and articulated the voting rights on the agenda for the upcoming curriculum meeting.
- Regarding ASG member role, currently the seat is vacant and categorized as voting member on the curriculum committee. Our proposal did not include an ASG member at all. If this is required according to accreditation or Title 5, Senate leaders suggests that a student member be an advisory but not a voting member.
- J. Turner agrees that ASG member should be advisory. It is a Title 5 requirement. It will be corrected in the next curriculum meeting.
- S. Frid will update the district to add this change to the curriculum committee membership.

4.2 Update on Correspondence Education Standards

In response to our document Standards for Distance Learning that was crafted by Academic Senate Task Force led by P. Shibalovich and approved by the Senate on 3/10/2020, the district feedback was sent to Senate via Email and here are the points that needs to be addressed:

1. The online standards. ACCJC is expecting PVC to move forward on the recommendations and areas of concern that were communicated to the district when the visiting team left on 3/5/2020. The ACCJC is expecting progress before their meeting in June. So, we want to move things along since this is an area of purview for the faculty and 10+1. This was discussed last Academic Senate meeting in terms of the Task Force picking up where we left off.
2. District would like the layout and justification between the standards, for Correspondence Education and Online Education to have parity, but they're not expecting congruence. The standards should grow from the same foundation of academic integrity, but naturally fork when defining this specific aspects of instructional delivery. For example, to have an agreed upon definition of what substantive contact is, what are the characteristics, regardless of a mode of delivery and then utilize that common definition that separately scope what regular effective contact looks like for online instruction and then for correspondence instruction.
3. The single aspect of the district did not have clarity on with regards to the existing document was the justification for seven contracts versus nine contacts, which could have been 5 contacts or 15 contacts. In the next iteration of these standards the faculty have an opportunity to articulate why the number of contacts we landed on is meaningful for both online and correspondence modality. This is not where we need to start with but should unfold naturally as we address other items in the standards.

Two options to move forward:

- A. P. Shibalovich tells us that the Academic Senate Task Force can continue the work addressing these items. Ideally we schedule an Academic Standards Committee meeting a week or two later with a single agenda item to give everyone a chance for input and discussion and respectful debate. Then take it to Academic Senate on 5/12/2020 with maybe not a totally polished finalized version but progress beyond what we have now.
- B. S. Frid can work on the research and edits and so forth, in concert with B. Raman and bring our work to Academic Standards Committee meeting scheduled in a week or two. We can arrange more than one meeting if needed. Vote on the document and take it to Academic Senate meeting on 5/12/2020.

We have some good suggestions from few faculty already (B. Thieboux and R. Robertson.)

P. Shibalovich prefers Option B. A. Casas agrees with P. Shibalovich, the Option B will be a quicker and efficient process.

Okay, S. Frid will work with B. Raman and schedule a separate Academic Standards Committee meeting via Zoom.

Action: Recommend to Academic Standards Committee to gather in regards to correspondence, online, and distance education and provide information for further discussion at Academic Senate's 5/12/2020 meeting.

Motion by P. Shibalovich, second by R. Robertson and A. Casas

Comments/Discussion/Revisions: None

Final resolution: Passed unanimously

5. Reports

5.1 President

- Academic Senate Vice President, S. Frid, is taking the lead on Academic Senate matters because the Academic Senate President, H. Rivera, needs to focus on her health. S. Frid has H. Rivera's consent to let you know that H. Rivera is okay but her speech and eyesight have been impacted due to Bells Palsy, and she doesn't know how long she would be hindered with this. So, until she's gained more facial mobility, S. Frid will be leading this Senate.
- H. Rivera wants you to know that she's reading every email and staying on top of everything and the Academic Senate leadership is meeting regularly.

5.2 Vice President

- S. Frid hopes that everybody is being able to take care of themselves and staying safe and taking advantage of all options available to us for medical, social, and emotional health.
- These Zoom meetings are weird, conducting business like this is weird.
- Academic Senate leadership have been attending a lot of trainings and webinars and one thing that we learned was that it is really difficulty to try to cover anything but the essential business right now. So we purposefully eliminated anything from the agenda that doesn't have absolute priority. Non-essential business will be tabled to next semester and that's the recommendation of the state website.
- In terms of students support, J. Randall has a survey out to students via phone calls and email to address their gaps, so that she can figure out the best way resources from the college can help mitigate those needs. Now is the time to absolutely concern ourselves with equity and access. Encourage faculty to communicate with her to provide wraparound services for our most vulnerable students.
- No word from S. Slogan regarding the Correspondence Drop Boxes at Albertsons and at Smart and Final for our community correspondence students. She will make an announcement via Everbridge when the boxes are installed and ready to use.
- The College Council meeting last Tuesday was well attended by faculty. Encourage everyone to attend as many meetings as they can. All meetings remain open, so sit in even if you are not a member. Brown Act is still in effect, advocate maximum transparency and access for both internal constituents and the public.
- Email from D. Wallace, the College is following summer hours, 4-10s, M-Th.
- Regarding faculty hires this term, originally the interview for April, then rescheduled for May, but now the candidates were notified not to come and that they will be contact once the closure is lifted. The hiring committees do not recommend Zoom or Skype as an option. Feedback from the candidates is great and positive, they are happy for the active communication with us and prefer to wait until the pandemic is over.
- Hopes that everyone is finding the faculty resource documents helpful. As more updates are received, the documents will be updated and sent out.
- No faculty should feel disconnected, feel like they do not know how to direct students or how to help them or unsure about the resources that we have as Academic Senate.
- Email us with updates and how we can do things a bit better.
- The Board meeting is via Zoom today. The public comments will need to be emailed to C. Mullion by 4:30 p.m, your statement will be read aloud. I will be delivering the Senate report. Encourage faculty members to be present at the today's Board meeting, there is no substitute when it comes to showing the investment and dedication that full and part-time faculty have made over the past month in response to the public health crisis. Due to the isolating nature of social distancing where we're not actually, physically seeing people, a lack of attendance at meetings can easily be misunderstood as apathy, or lack of concern. This is one thing that I do not want to miss communicated. So one of the most powerful tools that we have to say that we are invested, and we're taking this very seriously, is to show up whenever you can.
- Finally, when we go to the open forum which is after the committee reports, I want it to be an open opportunity for people to debrief and ask questions. S. Bauer, M. Kehl, and B. Raman are here to answer your questions.

5.3 Secretary

I will be attending the Technology Committee tomorrow, email me your concerns, so I can ask questions on your behalf.

5.4 Standing, Ad Hoc, and Special Committees

1. Academic Standards
 - S. Frid will send out an invite to meet to discuss the correspondence and online standards.
2. Curriculum - J. Turner
 - 14 revise courses
 - No new courses
 - One revised program
 - Two new programs, AAT in Communications and AAT in History
 - There will be discussion on distance education addendum briefly.

3. Equivalency - R. Robertson
 - Nothing to report
4. Flex - G. Snider
 - Question: Are we planning to have Flex days in August?
 - Answer: We should plan on it but no idea what will be the content.
5. Scholarship - C. Medina
 - Concern about the Academic Scholarship. Applications are done. Committee needs to evaluate the applications and then disperse the money. How should we do this?
 - Scan the applications and email them out to committee members. Members meet via video or conference call to discuss the applications once they have had a chance to read them all.
 - Once decision is made, contact D. Mendez and perhaps S. Slagan to see how to supply the students with this money.
6. Student Learning Outcome - B. Thiebaut and V. Velickovska
 - Keep track of SLOs if you are supposed to be doing them.
 - Several members have taken a training session with the eLumen representative to input SLO data in eLumen. It is slightly complicated but it will be advantageous to us once everyone is trained. For now, use the old paper forms.
 - 75 SLO reports came in last couple of weeks from Fire Science.
 - Send the SLO reports to E. Pope, B. Raman, and B. Thiebaut.
 - Note: We have a written process/cycle for us to follow. That process is individual submit it to their Division Chair and then Division Chair submits it to the Office of Instructions. As more eLumen training is done, and we switch to inputting the data directly into eLumen, the SLO committee will have to come up with a new set of procedures. Submitting it to B. Raman or E. Pope is not on our current process/cycle.
7. Faculty Handbook Task Force - R. Martin
 - Meeting next Thursday.
 - Hoping to collaborate with the distance learning and add that in.
 - M. Kehl mentioned the handbook for the correspondence adjunct instructors she created and approved by B. Raman that she uses whenever adjunct instructors have any questions. She will send the document to R. Martin.
8. Bylaws Task Force - N. Patel
 - Nothing to report

5.5 Representation Committees

1. Accreditation - H. Rivera
 - Nothing to report until June.
2. Budget and Planning - H. Rivera
 - S. Slagan has cancelled all future meetings for the year. Instead, offering one-on-one support for faculty and PVC staff members.
 - Deadline is 4/17/2020 for 2020-2021 budget request and budget enhancement requests, send it to S. Slagan's office.
3. 3SP/Equity - H. Rivera
 - Meeting tomorrow.
4. Distance Learning - D. Lilley-Edgerton
 - Absent
5. Equal Employment Opportunity Plan - Representative wanted
 - Anyone would like to represent?
 - What is the frequency of the meetings?
 - At the moment, uptick because it is out-of-date. Lot of work needs to be done to get it back up to date. Once that is done, then once a semester.
 - B. Thiebaut will represent the Academic Senate along with S. Frid.
6. Foundation - V. Velickovska
 - No regular meeting.
 - 92 scholarship applications, only one person should review all the applications. Looking for help.
 - Marcel and Thomas are only one on the committee.
7. Facilities/Emergency/Security Task Force - A. Davis
 - Absent
8. Program Review - S. Frid
 - Have not met, don't know our plans, will report once plan is known.
9. Staff Development - A. Casas
 - Nothing to report.
10. Technology - N. Patel
 - I will be attending the Technology Committee tomorrow, email me your concerns, so I can ask questions on your behalf.

Update on Correspondence Mailboxes, they have arrived and will be setup tomorrow. Mail will be picked up daily except on Fridays.

6. Open Forum

1. What is admin's plan for faculty to meet institution day/graduation day contract?
 -
2. Suggestion to work on final grades.
 - Work on completing out the semester and posting the final grades as scheduled.
3. Suggest online classes instead of face-to-face for Fall semester. Rather be prepared for online ahead instead of during in case there is a second wave of COVID-19.
 - At this time, we are planning to have a regular Fall session and have faculty propose at least one face-to-face class. We will continue to follow social distancing and other precautions that is recommended by the CDC in place at the time.
4. If we requested more than one face-to-face class, then can we revise our schedule so that we only have one.
 - Definitely make your recommendation within the process of putting together the Fall schedule, and we'll definitely take that into consideration.
5. K. Redwine: FYI, J. Campbell is on, she cannot get her mic to unmute.
6. C. Medina agrees that we need to prepare for online as well but it is upto the district to decide.
7. Counselors attended demo this morning for Cranium Café to set up an online platform for counseling. It went well, we are happy with that. It will take a couple of months to implement. District brought it forwards and after today's demo, we are excited about bringing that onto campus.
8. Thank you to Senate leaders especially H. Rivera and S. Frid. With Zoom meetings, having more than 10 participants with audio and video connected at the same time, audio quality sometime is not the best. So, only have hosts with video and participants with audio will be better.
9. Concern about academic honesty. How do the faculty proctor exams to community students?
 - There are third party software that do the proctoring for us. It is paid service. If your class size is small and you are willing to do it yourself then you can proctor via Zoom. Students take the exam during a Zoom session. Each student is placed inside a breakout room, where the student shares their screen and have their audio and video on. This way you can monitor all the students taking the exam. This works if they have a computer at home they can use and are able to take the exam during a Zoom session.
 - For large class, especially if all the students cannot take the exams in one Zoom session, make an appointment with the student when they can take the exam. Log into Canvas, email the exam and have the student submit their answers within a timelimit of the exam, for example, two hours. If the student fails to submit their answers within two hours, then do not accept their work. Suggest, College set up a phone number to receive texts with pictures of the exam in cases where the student does not have scanning capability. This is not 100% but better than nothing.
 - Chancellor's Office is offering Proctorio product free through June.
 - Use Google Voice to get pic texts from students.
10. If we are on campus in Fall, strongly recommend we take 1-2 full days of the Flex days to get a workshop and training on online transition. Get professional third party consultant to get training for Canvas. Kudos to A. Davis for putting video together on how to do the modules.
11. There are Canvas training available through OEI (Online Educational Initiative via California Community Colleges) and Academic Senate websites in the S. Frid's COVID-19 Instructor Resource document. This is not a substitute for the training where a person is helping us in real-time, but these resources are available to us.
12. Regarding security issues with Zoom meetings. E. Egan advise is to not join any Zoom meeting that are not password protected. There is no easy answer because security is not the top priority with some of these Zoom meetings, they want to disseminate the information. Easy access vs. security.
13. Need to take a real cold look at what is going on with students, because all the training in the world is not going to get the majority of our on campus students on to online classes. Far better equipped schools having trouble keeping a quarter of their students through transitions.
14. J. Randall deserves a lot of credit from the Senate, because she has been uniquely willing to reach out to the community and assess needs.
15. Glad hiring process has been postponed because what the revise is going to look like but it can't be pretty.
16. Who will decide whether we will have face-to-face classes in the Fall?
 - Riverside County Department of Public Health.
 - State supersedes the county but the county has the jurisdiction on what we do.
 - County, state, federal. It will be combination of all.
17. P. Martinez would like to support the faculty manual and/or the correspondence/online manual. Concern about FERPA violations for online classes.
18. All the concerns for online classes will be addressed in the Online Education Standards document.
19. Security for Zoom on a personal computer at home is different from the computer on campus. So, use your own judgement.
20. Regards to Google Voice or College phone number where students can text pictures of their work. There is no need for that because almost all apps on all smartphones have a way to share images. So when they take a

photo, they can share it and sent that image in variety of ways, such as text message, various messenger apps, email, upload to Google Drive or One Drive or Drop Box, etc. So, you don't have to give out your personal phone number to students, they can email their work to your college email.

7. Announcements

No announcements

8. Adjournment of Meeting

Action: Adjourn meeting

Motion by R. Robertson and W. Smith, second by P. Shibalovich

Comments/Discussion/Protests/Revisions: None

Final resolution: Passed unanimously, meeting adjourned at 4:47 p.m.